encore

ePayStub GP18.3

Build Notes

ENCORE BUSINESS SOLUTIONS

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June, 2021

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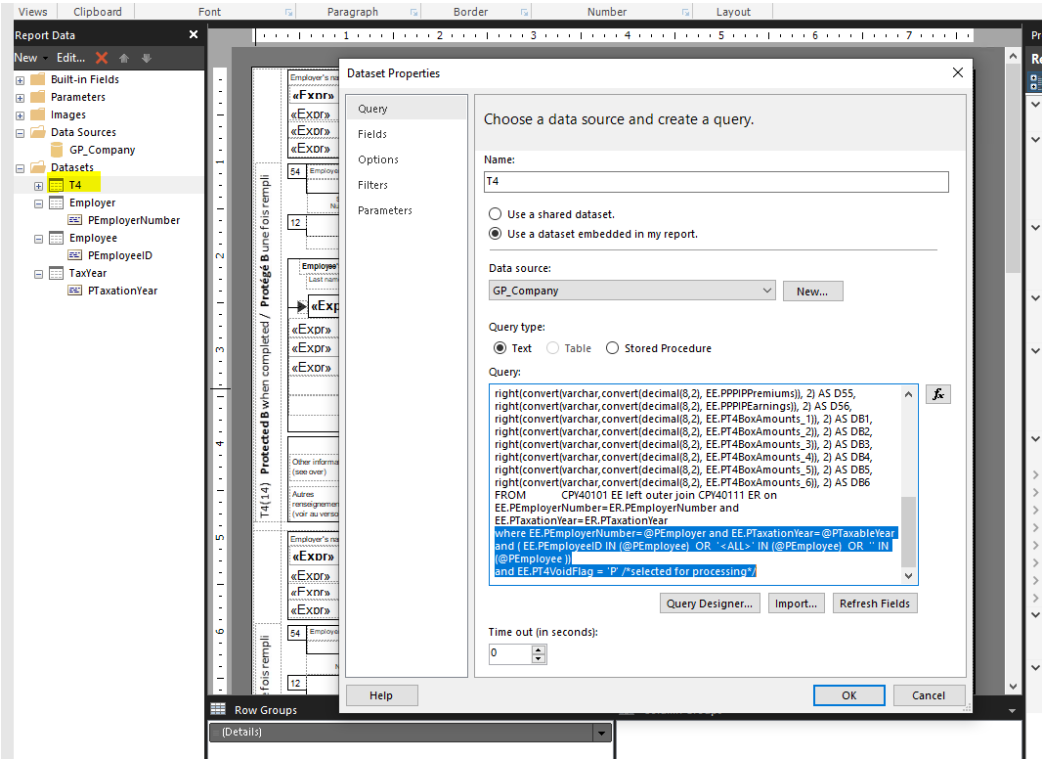
Build 18.340 – June 29, 2021

Email T4 Updates

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

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

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



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

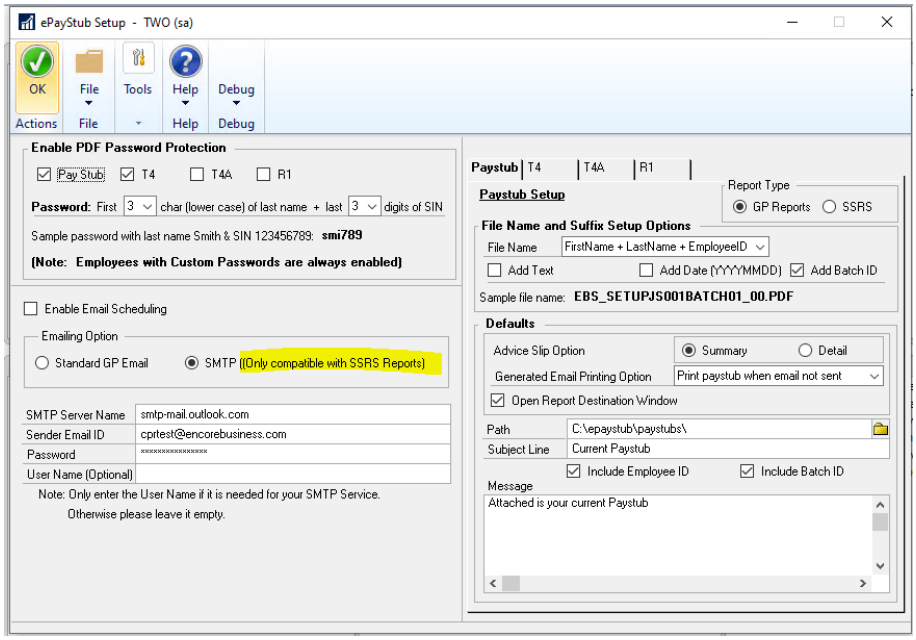
Issue observed that when using SMTP option, it would switch to core GP email option should an employee in the list is flagged for not authorized to email and the next employee in the list is flagged as authorized to email. This issue is now resolved and all employees that are flagged as authorized will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

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

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

ePayStub Setup window Updates

1. **Updated SMTP option label change in ePayStub Setup**
   Label updated for SMTP in ePayStub setup to provide a clear indication this option is only compatible with SSRS report option.



Build 18.339 – June 15, 2021

Email Paystub window Updates

1. **Resolved issues with loading records into the email payslips window while using GP report option.**
   Issue was observed resulting in SQL error upon accessing email Payslips window. This issue only occurred if the environment was not set to use SSRS reporting and specifically set to use the GP report option in ePayStub Setup. This issue is now resolved.

2. **Resolved issues with email log report failing to print when using HTML option with GP report for paystubs**
   Problem observed when using GP report option in ePayStub setup and specifically using HTML option instead of PDF. This issue is now resolved.

Build 18.338 – June 04, 2021

Email Paystub window Updates

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

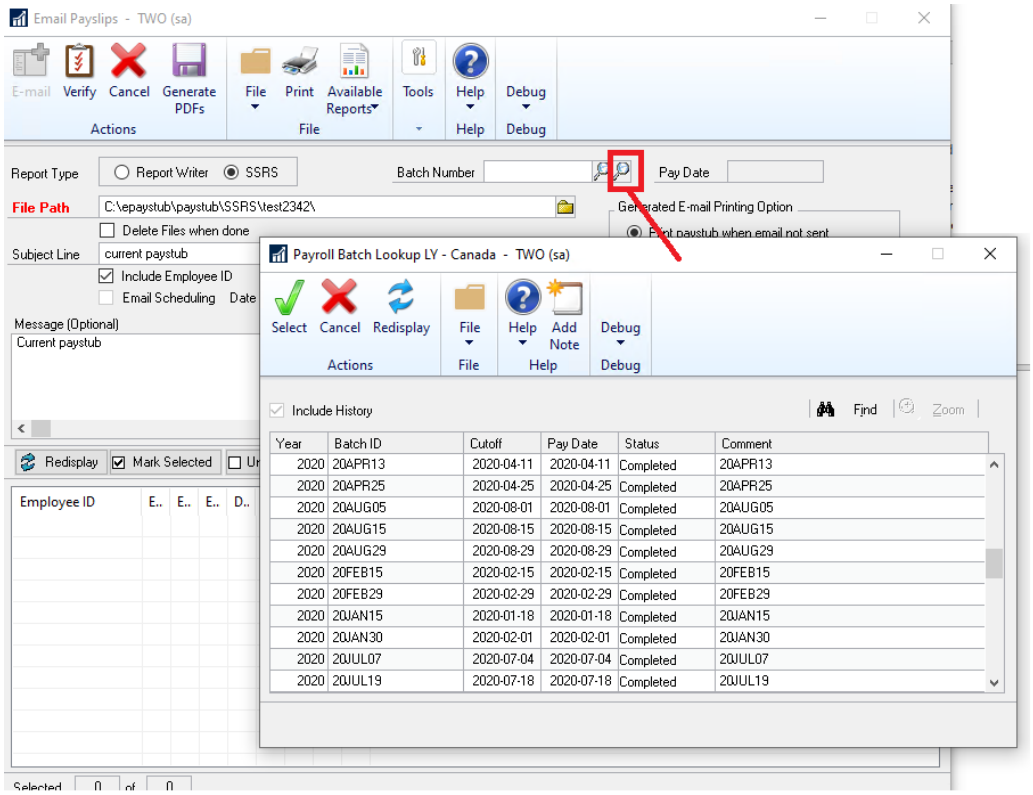


Table Conversion Updates

1. **Resolved issues with snapshot tables being cleared during table conversion.**
   Issue observed when installing a new build and running table conversion the snapshot tables listed below would be cleared because of the table conversion. Because these snapshot tables are cleared should users need to reprint a batch that had cheque generation performed prior to the installation and their SSRS pay slip report reported Banked Time or Vacation Amount values the report would not have accurate amounts displayed. This issue is now resolved so that if the tables exist, they are not rebuilt.
   - EBSCPY10100_SSRS
   - EBSCPY10110_SSRS
   - EBSCPY10115_SSRS
   - EBSCPY10120_SSRS
   - EBSCPY10130_SSRS

Build 18.337 – May 21, 2021

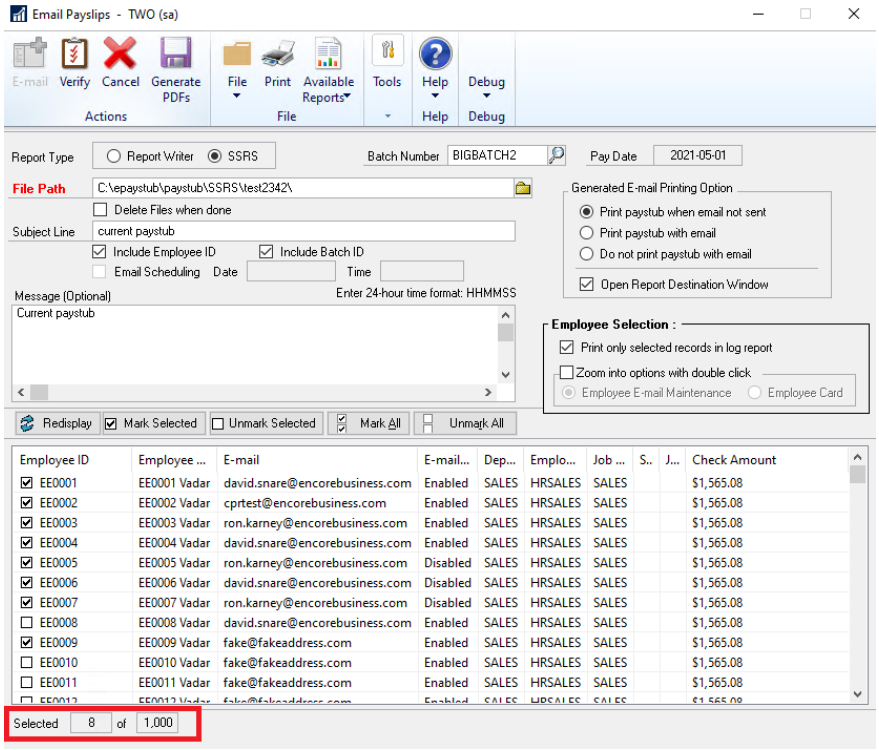
EpayStub Setup Changes

1. **Resolved issues with Username field.**
   Issue observed with verification failing when Username field was blank. This issue is now resolved, and Username field also increased field size to 100 Characters.

