

# **ePayStub for Canadian Payroll 2016**

**An application for Microsoft Dynamics™ GP 2016**



**encore**

**Furthering your success through innovative business solutions**

|                                |   |
|--------------------------------|---|
| <b>Copyright</b>               | <p>Manual copyright © 2017 Encore Business Solutions, Inc. Printed in Canada. All rights reserved.</p> <p>Your right to copy this documentation is limited by copyright law and the terms of the software license agreement. As the software licensee, you may make a reasonable number of copies or printouts for your own use. Making unauthorized copies, adaptations, compilations, or derivative works for commercial distribution is prohibited and constitutes a punishable violation of the law.</p>  |
| <b>Trademarks</b>              | <p>Microsoft, Microsoft Excel<sup>®</sup>, and Microsoft Dynamics<sup>™</sup> GP are either registered trademarks or trademarks of Microsoft Corporation or its affiliates in the United States and/or other countries. The names of actual companies and products mentioned herein may be trademarks or registered marks - in the United States and/or other countries - of their respective owners. The names of companies, products, people and/or data used in window illustrations and sample output are fictitious and are in no way intended to represent any real individual, company, product, or event, unless otherwise noted.</p>   |
| <b>Warranty disclaimer</b>     | <p>Encore Business Solutions Inc. disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.</p>   |
| <b>Limitation of liability</b> | <p>The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Encore Business Solutions Inc. Encore Business Solutions Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this manual. Neither Encore Business Solutions Inc. nor anyone else who has been involved in the creation, production, or delivery of this documentation shall be liable for any indirect, incidental, special, exemplary or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of this documentation or sample code.</p> |
| <b>License agreement</b>       | <p>Use of this product is covered by a license agreement provided by Encore Business Solutions Inc. If you have any questions, please call our office at 888.898.4330 (North America only).</p>   |
| <b>Publication Date</b>        | <p>June 2017</p>  |



# Table of Contents

|  |           |
|--|-----------|
| <b>Chapter: Introduction</b>                         | <b>6</b>  |
| Features and Benefits                                | 6         |
| What's In This Manual?                               | 6         |
| Symbols and conventions                              | 7         |
| Additional resources                                 | 7         |
| <b>Chapter 1: Installation</b>                       | <b>11</b> |
| Installing ePayStub for Canadian Payroll             | 11        |
| Registering ePayStub for Canadian Payroll            | 12        |
| Create/Update Table Utility                          | 14        |
| <b>Chapter 2: EpayStub Setup</b>                     | <b>18</b> |
| Setting up PDF Writer                                | 18        |
| Enabling PDF password protection                     | 18        |
| Setup Paystubs Defaults                              | 20        |
| Setup T4 Defaults                                    | 21        |
| Setup T4A Defaults                                   | 23        |
| Setup R1 Defaults                                    | 25        |
| <b>Chapter 3: ePayStub Procedures</b>                | <b>29</b> |
| Setting Up Employee E-mails                          | 29        |
| Emailing Paystubs                                    | 30        |
| Emailing T4's  | 34        |
| Emailing T4A's                                       | 37        |
| Emailing R1's  | 41        |
| Printing E-mail Adobe PDF Files                      | 44        |
| <b>Chapter 4: ePayStub Reports</b>                   | <b>49</b> |
| Installing the customized T4 & T4A report package    | 49        |
| Customized Report User Security                      | 50        |
| <b>Appendix A: Data Tables</b>                       | <b>52</b> |
| <b>Appendix A: Default Security Tasks &amp; Role</b> | <b>52</b> |
| <b>What's New Encore Products</b>                    | <b>60</b> |
| What's New in ePayStub for Canadian Payroll 2016     | 60        |
| What's New in ePayStub for Canadian Payroll 2015     | 60        |
| What's New in ePayStub for Canadian Payroll 2013     | 60        |
| What's New in Encore Products for 2016               | 60        |
| What's New in Encore Products for 2015               | 60        |



|  |    |
|--|----|
| What's New in Encore Products for 2013 ..... | 60 |
| About Encore Business Solutions.....         | 61 |

# INTRODUCTION





## Introduction

Welcome to the ePayStub for Canadian Payroll module, a powerful companion product for Microsoft Dynamics GP that allows you to effortlessly e-mail employee paystubs, T4's, T4A's and R1's from Microsoft Dynamics GP. This application provides the user that next step towards a paperless payroll environment.