Build 18.336 – May 18, 2021

Email Paystub window Updates

1. **Updated Email window for record select counter.**
   The email window will now display the total number of employees in the batch and indicate how many employees have been selected in the window.



ePayStub Print Options Update

1. **Resolved issues with Generate E-mail Printing Options.**
   Issue observed when using the Generated Email Printing Options for large batches. With this option it failed to pass the complete parameters for the batch to the SSRS report to be printed for large batches. This issue was due to URL limits being reached. This same issue would occur when using the print button as well for large batches.
   This fix was updated on the existing SSRS templates that are included with the package install. However, for pre-existing users this change will require a change be made to the SSRS report being used. Use the following instructions to make the modifications to the report

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

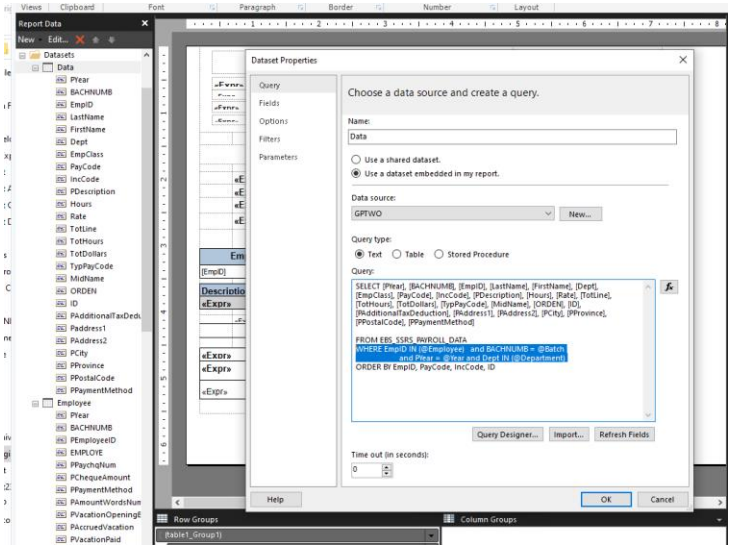
1. Open the SSRS report server while remoted into the SQL server.
2. Select the company Db you are using.
3. Select the Payroll folder.
4. Locate the report file you are using and select the … then Edit in Report Builder.
5. Once opened expand the dataset folder.
6. Right Click on the Data Dataset and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

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

With this

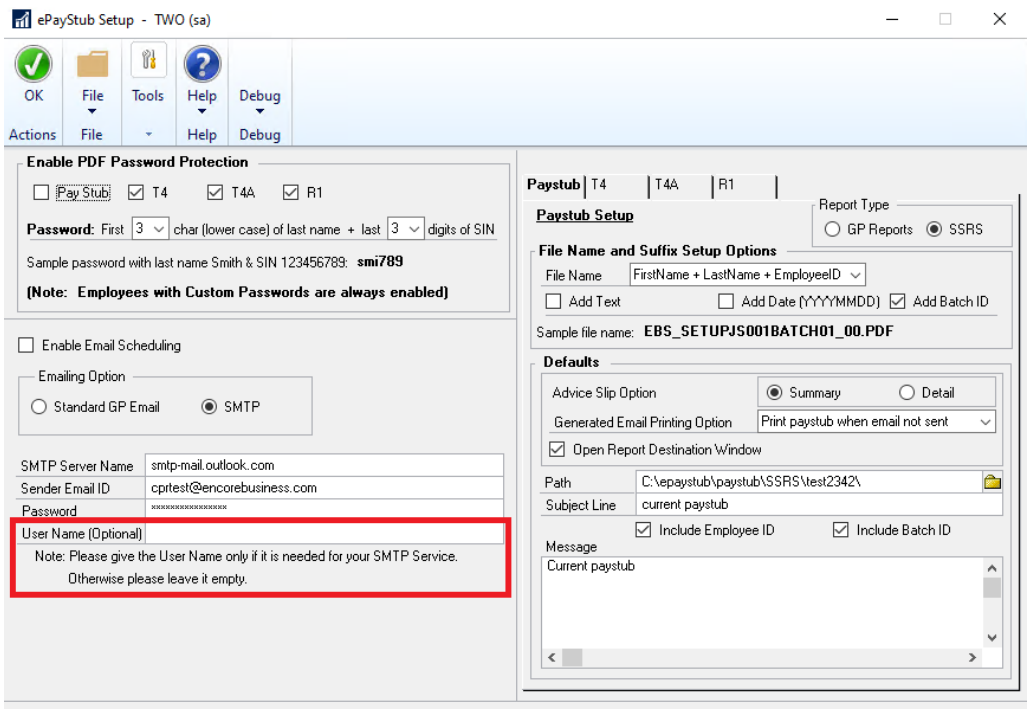
```
WHERE BACHNUMB = @Batch and PYear = @Year
AND ( (EmpID IN (@Employee) AND @Employee NOT IN ('','<ALL>')) OR
(@Employee in ('','<ALL>')) )
AND ((Dept IN (@Department) AND @Department NOT IN ('','<ALL>')) OR
(@Department in ('','<ALL>')) )
```

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



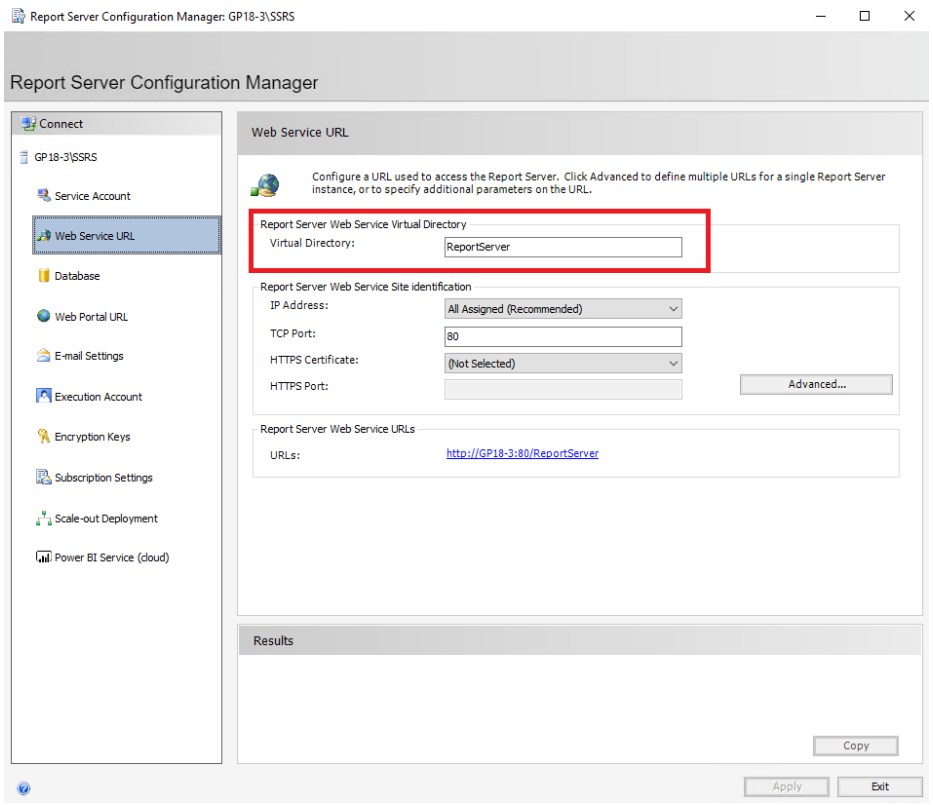
ePayStub Setup Updates

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



SSRS Deployment updates

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



SSRS view Table updates

1. **Split the SSRS report views into Open Year and Historical Year views.**
   This change was made to improve performance when selecting an open year batch and start groundwork for selecting Historical Year Batches.

   The existing views below have been updated to only obtain Open year Data.
   - EBS_SSRS_PAYROLL_BATCH_VIEW
   - EBS_SSRS_PAYROLL_EMPLOYEE_VIEW
   - EBS_SSRS_PAYROLL_DATA_VIEW

   The following new views are created to obtain Historical year data
   - EBS_SSRS_PAYROLL_BATCH_HISTORY_VIEW
   - EBS_SSRS_PAYROLL_EMPLOYEE_HISTORY_VIEW
   - EBS_SSRS_PAYROLL_DATA_HISTORY_VIEW

2. **Updated to Employee Data views and Employee Table for PTax Column.**
   This update to add the column PTax made to accommodate needs for custom groupings for income types between taxable and non taxable paycodes.

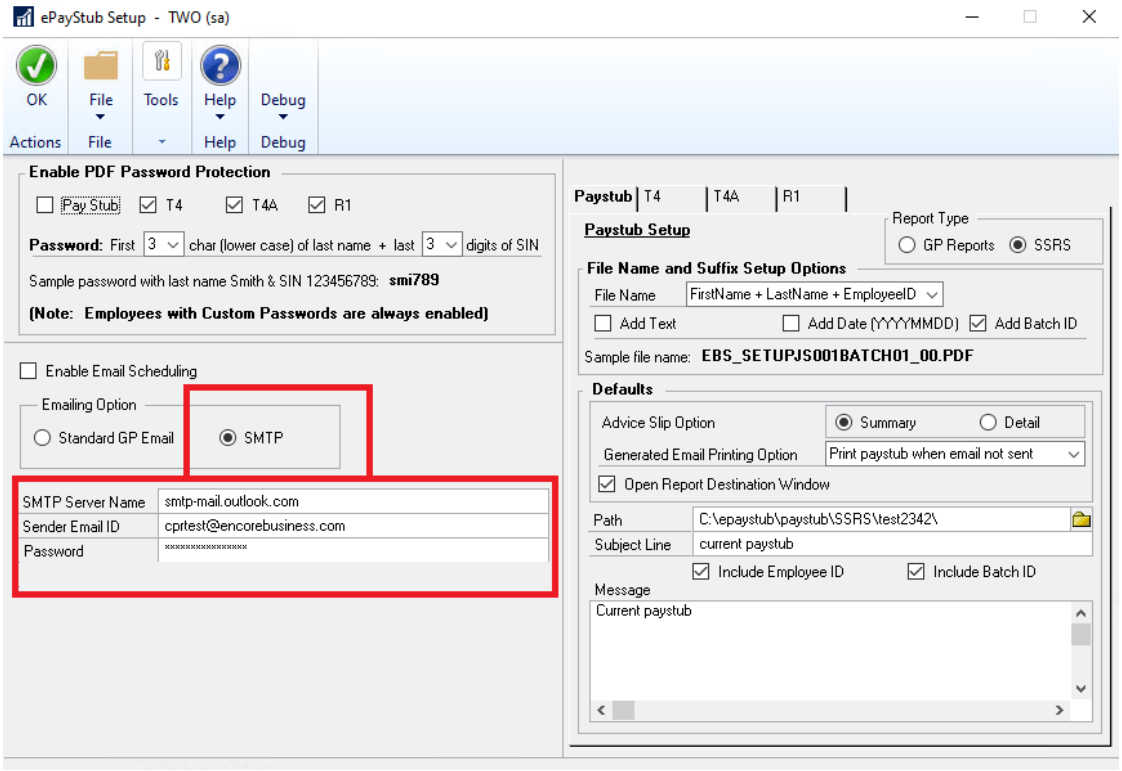
Build 18.335 – April 28, 2021

ePayStub SMTP options

1. **Improved email process for new SMTP option for emailing.**
   This new update was added to ePayStub setup.

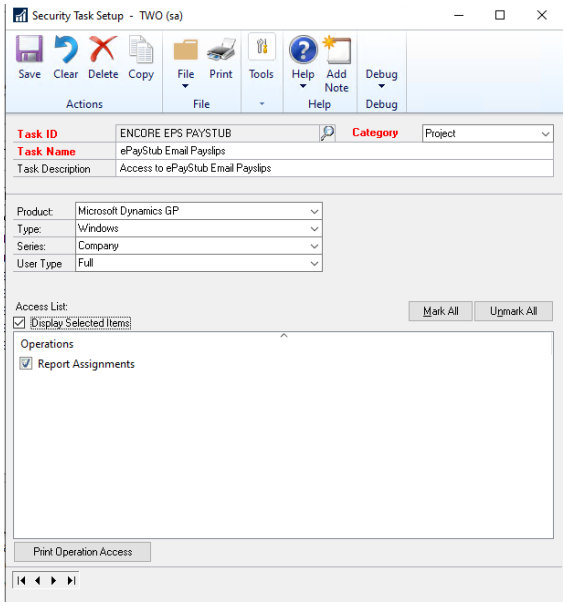
(Microsoft Dynamics GP >> Tools >> Setup >> ePayStub for CPR >> Main Setup)
This option allows the user to specify the email address they wish to send from. With this option to be enabled the scheduled delivery option must be disabled.
Using the SMTP option does not use the GP System Preferences Setup for Exchange or MAPI.
To enable select the SMTP option. Once set enter the following:

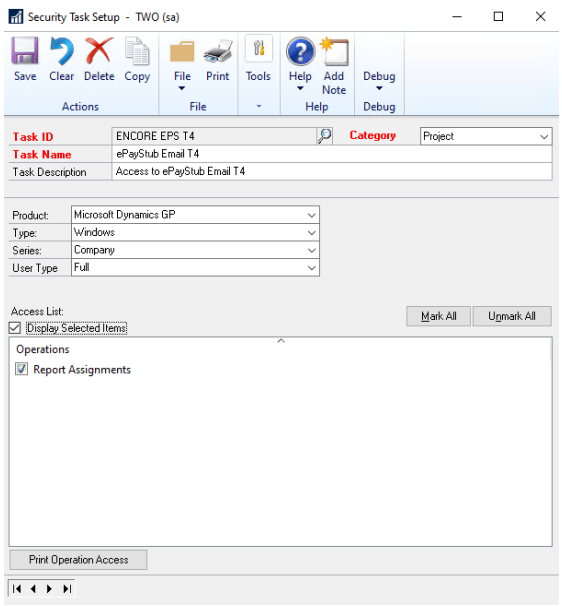
- SMTP Server Name (if hosted on Dynamics 365 this would be smtp-mail.outlook.com)
- Sender Email ID (must exist on hosted server)
- Password (note that if the domain setup has secondary authentication setup, then you must create an APP password and use the APP password. Click here for more information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



Security Task Updates

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





SSRS Processing Improvements

1. **Procedure improvements for processing paystubs.**
   This update made to improve the processing time taken to generate and email pay slips using the SSRS report option.