With only a few steps, ePayStub can be quickly installed into your GP environment and instantly ready to use – with little setup and easy maintenance.

### Features and Benefits

ePayStub for Canadian Payroll is a huge timesaver! Not only is it simple for payroll staff to use, it's appreciated by employees, offering functionality such as:

- Secure paystub, T4, T4A, and R1 delivery.
- Great Timesaver for Canadian Payroll Users.
- The ability to send in batches.
- Instantaneously deliver paystubs, T4's, T4A's and R1's to employees - regardless of their location.
- Save time by eliminating the need to print, fold, and stuff paystubs into envelopes.
- Save money on paper and postage costs.
- Choose from either PDF or HTML delivery format - PDF using Adobe Acrobat Writer.
- Take steps towards a greener office environment.

### What's In This Manual?

This manual contains a detailed description of Encore's ePayStub for Canadian Payroll module, step-by-step instructions to guide you through the installation and instructions on how to e-mail paystubs to your employees.

This manual assumes that you are familiar with and know how to operate the Microsoft Dynamics GP accounting system. It also assumes that Microsoft Dynamics GP 2016 has been installed and configured on your computer.

This manual contains the following chapters:

The *Introduction* chapter lists the benefits and features of the ePayStub for Canadian Payroll module.



## INTRODUCTION

The *Installation* chapter has step-by-step instructions that guide you through the installation of your ePayStub for Canadian Payroll module.

The *Setup* chapter contains the step-by-step instructions to complete default setup for paystub, T4, T4A, and R1 reports; as well as setting up the PDF Writer.

The *Procedures* chapter describes how to use your ePayStub for Canadian Payroll module.



The *Reports* chapter provides the step-by-step instructions on installation and setup of the Customized T4 and T4A report package.

Appendix A: Data Tables & Default Security Tasks provides a detailed product tables and the default security tasks.

What's New in ePayStub for Canadian Payroll describes the changes made to ePayStub with this release and includes 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 online or hard copy format as an Adobe Acrobat .PDF file. Online help is available for this version of Account Reconciler.



## INTRODUCTION

### To obtain product support services:

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

| Service                           | Contact  |
|-----------------------------------|--|
| General Calls                     | 204.989.4330   |
| Toll Free<br>(North America only) | 888.898.4330   |
| Fax                               | 204.235.2331   |
| E-mail                            | <a href="mailto:support@encorebusiness.com">support@encorebusiness.com</a> |
| Web                               | <a href="http://www.encorebusiness.com">www.encorebusiness.com</a>         |

### Before You Call Support

You should have the answers for all of 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?
- If have performed table maintenance procedures and received error messages, what kind of messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- 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 Account Reconciler in version 2016, 2015, and 2013 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





## INTRODUCTION

located by selecting ePayStub for Canadian Payroll (for Microsoft Dynamics GP Bank Rec) and expanding the window. The About window link is located in the bottom left hand corner of the window.

# CHAPTER 1: INSTALLATION





## Chapter 1: Installation

This chapter describes how to install and register the ePayStub for Canadian Payroll module.

This chapter contains the following sections:

- [Installing ePayStub for Canadian Payroll](#)
- [Registering ePayStub for Canadian Payroll](#)
- [Create/Update Table Utility](#)

### Installing ePayStub for Canadian Payroll

You will use the installation program to install ePayStub for Canadian Payroll. Before you begin installing ePayStub for Canadian Payroll, perform the following steps:



- Verify that Microsoft Dynamics GP 2016 has been installed on your computer.
- Back up your important data. If you have recently upgraded your Microsoft Business Solutions product, do a complete backup before installing ePayStub for Canadian Payroll.
- Verify that the EPS2016.00.xxx.exe file has been downloaded onto your computer.  
Note: The x's in the file name will be replaced with numbers.
- Make a note of the directory location of your Microsoft Dynamics GP installation—you will need to know this during the installation.
- Exit all applications.