2. **Working Table updates for SSRS report options.**
   This update has created new working tables to load the records for Batch, Data, and Employees. This change does not require any SSRS report changes as the report will now use tables to load the data instead of the views.
   The Three new working tables are:
   - EBS_SSRS_PAYROLL_BATCH
   - EBS_SSRS_PAYROLL_DATA

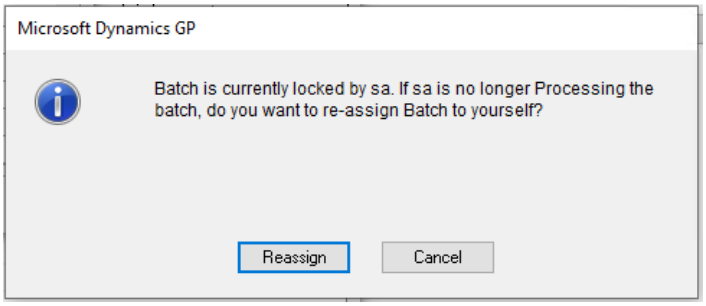
- EBS_SSRS_PAYROLL_EMPLOYEE

For this change three new views are created:

- EBS_SSRS_PAYROLL_BATCH_VIEW
- EBS_SSRS_PAYROLL_DATA_VIEW
- EBS_SSRS_PAYROLL_EMPLOYEE_VIEW

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

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



Build 18.333 – Feb 22,2021

Email SSRS report option for Paystub and T4

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

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

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

For the Template reports new views are created

- EBS_SSRS_PAYROLL_BATCH
- EBS_SSRS_PAYROLL_DATA
- EBS_SSRS_PAYROLL_EMPLOYEE

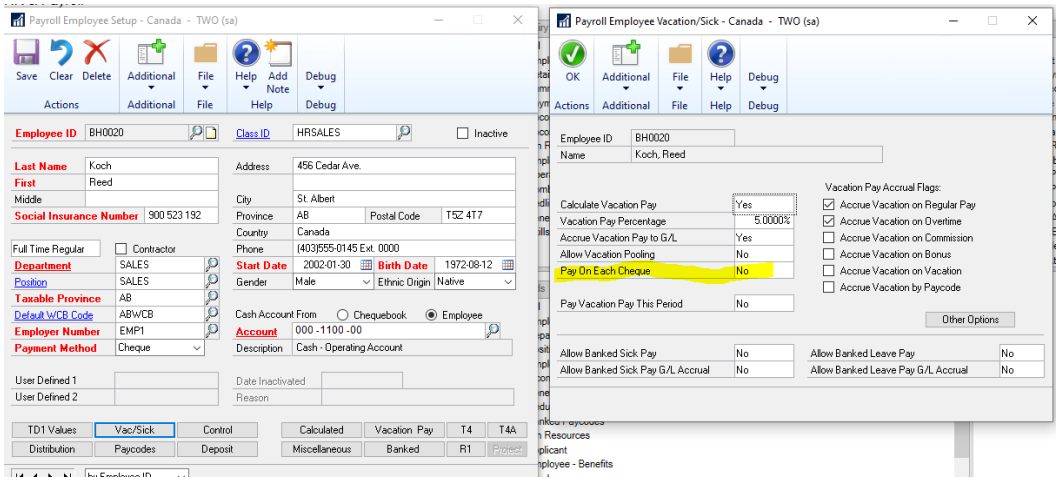
This update does require that SSRS is deployed in GP to be able to use this option. With the build install it will include 3 paystub report templates that can be used and modified for use by the user in Report Manager. The Build will also include the T4 template report to use to email T4 reports. The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

Template Examples

Below are samples of the Templates that are provided.

Paystub Template 1

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



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

Statement of Earnings and Deductions

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

Employee ID	Pay Period Ending	Cheque Date	Cheque Number	Net Pay
BH0020	2/13/2021	2/13/2021	CHQ00134	$1069.57

Description	Units	Rate	Amount	YTD
Income				
Hourly Overtime	4.00	23.25	$93.00	$93.00
Hourly Regular Pay	78.00	15.50	$1,209.00	$2,429.60
Total	**82.00**		**$1,302.00**	**$2,522.60**
Benefits				
Travel - Sales			$100.00	$200.00
Total			**$100.00**	**$200.00**
Deductions				
Canadian Pension Plan			$69.07	$133.71
Employment Insurance Deduction			$22.15	$43.02
Company RRSP Deduction			$32.00	$64.00
Income Tax			$176.71	$333.94
Union Dues			$32.50	$65.00
Total			**$332.43**	**$639.67**

Accruals				
Description	Prior	Earned	Taken	Balance
Vacation	$837.70	$126.13	$0.00	$963.83

Paystub Template 2

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

Statement of Earnings and Deductions

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

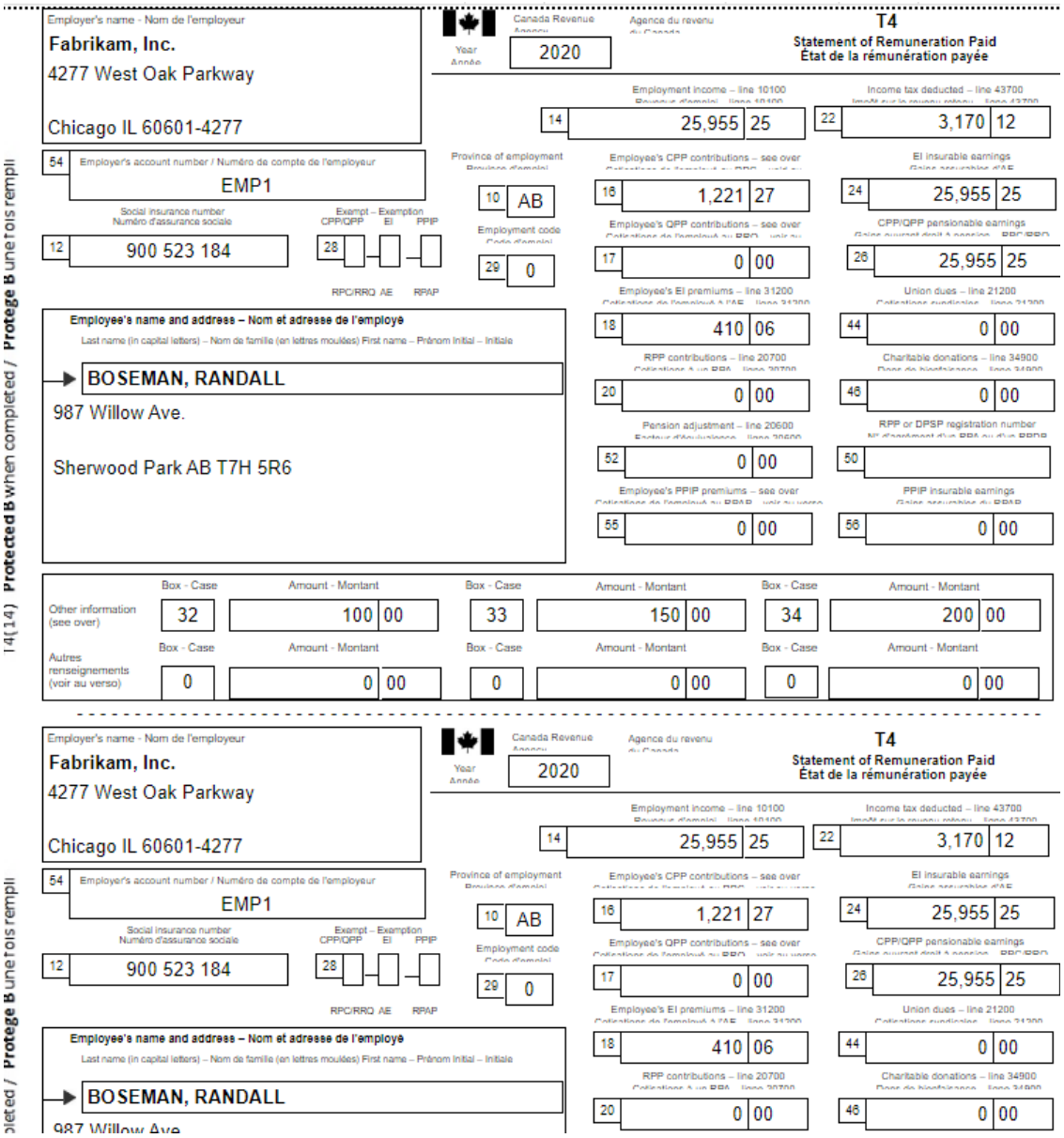
Pay Period: 1/31/2021 to 2/13/2021
Payment Date: 2/13/2021
Payment Method: Cheque

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

Payment Summary:

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

T4 Template



Employer's name - Nom de l'employeur
Fabrikam, Inc.
4277 West Oak Parkway

Chicago IL 60601-4277

54 Employer's account number / Numéro de compte de l'employeur: EMP1

12 Social insurance number / Numéro d'assurance sociale: 900 523 184

28 Exempt – Exemption CPP/QPP | EI | PPIP | RPC/RRQ | AE | RPAP

Canada Revenue Agency / Agence du revenu du Canada

Year / Année: 2020

T4
Statement of Remuneration Paid
État de la rémunération payée

14 Employment income – line 10100: 25,955.25

22 Income tax deducted – line 43700: 3,170.12

10 Province of employment: AB

29 Employment code: 0

16 Employee's CPP contributions – see over: 1,221.27

17 Employee's QPP contributions – see over: 0.00

18 Employee's EI premiums – line 31200: 410.06

20 RPP contributions – line 20700: 0.00

52 Pension adjustment – line 20600: 0.00

55 Employee's PPIP premiums – see over: 0.00

24 EI insurable earnings: 25,955.25

26 CPP/QPP pensionable earnings: 25,955.25

44 Union dues – line 21200: 0.00

46 Charitable donations – line 34900: 0.00

50 RPP or DPSP registration number:

56 PPIP insurable earnings: 0.00

Employee's name and address – Nom et adresse de l'employé
Last name (in capital letters) – Nom de famille (en lettres moulées) First name – Prénom Initial – Initiale

BOSEMAN, RANDALL
987 Willow Ave.

Sherwood Park AB T7H 5R6

Other information (see over) / Autres renseignements (voir au verso)	Box - Case	Amount - Montant	Box - Case	Amount - Montant	Box - Case	Amount - Montant
	32	100.00	33	150.00	34	200.00
	0	0.00	0	0.00	0	0.00

Protege B une fois rempli / **Protected B** when completed / I4(14)

Employer's name - Nom de l'employeur
Fabrikam, Inc.
4277 West Oak Parkway

Chicago IL 60601-4277

54 Employer's account number / Numéro de compte de l'employeur: EMP1

12 Social insurance number / Numéro d'assurance sociale: 900 523 184

28 Exempt – Exemption CPP/QPP | EI | PPIP | RPC/RRQ | AE | RPAP

Canada Revenue Agency / Agence du revenu du Canada

Year / Année: 2020

T4
Statement of Remuneration Paid
État de la rémunération payée

14 Employment income – line 10100: 25,955.25

22 Income tax deducted – line 43700: 3,170.12

10 Province of employment: AB

29 Employment code: 0

16 Employee's CPP contributions – see over: 1,221.27

17 Employee's QPP contributions – see over: 0.00

18 Employee's EI premiums – line 31200: 410.06

20 RPP contributions – line 20700: 0.00

24 EI insurable earnings: 25,955.25

26 CPP/QPP pensionable earnings: 25,955.25

44 Union dues – line 21200: 0.00

46 Charitable donations – line 34900: 0.00

Employee's name and address – Nom et adresse de l'employé
Last name (in capital letters) – Nom de famille (en lettres moulées) First name – Prénom Initial – Initiale

BOSEMAN, RANDALL
987 Willow Ave

Protege B une fois rempli / **Protected B** when completed / I4(14)

Report these amounts on your tax return.

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

66 – Eligible retiring allowances – See line 13000 in your tax guide.
67 – Non-eligible retiring allowances – See line 13000 in your tax guide.
74 – Past service contributions for 1989 or earlier years while a contributor
75 – Past service contributions for 1989 or earlier years while not a contributor – See line 20700 in your tax guide.
77 – Workers' compensation benefits repaid to the employer – Enter on line 2290

78 – Fishers – Gross income
79 – Fishers – Net partnership amount
80 – Fishers – Shareperson amount
See Form T2121. **Do not** enter on line 10100.

81 – Placement or employment agency workers
82 – Taxi drivers and drivers of other passenger-carrying vehicles
83 – Barbers or hairdressers
Gross income See Form T2125. **Do not** enter on line 10100.

85 – Employee-paid premiums for private health services plans – See line 33099 in your tax guide.
87 – Emergency services volunteer exempt amount – See "Emergency services volunteers" at line 10100, and the information at lines 31220 and 31240 in your tax guide.

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

30 – Board and lodging
31 – Special work site
32 – Travel in a prescribed zone
33 – Medical travel assistance
34 – Personal use of employer's automobile or motor vehicle
36 – Interest-free and low-interest loans
38 – Security options benefits
40 – Other taxable allowances and benefits
57 – Employment Income – March 15 to May 9
58 – Employment Income – May 10 to July 4
59 – Employment Income – July 5 to August 29
60 – Employment Income – August 30 to September 26
69 – Indian (exempt income) – Non-eligible retiring allowances
71 – Indian (exempt income) – Employment
86 – Security options election
88 – Indian (exempt income) – Self-employment

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

Veuillez déclarer ces montants dans votre déclaration de revenus.

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

66 – Allocations de retraite admissibles – Lisez la ligne 13000 de votre guide d'impô
67 – Allocations de retraite non admissibles – Lisez la ligne 13000 de votre guide d
74 – Services passés pour 1989 et les années précédentes pendant que l'employé cotisait
75 – Services passés pour 1989 et les années précédentes pendant que l'employ ne cotisait pas – Lisez la ligne 20700 de votre guide d'impôt.
77 – Indemnités pour accidents du travail remboursées à l'employeur – Inscrivez à la ligne 22

78 – Pêcheurs – Revenus bruts
79 – Pêcheurs – Montant net d'un associé de la société de personnes
80 – Pêcheurs – Montant du pêcheur à part
Consultez le formulaire T2121. **N'inscrivez pas** ce montant à la ligne 10100.

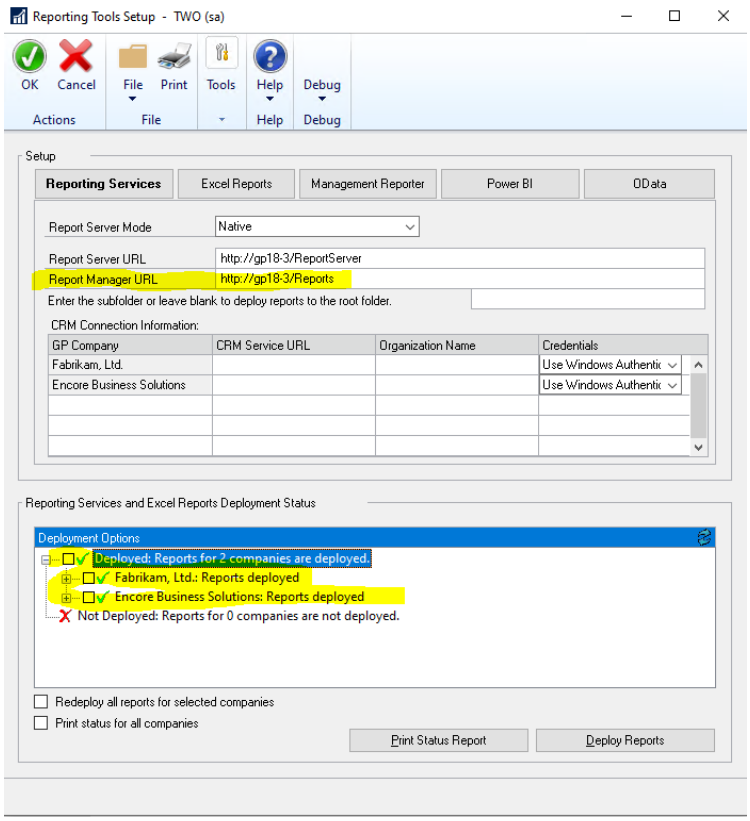
81 – Travailleurs d'agences ou de bureaux de placement
82 – Chauffeurs de taxi ou d'un autre véhicule de transport de passagers
83 – Coiffeurs pour hommes ou dames
Revenus bruts Consultez le formulaire T2125. **N'inscrivez pas** ce montant à la ligne 10100.

85 – Primes versées par l'employé à un régime privé d'assurance-maladie – Lisez ligne 33099 de votre guide d'impôt.
87 – Montant exempt d'impôt versé à un volontaire des services d'urgence – Lisez « Volontaires des services d'urgence » à la ligne 10100, et les renseignements aux lignes 31220 et 31240 de votre guide d'impôt.

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

Initial Installation Requirements

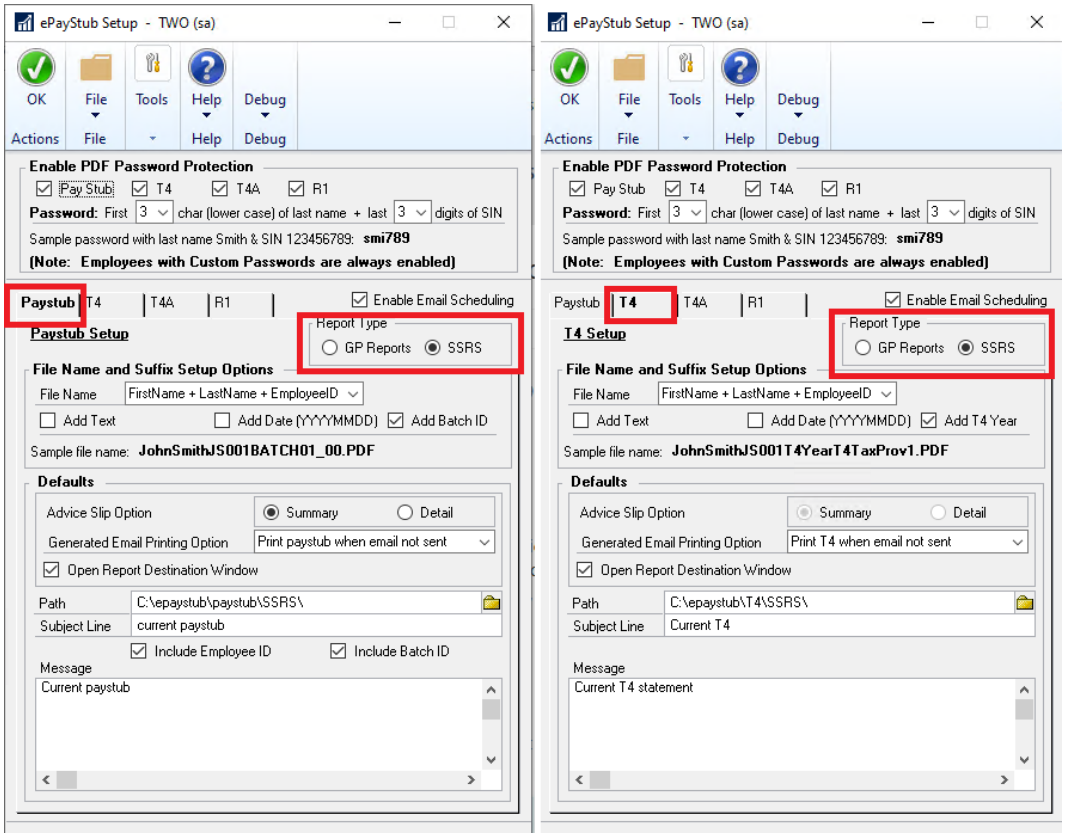
To be able use the SSRS report option for ePayStub Reporting Services must be deployed in GP to the company Db that will be using ePayStub. You can verify this by going to Microsoft Dynamics GP >> Tools >> Setup >. System >> Reporting Tools Setup. It this has not been deployed then you will need to complete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



ePayStub Setup change

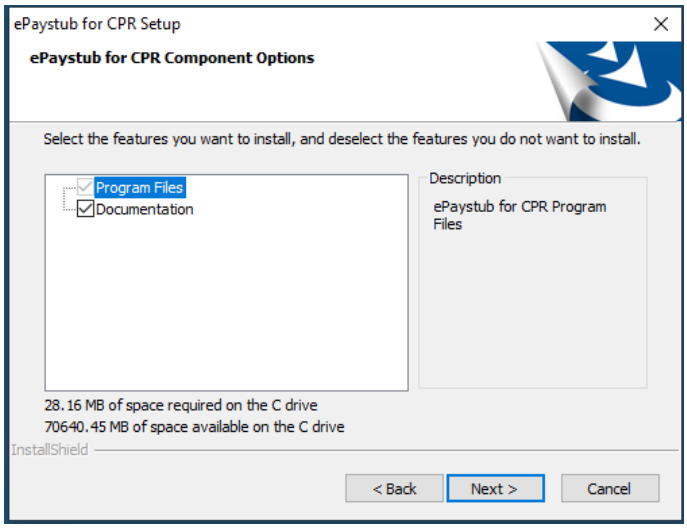
Once installed you can set ePayStub to use SSRS reporting for both paystub and T4 by going to ePayStub Setup.
(Microsoft Dynamics GP >> Tools >> Setup >> ePayStub for CPR >> Main Setup)

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

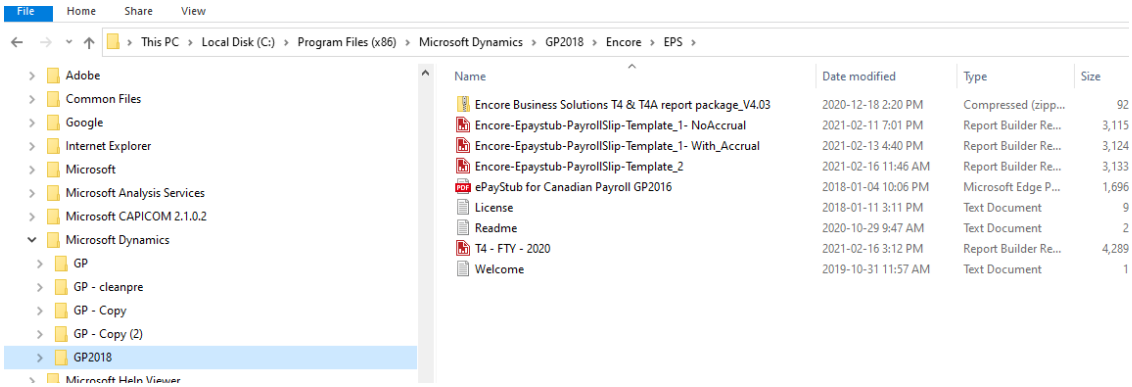


Configuring report template for use in environment

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



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



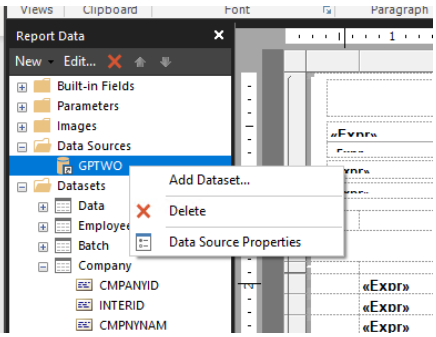
The Template to be used must be configured per company Db. As such it is recommended to modify the template and save for each Company Db accordingly for import into SSRS. Instructions for all templates are the same as outlined below in Paystub Template instructions.

See T4 Template Instructions below to setup the T4 report.

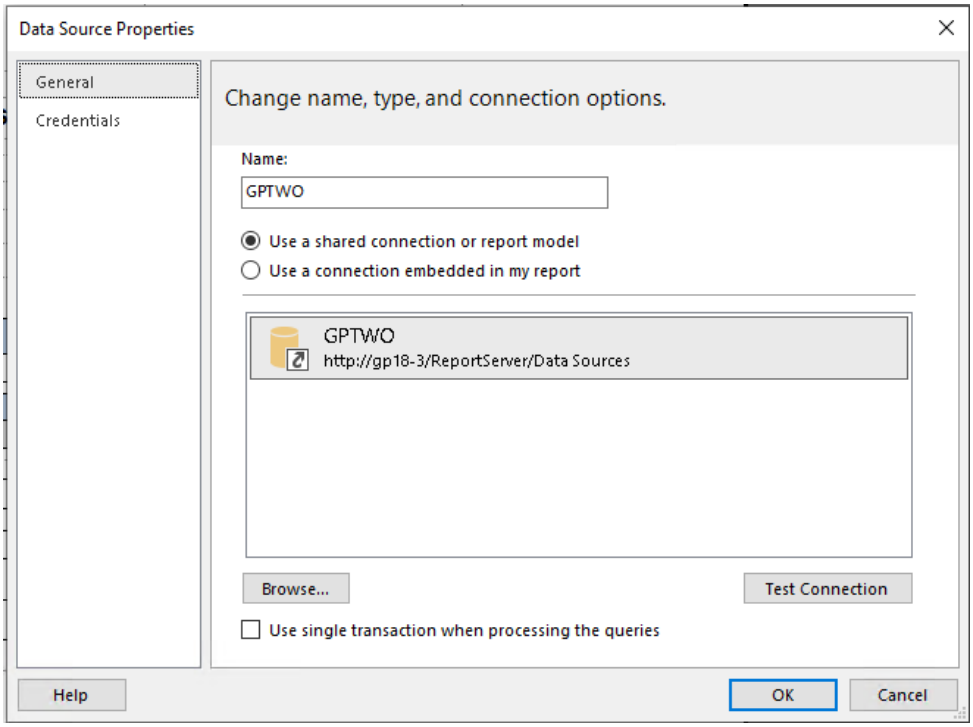
To modify the Templates, you must open then in Report Manager.