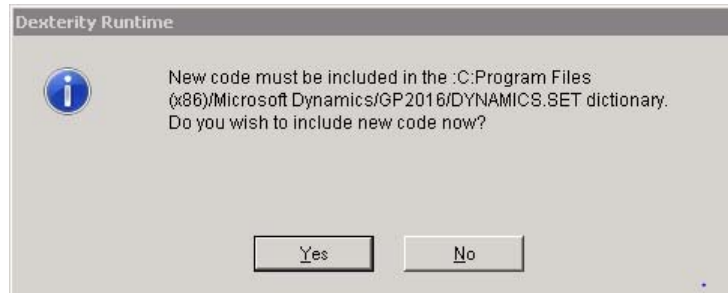
#### To install ePayStub for Canadian Payroll:

1. Start Windows Explorer and locate the EPS2016.00.xxx.exe file. The location of this file will vary depending on how you acquired the product.  
Note: The x's in the file name will be replaced with numbers.
2. Double-click the EPS2016.00.xxx.exe file. The installation program for ePayStub for Canadian Payroll will start.  
Note: The x's in the file name will be replaced with numbers.



## CHAPTER 1 INSTALLATION

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.



5. Choose Yes. Information for ePayStub for Canadian Payroll will be included in the Dynamics.set file.
6. Log into Microsoft Dynamics GP.



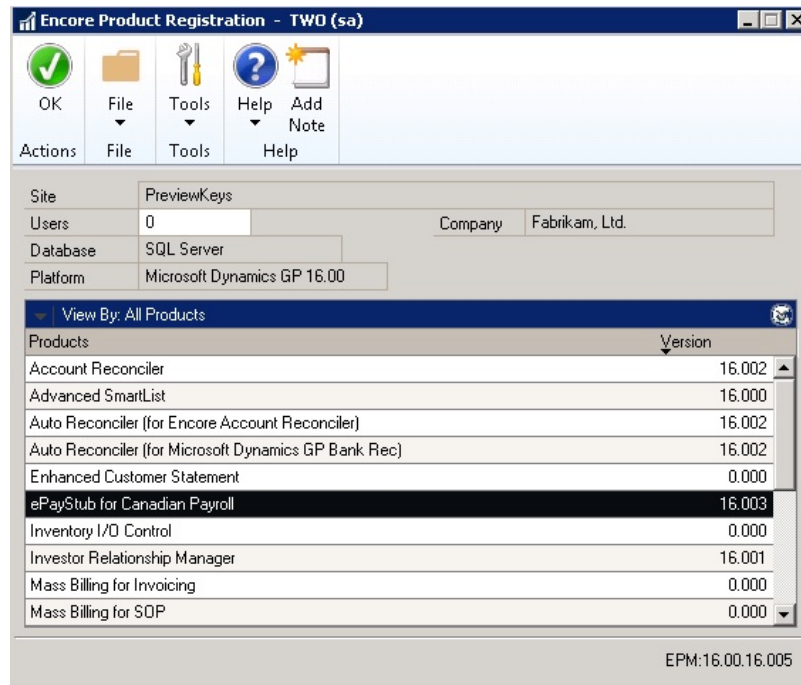
*You must log in as System Administrator in order to complete the installation and do initial system setups.*

## Registering ePayStub for Canadian Payroll

Before you can use ePayStub for Canadian Payroll, you must register your software. If you choose not to enter the registration information, you will only be able to create sample transactions with the lesson company - Fabrikam Inc.

## To register ePayStub for Canadian Payroll:

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



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





*If you don't have a registration key, you can obtain one by calling Encore Business Solutions Inc. toll free at (888) 898-4330 (North America only).*

4. Enter the product registration key provided by Encore for the product that you have purchased.
5. Select the About zoom field to open the About window for this product. This window contains the version number for this product and information on how to contact Encore.
6. Select OK to close the Encore Product Registration 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 is registered.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)