Paystub Template instructions

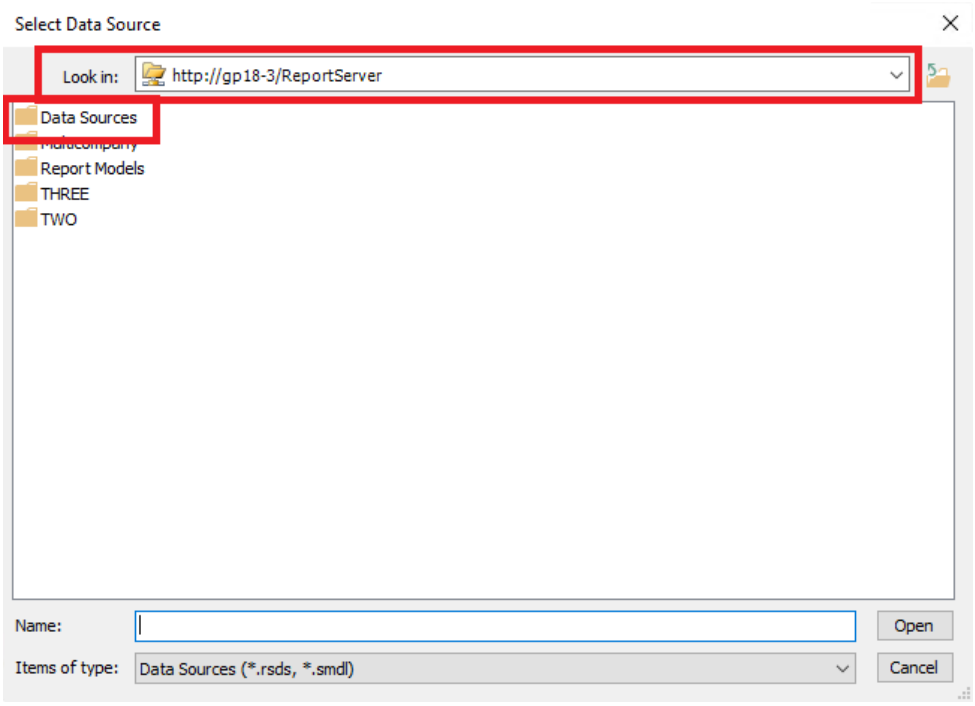
1. Expand Data Sources and select the GPTWO Datasource Then right click on it and select Data Source Properties.



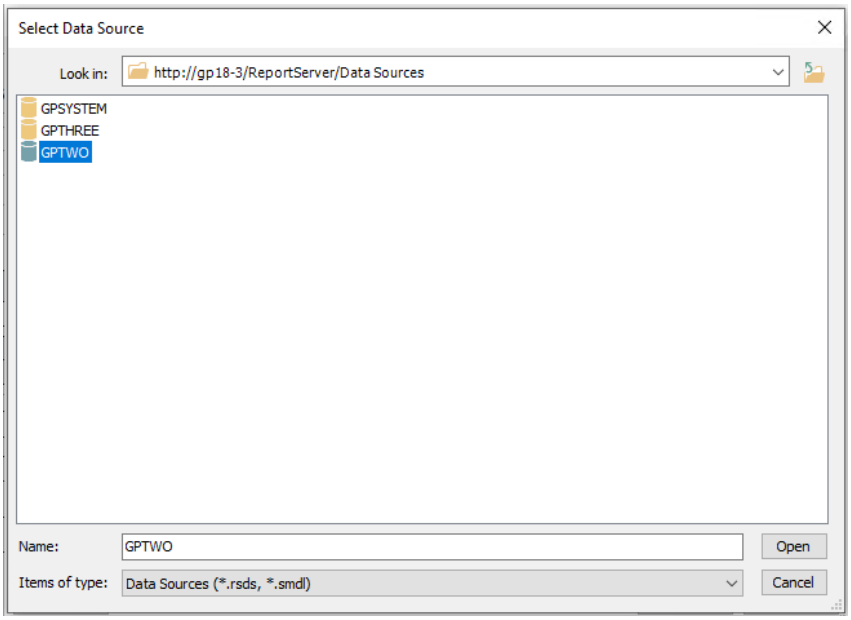
2. You can rename the Data Source name should you wish to something more meaningful. When ready press the Browse Button.



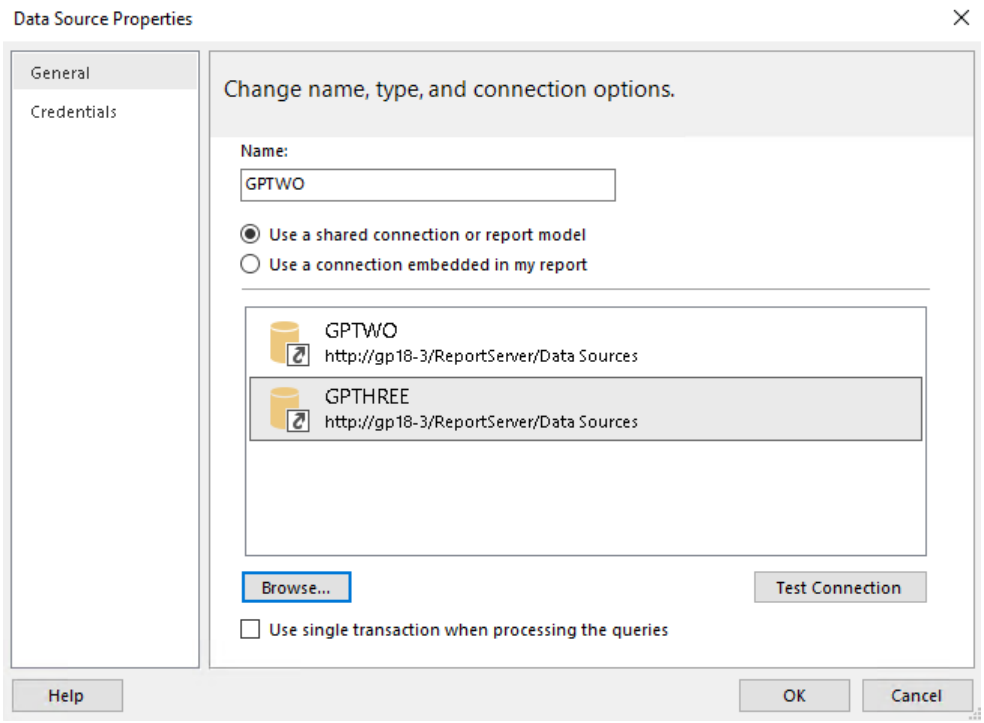
3. When you select Browse Enter in the Report Server URL and select Data Sources



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

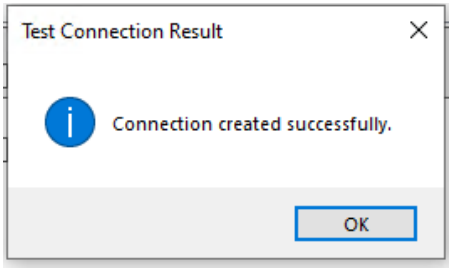


5. If you wish to use this report in multiple company Db you can select Browse again and select the Additional Company Db and select Open.

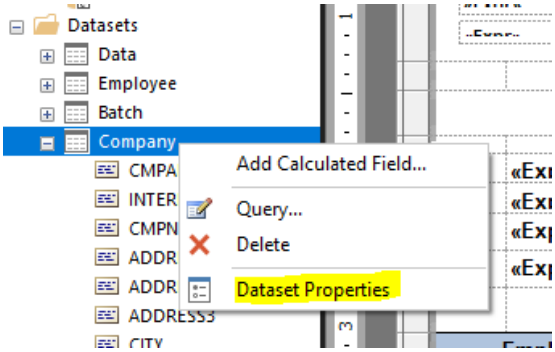


6. When ready be sure that the Data source you wish to use this report for is selected if you have multiple Data sources listed. Then Press Test Connection to confirm the report is able to connect.

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



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



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

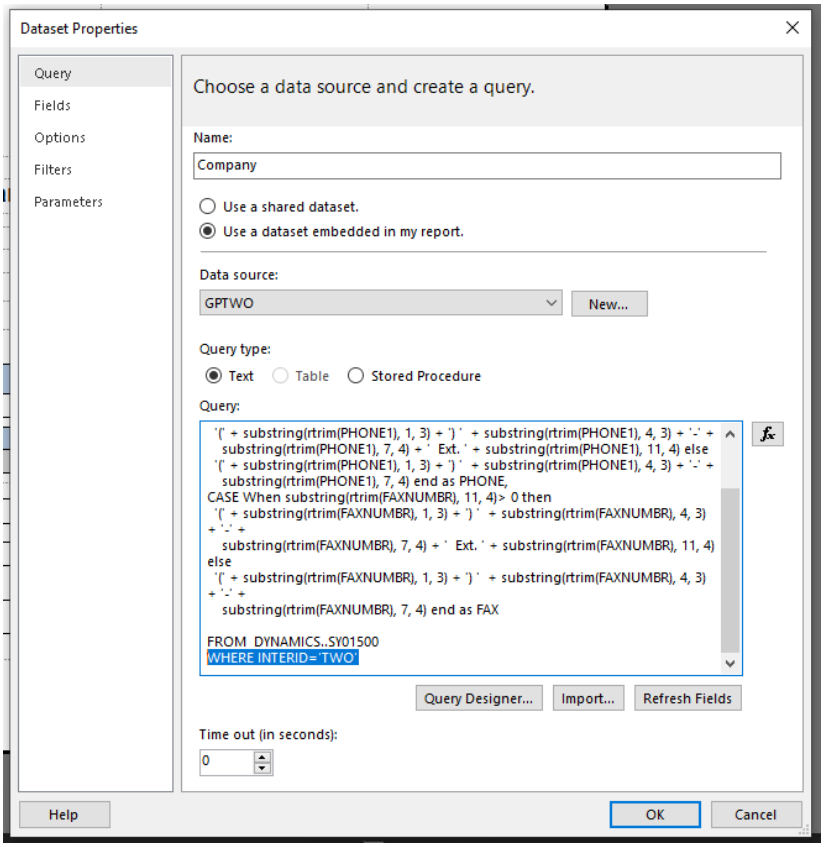
   WHERE INTERID = 'TWO'

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

   Example

   WHERE INTERID = 'MYCOM'

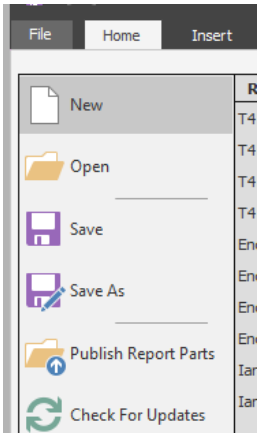
   Then select OK



9. When completed press File Save as

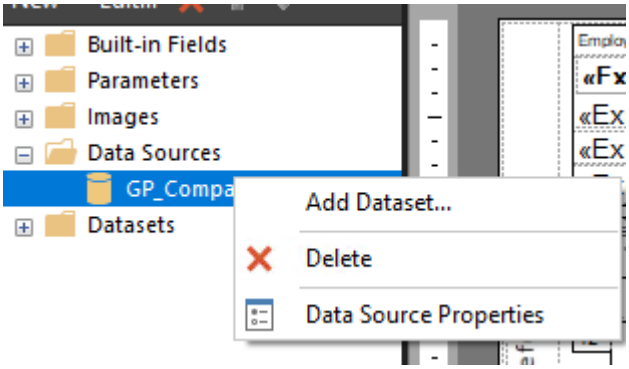
   Then give the template a new Name that pertains to the company Db you will be using it on. If you plan on using it on a second company Db then you will need to save a second file and make sure that the dataset as described in Section 5 above is set for that other company Db on its file save.

   Once all reports are completed updating see Importing Reports to import the report package to SSRS

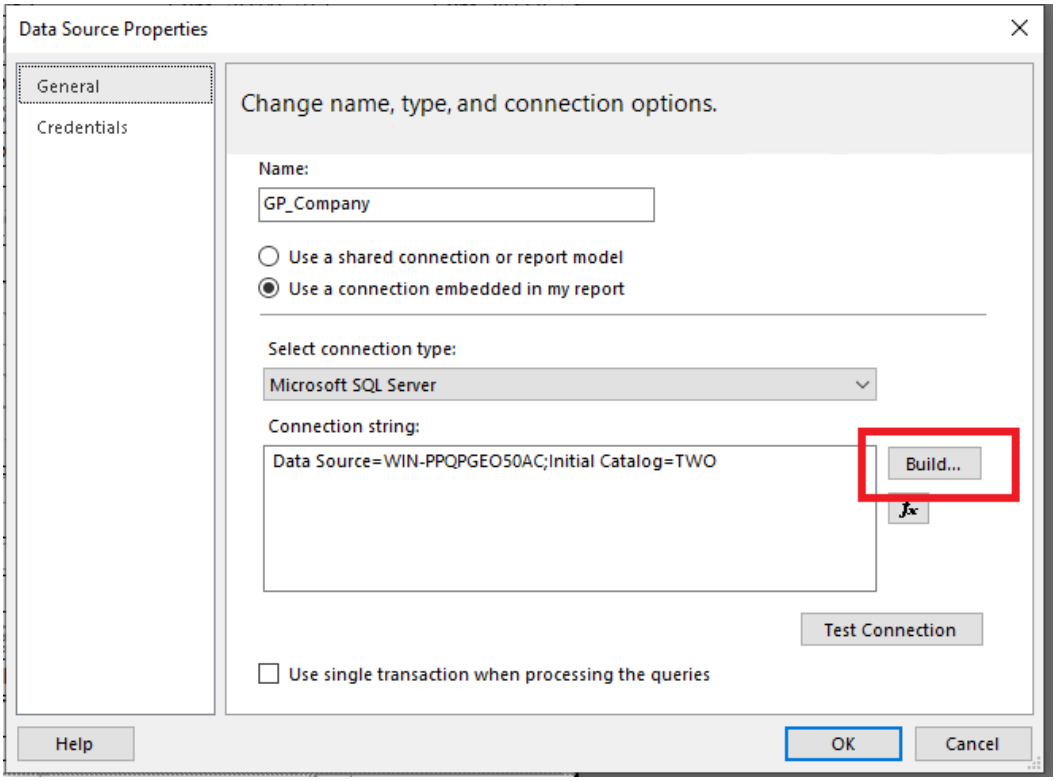


T4 Template Instructions

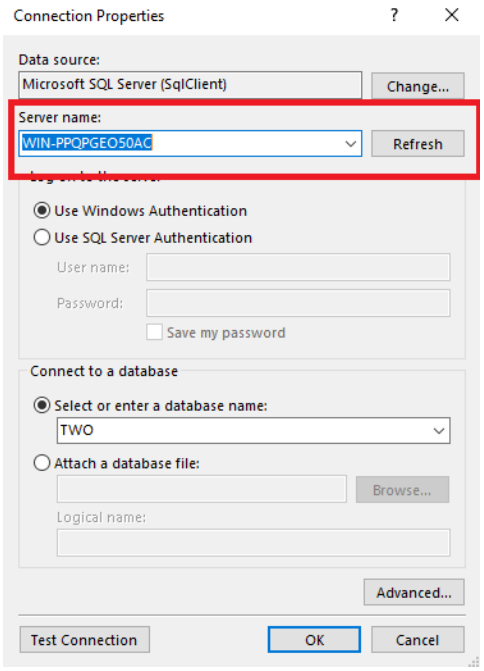
1. Open the T4 template RDL in Report Manager
2. Expand DataSources and right Click on the GP_Company Datasource listed and select Data Sourcce Properties



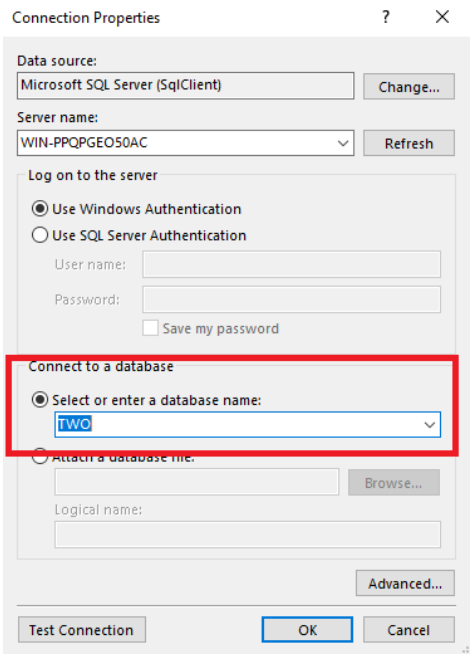
3. Press the Build Button in the window listed



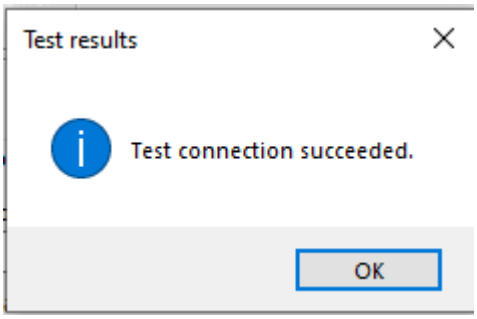
4. In the Connection Properties Window under Server Name enter in your Server Name by typing it in and press Refresh.



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



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

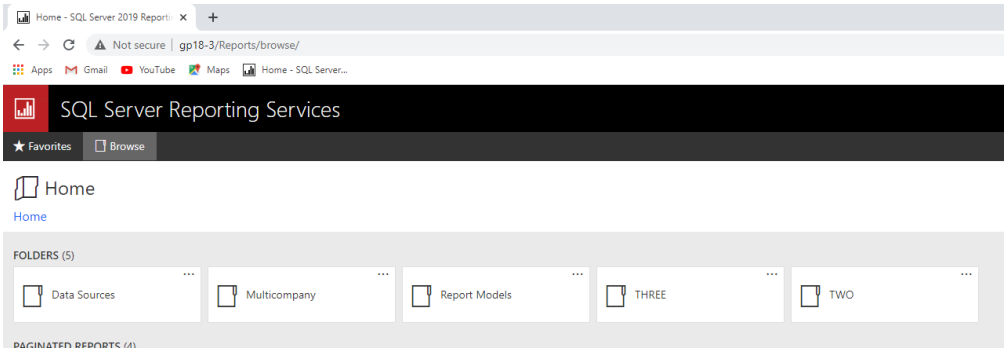


7. This will return you to the Data Source Properties window. Select OK again to close the window.
8. When completed save the template to a location you can access to import later. Recommend name include the Company Db if you have more than one company Db as you will need to repeat steps 1 through 8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

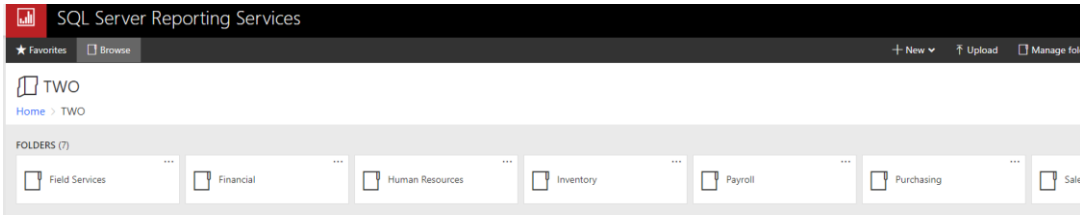
Importing Reports

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

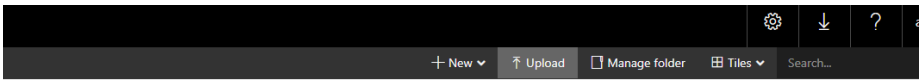
1. Open the Reports browser that is specified as part of your GP deployment.
2. Select The company Db you will be deployment your report for.

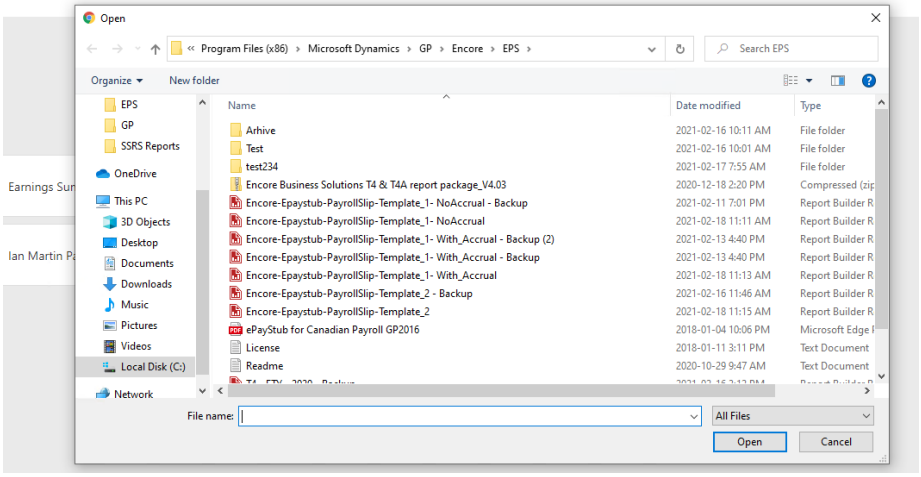


3. Select the Payroll Folder



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



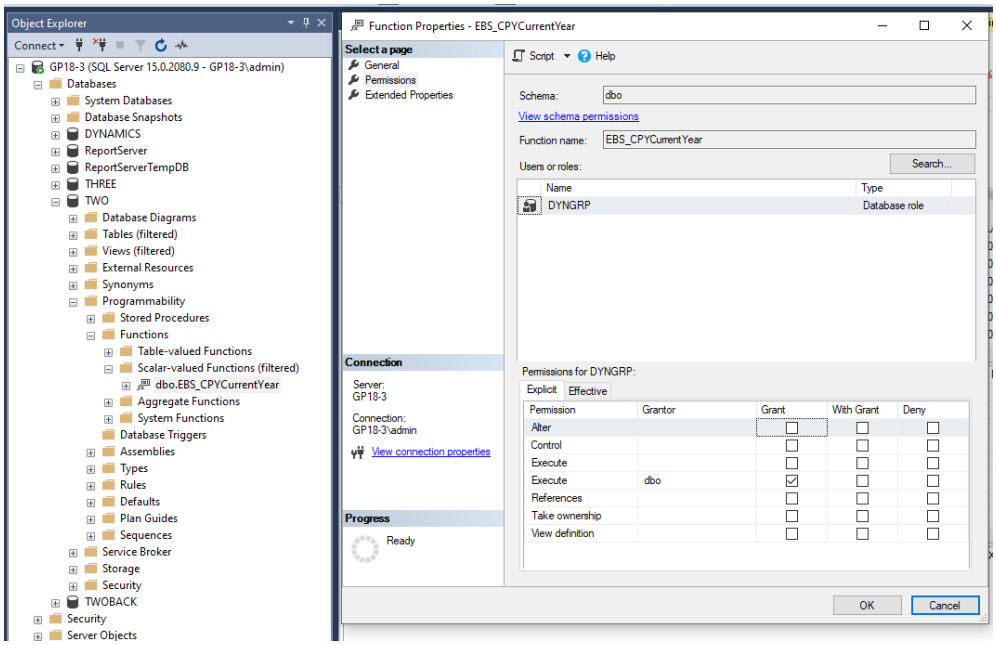


5. If you have a T4 report for this company Db you can upload that file to this folder as well.
6. Repeat steps for each company Db selecting the proper template modified for that company Db.

Server Security

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

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

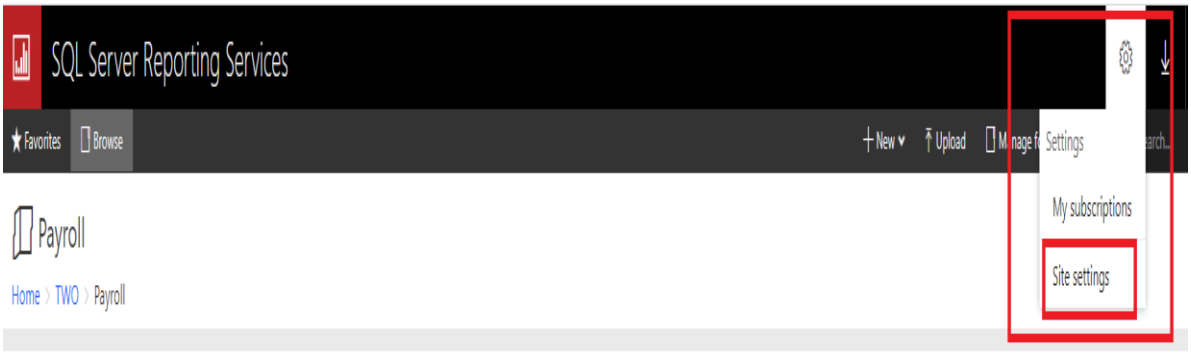


SSRS reporting Security

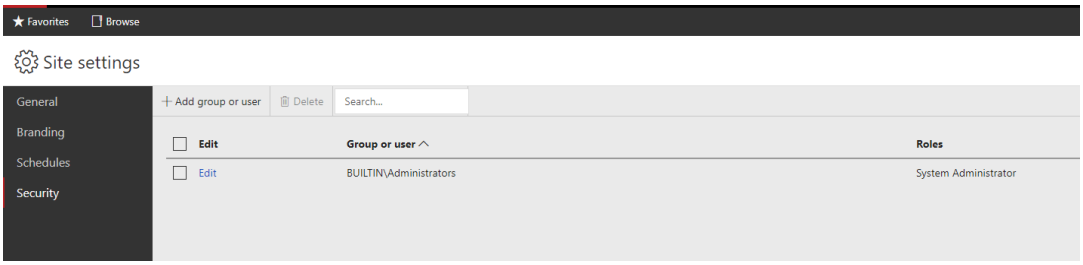
In order for users to be able to use the report they must be assigned site settings and if folder security is setup access to the folder security in SSRS.