## **Create/Update Table Utility**

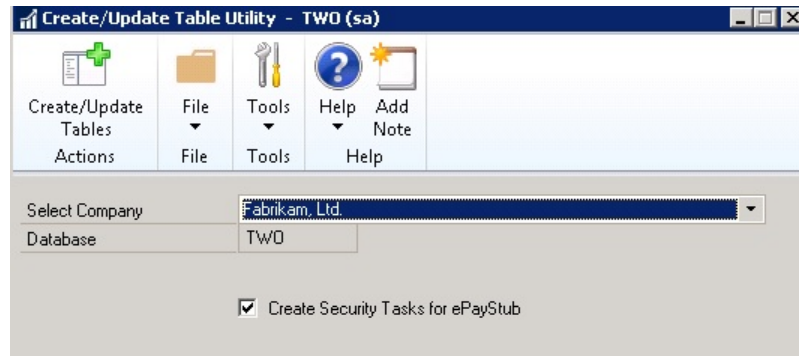
The Create/Update Table Utility window is used to create and or/update all the necessary components to use this product. After you've installed and registered the product, the file maintenance process has to be run to evaluate all resources and upgrade them to the latest version as necessary.

*You must login as the System Administrator to access the Create/Update Table Utility window.*

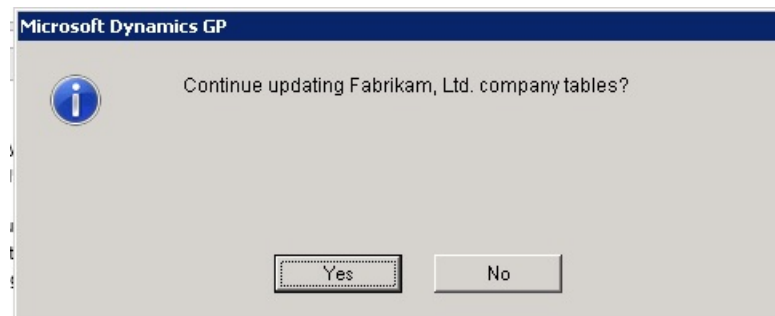


## To create tables:

1. Open the ePayStub for CPR Create/Update Table Utility window.  
(Microsoft Dynamics GP menu >> Maintenance >> ePayStub for CPR >> Create Tables)
2. Select a company from the Select Company dropdown list.



3. Check the option Create Security Tasks for ePayStub to create default Security Tasks and default security power user role for ePayStub. For more details on the Tasks and Role created please see [Default Security Tasks & Role](#).
4. Click on the Create/Update Tables button. This will create the tables and views needed to run ePayStub for CPR.
5. A pop-up message will be received to continue updates to database tables. Click yes on this message to continue with updating the company tables. Selecting no will return the user to the Create/Update Table Utility.

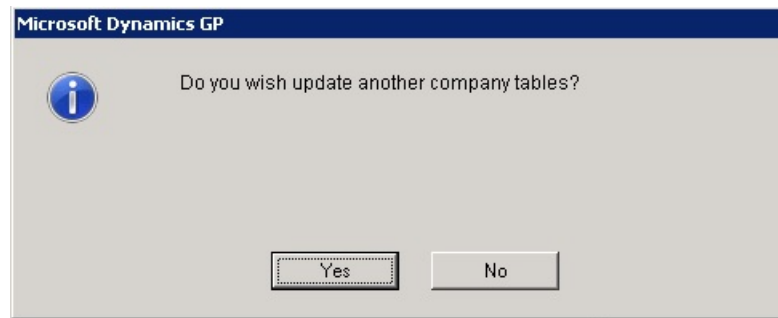


Once Table Conversion is completed the user will receive a pop up inquiring if they wish to update another company tables. Selecting Yes will return the user



## CHAPTER 1 INSTALLATION

back to the Create/Update Table Utility where the user can repeat the steps starting at step 2. Should the user select No this will close the window.





## CHAPTER 2: EPAYSTUB SETUP





## Chapter 2: EpayStub Setup

This chapter describes how to setup the ePayStub for Canadian Payroll module. Before you start using ePayStub for Canadian Payroll, perform the following steps:

- [Setting up PDF Writer](#)
- [Enabling PDF password protection](#)
- [Setup Paystubs Defaults](#)
- [Setup T4 Defaults](#)
- [Setup T4A Defaults](#)
- [Setup R1 Defaults](#)

### Setting up PDF Writer

To use a PDF writer with ePayStub for Canadian Payroll you must set it up.