Site Settings

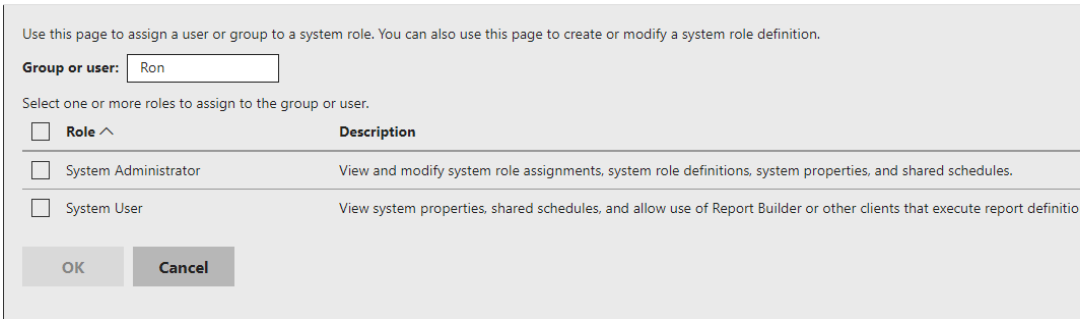
1. Select the Geer Icon in Reporting Services and select Site Settings.



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



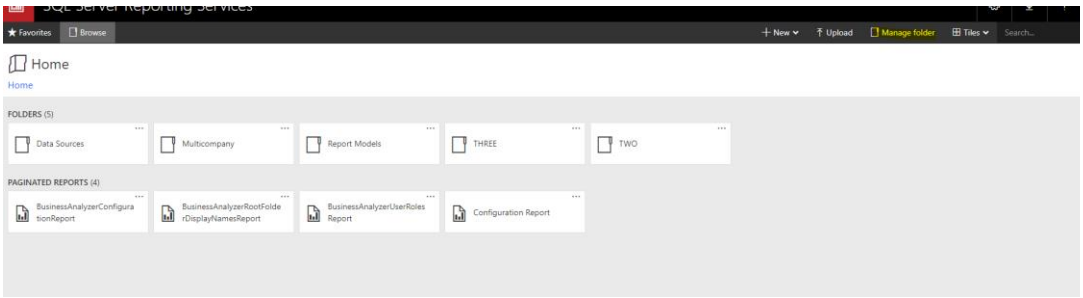
3. When adding a new user or group they will need the System User role.



Folder Security

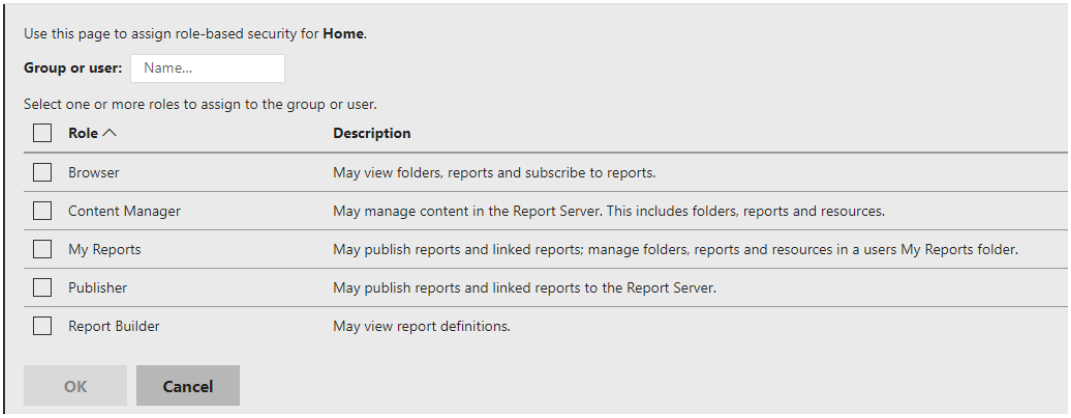
With Folder Security setup users must be given access to the folder the report is located in as well as the root folders for the company and Payroll.

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



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

3. Browser access would be required.

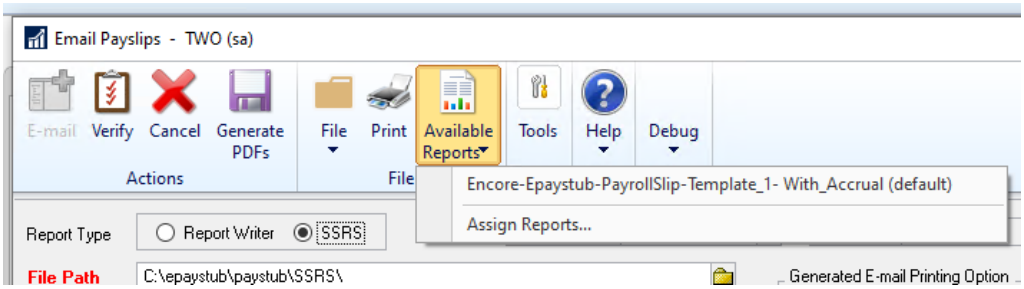


Assign Reports

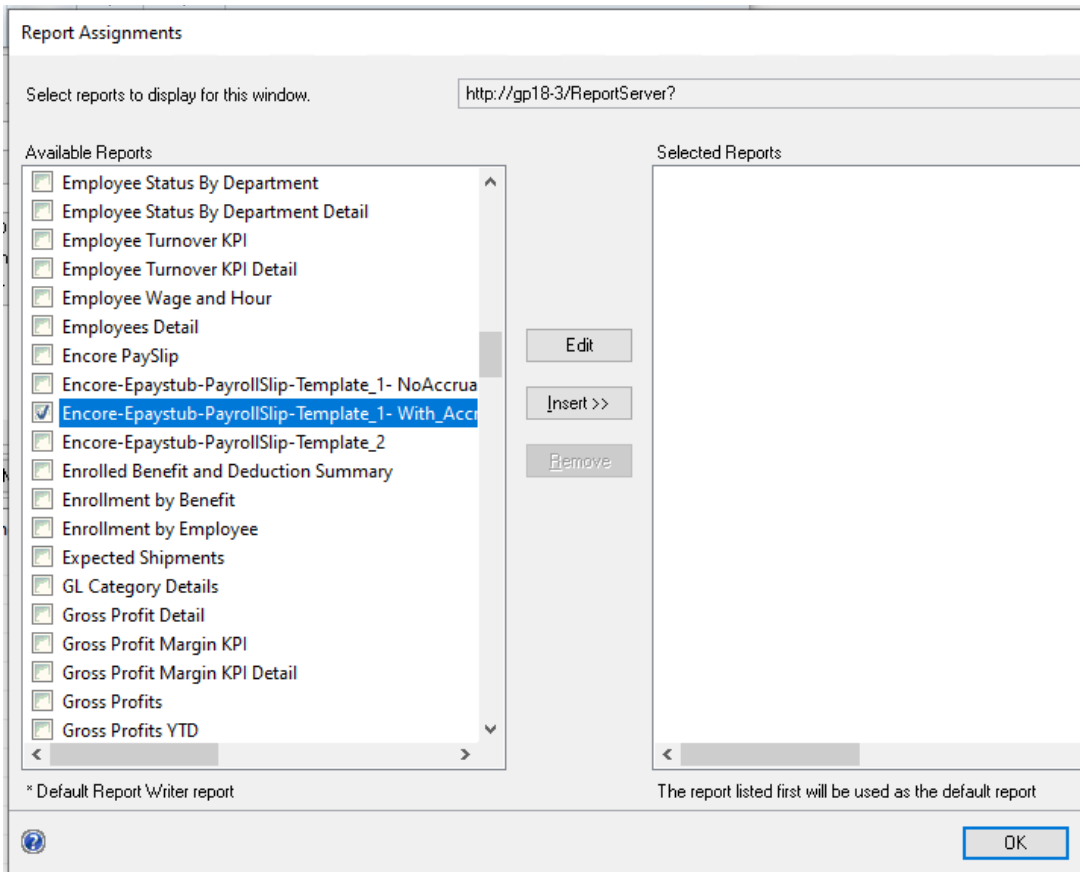
For both Paystub and T4 the user must Assign the report to use. This is a per company Per user setting.

Assign Paystub Report

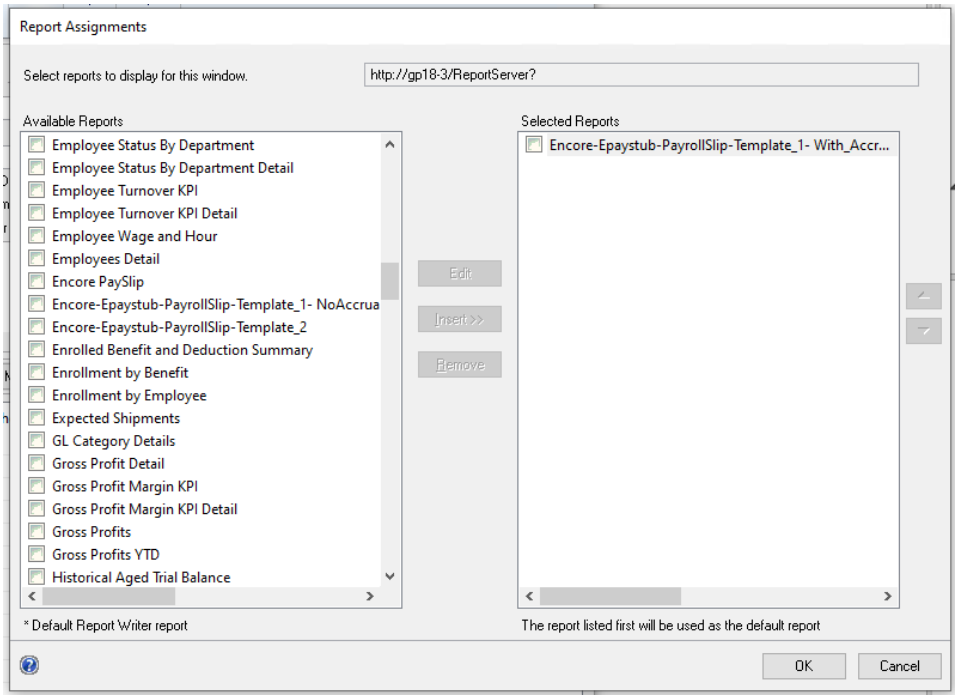
1. Open the Email Payslips window.
2. If SSRS report type is selected, you can select the Available Reports >> Assign reports option.