#### To setup PDF writer:



*Currently the only option for PDF writer is Adobe. As such there is no selection in the setup window at this time but there will be other PDF writers included in future builds.*

### Enabling PDF password protection

Password protection for ePayStub for Canadian Payroll is set to OFF by default. It can be enabled for Paystubs, T4, T4A, and R1 reports.



### To enable PDF password protection:

1. Open the ePayStub Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> ePayStub for CPR >> Main Setup)
2. Go to the Enable PDF Password Protection section and select options Paystub, T4, T4A, and R1.

3. Set the password strength by selecting the number of characters of the employees last name. This is set in the First X char (lowercase) of last name field.
4. Set the password strength by selecting the number of digits in the Social Insurance Number used in the password. This is in the last X digits of SIN field.



*Passwords by default will be set to be the first 3 characters of the employees last name in lower case (from the employee card) plus the last 3 digits of the Sin number. Based on the setup option selected. Should employee have less characters in their last name then the number of characters set their full name will be used in the password.*

*Note by default the password protection for Paystub, T4, T4A, and R1 will not be activated and would need to be manually updated if password protection is desired.*



5. Select Ok to save and complete your changes.

### Setup Paystubs Defaults

The ePayStub setup fields are optional fields which allow the user to setup where the ePayStub reports will be saved with a default subject line and message. With this options setup the reports will be automatically named and saved to the set path when the E-mail Payslips window is used.

#### To setup Paystubs Defaults:

1. Open the ePayStub Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> ePayStub for CPR >> Main Setup)
2. Select the Paystub tab.

The screenshot shows the 'ePayStub Setup - TWO (sa)' window. The 'Paystub' tab is selected and highlighted with a red box. The window contains the following sections:

- Enable PDF Password Protection:** Includes checkboxes for 'PayStub', 'T4', 'T4A', and 'R1'. A password field is set to 'First 5 char (lower case) of last name + last 3 digits of SIN'. A sample password is shown as 'smith789'.
- Paystub Setup:** This section is highlighted with a red box and contains:
  - File Name and Suffix Setup Options:** A dropdown menu for 'File Name' is set to 'Employee ID'. Checkboxes for 'Add Text', 'Add Date (YYYYMMDD)', and 'Add Batch ID' are present. A sample file name is 'JS001BATCH01\_00.PDF'.
  - Defaults:** Includes a dropdown for 'Generated Email Printing Option' set to 'Print paystub when email not sent', a checked checkbox for 'Open Report Destination Window', a 'Path' field set to 'C:\GP2016\PayStub\', a 'Subject Line' field set to 'Latest Paystub', and a 'Message' text area containing 'Attached is latest paystub' and 'C:\GP2016\PayStub\'.

3. Set the Filename Options to be used. File name options are:

- First Name + Last Name
- Last Name + First Name
- Employee ID



*For Initial Installation the option First Name + Last Name is set*



## CHAPTER 2 EPAYSTUB SETUP

Users can also choose to include any combination of the additional options in the file name:

- Employee ID - *(not available if File Name is set to Employee ID)*
- Text
- Date
- Batch ID

4. Set the Generated Email Printing Option:

- Do not print paystub with email.
- Print paystub with email.
- Print paystub when email not sent.



*By default, the option Do not print paystub with email is set. The option Print paystub when email not sent will print the paystub when the email did not get sent to the exchange server.*

5. Users can also default the Open report destination option. With this option selected it will open the report destination window when a paystub is printed.
6. Set the path to be used to save the reports to.
7. Enter a subject line for the report in the Subject Line field.
8. Enter a message in the message box for the report.
9. Select Ok to save and complete your changes.

### Setup T4 Defaults

The ePayStub setup fields are optional fields which allow the user to setup where the T4 reports will be saved with a default subject line and message. With this options setup the T4 reports will be automatically named and saved to the set path when the E-mail T4 window is used.



## To setup T4 defaults:

1. Open the ePayStub Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> ePayStub for CPR >> Main Setup)
2. Select the T4 Tab.

The screenshot shows the 'ePayStub Setup - TWO (sa)' window. At the top, there are icons for OK, File, Tools, and Help. Below these are tabs for Paystub, T4, T4A, and R1. The T4 tab is selected and highlighted with a red box. The T4 Setup section is also highlighted with a red box. It contains the following options:

- File Name and Suffix Setup Options:**
  - File Name: FirstName + LastName (selected)
  - Add Employee ID: ☒
  - Add Text: text| (selected)
  - Add Date (YYYYMMDD): ☐
  - Add T4 Year: ☒
  - Sample file name: JohnSmithJS001T4YearT4\_00.PDF
- Defaults:**
  - Generated Email Printing Option: Print T4 when email not sent (selected)
  - Open Report Destination Window: ☒
  - Path: C:\GP2016\T4\
  - Subject Line: Latest T4
  - Message: Attached is latest T4

3. Set the Filename Options to be used. File name options are:
  - First Name + Last Name
  - Last Name + First Name
  - Employee ID



*For Initial Installation the option First Name + Last Name is set*

Users can also choose to include any combination of the additional options in the file name:

- Employee ID - (not available if File Name is set to Employee ID)
- Text
- Date
- T4 Year

4. Set the Generated Email Printing Option:
  - Do not print T4 with email.



## CHAPTER 2    EPAYSTUB SETUP

- Print T4 with email.
- Print T4 when email not sent.



*By Default the option Do not print T4 with email is set. The option Print T4 when email not sent will print the T4 when the email did not get sent to the exchange server.*

5. Users can also default the Open report destination option. With this option selected it will open the report destination window when a T4 is printed.
6. Set the path to be used to save the reports to.
7. Enter a subject line for the report in the Subject Line field.
8. Enter a message in the message box for the report.
9. Select Ok to save and complete your changes.

### Setup T4A Defaults

The ePayStub setup fields are optional fields which allow the user to setup where the T4A reports will be saved with a default subject line and message. With this options setup the T4A reports will be automatically named and saved to the set path when the E-mail T4A window is used.



## To setup T4A defaults:

1. Open the ePayStub Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> ePayStub for CPR >> Main Setup)
2. Go to the T4A Defaults section.

The screenshot shows the 'ePayStub Setup - TWO (sa)' window. The 'T4A' tab is selected and highlighted with a red box. The 'T4A Setup' section is also highlighted with a red box. It contains the following settings:

- File Name and Suffix Setup Options:**
  - File Name: LastName + FirstName
  - Add Employee ID: ☒
  - Add Text: ☐
  - Add Date (YYYYMMDD): ☒
  - Add T4A Year: ☒
  - Sample file name: SmithJohnJS00120170329T4AYearT4A\_00.PDF
- Defaults:**
  - Generated Email Printing Option: Print T4A when email not sent
  - Open Report Destination Window: ☒
  - Path: C:\GP2016\T4A\
  - Subject Line: Latest T4A
  - Message: (Empty text area)

3. Set the Filename Options to be used. File name options are:
  - First Name + Last Name
  - Last Name + First Name
  - Employee ID



*For Initial Installation the option First Name + Last Name is set*

Users can also choose to include any combination of the additional options in the file name:

- Employee ID - (not available if File Name is set to Employee ID)
- Text
- Date
- T4A Year

4. Set the Generated Email Printing Option:





## CHAPTER 2    EPAYSTUB SETUP

- Do not print T4A with email.
- Print T4A with email.
- Print T4A when email not sent.



*By default, the option Do not print T4A with email is set. The option Print T4A when email not sent will print the T4A when the email did not get sent to the exchange server.*

5. Users can also default the Open report destination option. With this option selected it will open the report destination window when a T4A is printed.
6. Set the path to be used to save the reports to.
7. Enter a subject line for the report in the Subject Line field.
8. Enter a message in the message box for the report.
9. Select Ok to save and complete your changes.

### Setup R1 Defaults

The ePayStub setup fields are optional fields which allow the user to setup where the R1 reports will be saved with a default subject line and message. With this options setup the R1 reports will be automatically named and saved to the set path when the E-mail R1 window is used.