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

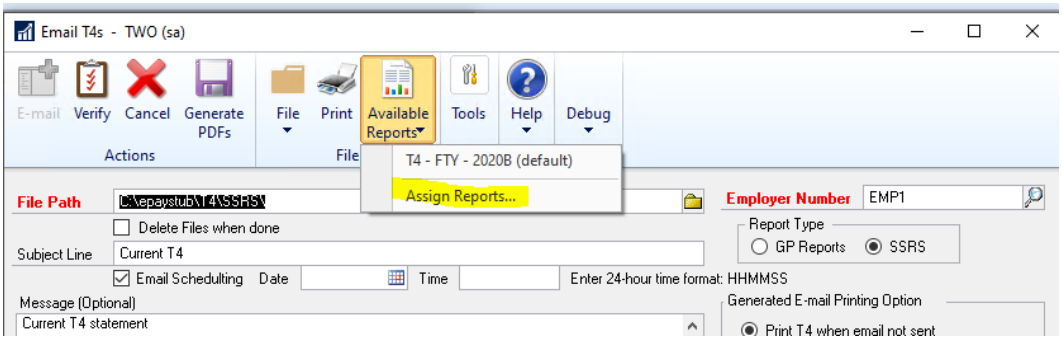


4. Press the Inert button then Ok.

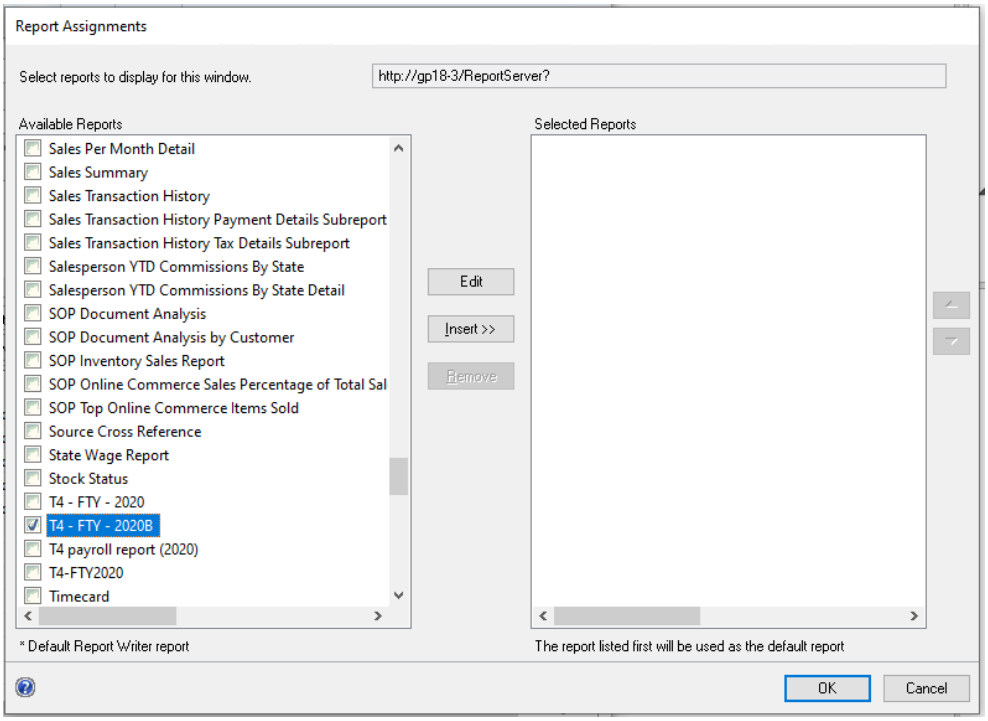


Assign T4 Report

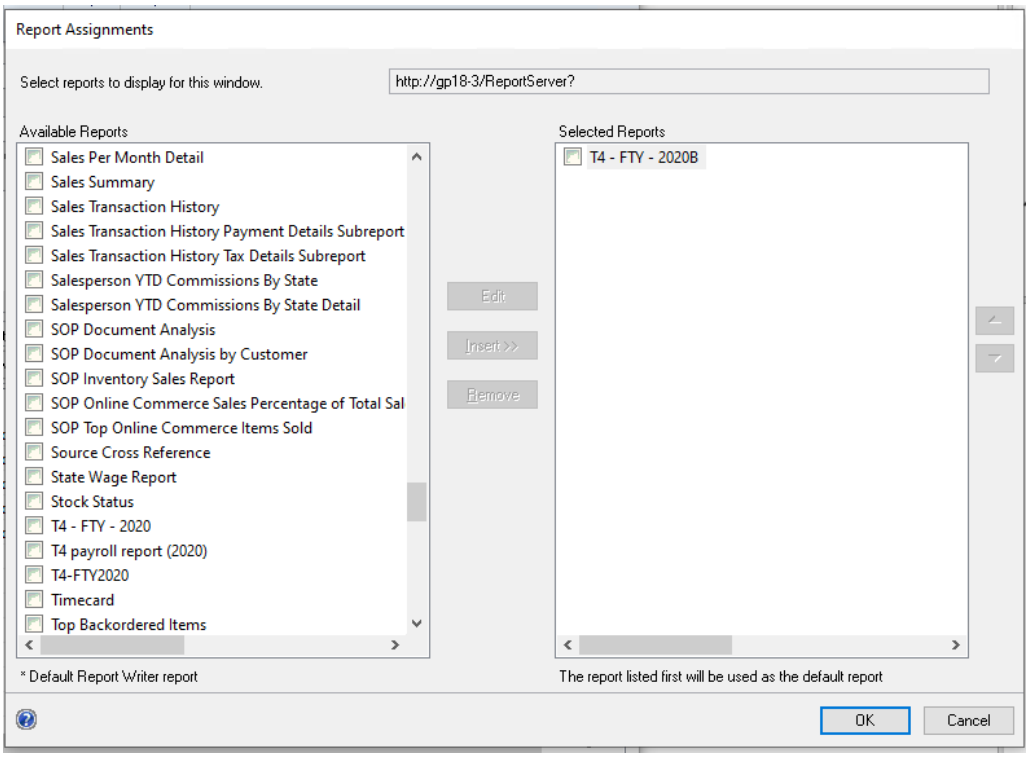
1. Open the Email T4 window
2. With the SSRS option selected you can press the Available Reports >> Assign Reports option.



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



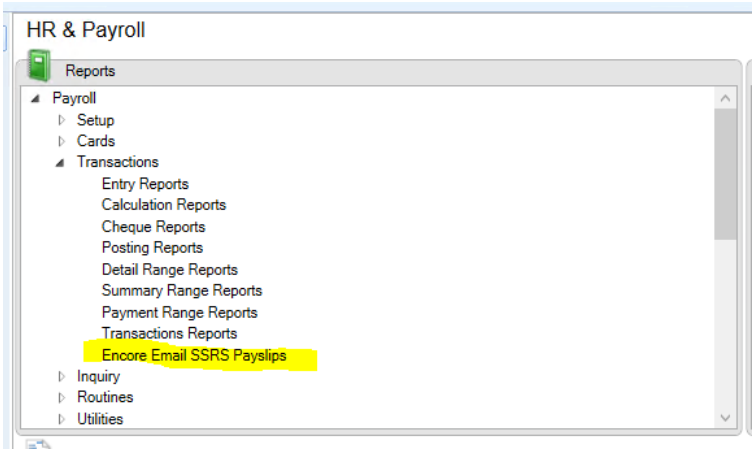
4. Press the Insert Button and select OK.



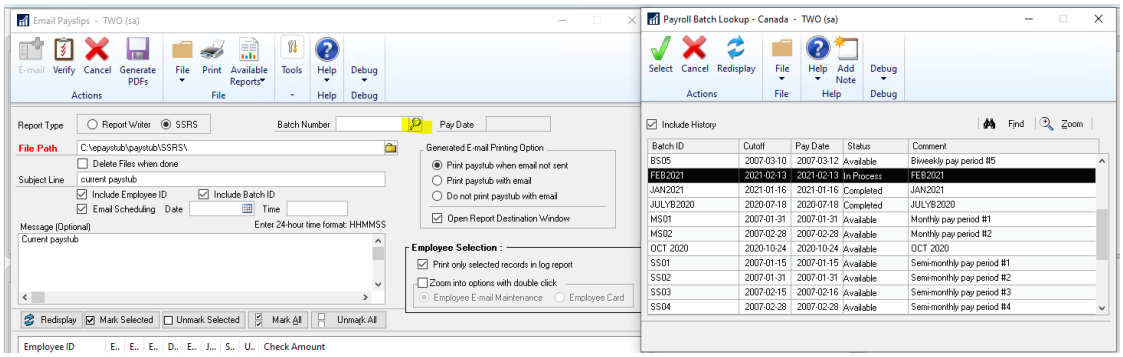
Emailing Paystubs

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

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



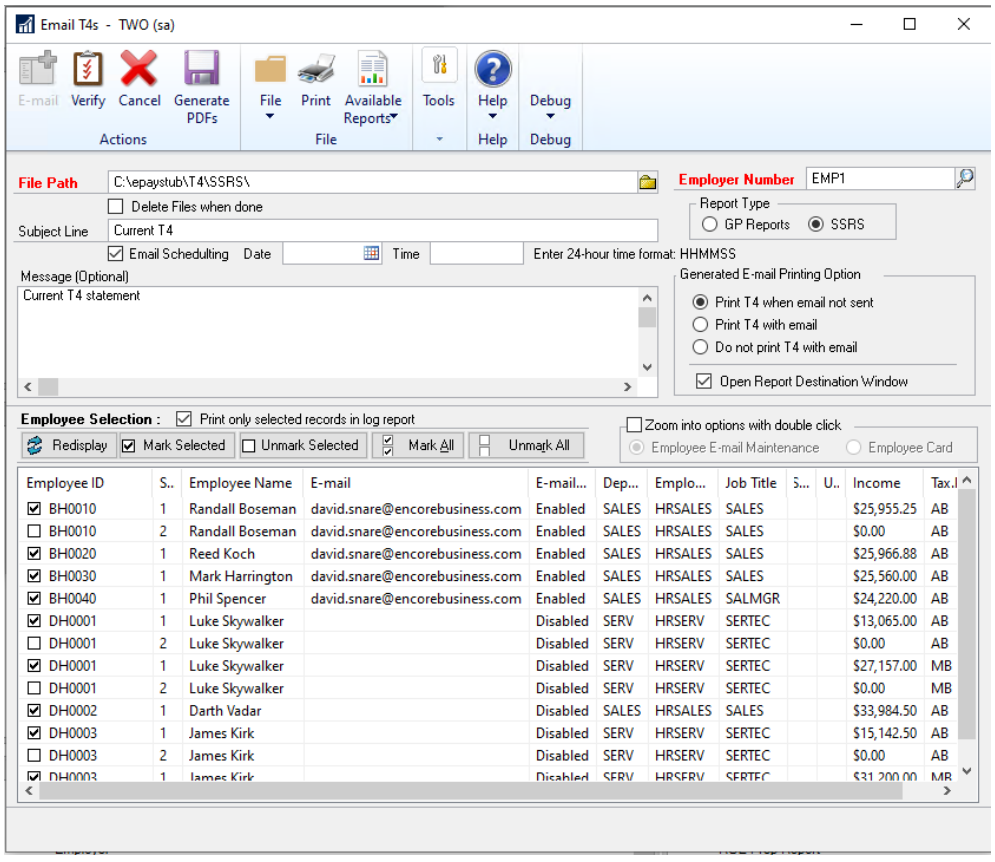
From there the user can use the Batch Number lookup to locate the batch they wish to process. The Payroll Batch Lookup will display all Batchs from the current year including posted historical ones. You can uncheck the option include History to only view current batches.



Emailing T4

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

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



Employee ID	S..	Employee Name	E-mail	E-mail...	Dep...	Emplo...	Job Title	S...	U..	Income	Tax.I
BH0010	1	Randall Boseman	david.snare@encorebusiness.com	Enabled	SALES	HRSALES	SALES			$25,955.25	AB
BH0010	2	Randall Boseman	david.snare@encorebusiness.com	Enabled	SALES	HRSALES	SALES			$0.00	AB
BH0020	1	Reed Koch	david.snare@encorebusiness.com	Enabled	SALES	HRSALES	SALES			$25,966.88	AB
BH0030	1	Mark Harrington	david.snare@encorebusiness.com	Enabled	SALES	HRSALES	SALES			$25,560.00	AB
BH0040	1	Phil Spencer	david.snare@encorebusiness.com	Enabled	SALES	HRSALES	SALMGR			$24,220.00	AB
DH0001	1	Luke Skywalker		Disabled	SERV	HRSERV	SERTEC			$13,065.00	AB
DH0001	2	Luke Skywalker		Disabled	SERV	HRSERV	SERTEC			$0.00	AB
DH0001	1	Luke Skywalker		Disabled	SERV	HRSERV	SERTEC			$27,157.00	MB
DH0001	2	Luke Skywalker		Disabled	SERV	HRSERV	SERTEC			$0.00	MB
DH0002	1	Darth Vadar		Disabled	SALES	HRSALES	SALES			$33,984.50	AB
DH0003	1	James Kirk		Disabled	SERV	HRSERV	SERTEC			$15,142.50	AB
DH0003	2	James Kirk		Disabled	SERV	HRSERV	SERTEC			$0.00	AB
DH0003	1	James Kirk		Disabled	SERV	HRSERV	SERTEC			$31,200.00	MB

Build 18.331 – Dec 07, 2020

Scheduled Delivery Email Updates

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

Email T4 Updates

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

ePaystub Setup Updates

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

Build 18.330 – Oct 15, 2020

Initial Release

1. **ePayStub build created for GP18.3**
   Build generated based on Build 18.022 for GP18.2.

Additional Product Support Resources

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

Request registration keys: regkeys@encorebusiness.com

Visit our ePayStub product page here on our website to access:

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

Product Support:

Email: Support@encorebusiness.com

Phone: 1.888.898.4330

Online submission form: http://www.encorebusiness.com/support/encore-apps/

Support Request Tip:

To assist in expediting the review of any issues please ensure that the following information is provided with a support request:

- What product is the support inquiry for?
- What Version of GP is used?
- What is the build number installed for the product?
- (this can be found by logging into GP as SA and going to Microsoft Dynamics GP > Tools > support > system > Encore product registration Once there locate the product from the list and the Build number would be listed on the right hand side under Version)