## To setup R1 defaults:

1. Open the ePayStub Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> ePayStub for CPR >> Main Setup)
2. Go to the R1 Defaults section.

ePayStub Setup - TWO (sa)

OK File Tools Help  
Actions File Tools Help

**Enable PDF Password Protection**  
☒ Pay Stub ☐ T4 ☒ T4A ☒ R1  
Password: First 5 char (lower case) of last name + last 3 digits of SIN  
Sample password with last name Smith & SIN 123456789: smith789

Paystub T4 T4A **R1**

**R1 Setup**

**File Name and Suffix Setup Options**  
File Name: Employee ID  
☐ Add Text ☐ Add Date (YYYYMMDD) ☒ Add R1 Year  
Sample file name: JS001R1YearR1\_00.PDF

**Defaults**  
Generated Email Printing Option: Print R1 when email not sent  
☒ Open Report Destination Window  
Path: C:\GP2016\R1\  
Subject Line: Current R1  
Message: Current R1 report attached

3. Set the Filename Options to be used. File name options are:

- First Name + Last Name
- Last Name + First Name
- Employee ID

*For Initial Installation the option First Name + Last Name is set*



Users can also choose to include any combination of the additional options in the file name:

- Employee ID - (not available if File Name is set to Employee ID)
- Text
- Date
- R1 Year

4. Set the Generated Email Printing Option:



## CHAPTER 2    EPAYSTUB SETUP

- Do not print R1 with email.
- Print R1with email.
- Print R1when email not sent.



*By default, the option Do not print R1 with email is set. The option Print R1 when email not sent will print the R1when the email did not get sent to the exchange server.*

5. Users can also default the Open report destination option. With this option selected it will open the report destination window when a R1 is printed.
6. Set the path to be used to save the reports to.
7. Enter a subject line for the report in the Subject Line field.
8. Enter a message in the message box for the report.
9. Select Ok to save and complete your changes.

## CHAPTER 3: EPAYSTUB PROCEDURES





## Chapter 3: ePayStub Procedures

This chapter describes how to setup and use e-mail addresses, e-mail employee paystubs, T4's, T4A's, and R1's using ePayStub for Canadian Payroll.

This chapter includes the following sections:

- [Setting Up Employee E-mails](#)
- [Emailing Paystubs](#)
- [Emailing T4's](#)
- [Emailing T4A's](#)
- [Emailing R1's](#)
- [Printing E-mail Adobe PDF Files](#)

### Setting Up Employee E-mails

The following procedure describes how to setup employee e-mail settings.

#### To enter an employee e-mail address

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

Payroll Employee Setup - Canada - TWO (sa)

Save Clear Delete Additional File Help Add Note

Actions Email Address Help

Employee ID BH0010 Class ID HRSales Inactive

Last Name Boseman Address 987 Willow Ave.  
First Randall  
Middle  
Social Insurance Number 900 523 182 City Sherwood Park  
Province AB Postal Code T7H 5R6  
Country Canada  
Phone (403)555-0123 Ext. 0000  
Start Date 6/12/1993 Birth Date 1/2/1968  
Gender Male Ethnic Origin Caucasian

Full Time Regular Contractor  
Department SERV  
Position SERTEC  
Taxable Province AB  
Default WCB Code ABW/CB  
Employer Number EMP1  
Payment Method Cheque

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

User Defined 1  
User Defined 2

Date Inactivated  
Reason

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

by Employee ID

2. Select an Employee ID.
3. Click on the Additional Menu option - select the E-mail Address option. The Employee E-mail Maintenance window will open populated with the employee ID and Name.
4. Enter or edit the employee e-mail address.



5. To enable the ability to email T4, T4A, and/or R1 reports select the E-mail T4, T4A, and/or R1 checkbox options to confirm that you have been authorized to e-mail a T4, T4A, and/or R1 to the selected employee.



*CRA guidelines state that a copy of a T4, T4A, R1 can be distributed only if an employee has given consent in writing or electronically.*



*If you no longer want the employee to receive their paystub via e-mail, delete the e-mail address from this window.*

6. Click on the Save button to save the entry.

## Emailing Paystubs

During the email process one report file will be generated for each selected employee; the following procedure describes how to e-mail employee paystubs.

First complete your Canadian Payroll-Payroll Batch Creation tasks. Please refer to the Microsoft Dynamics GP Canadian Payroll user manual for more information.

### To e-mail employee paystubs

1. Open the Payroll Cheque Reports - Canada window.  
(Reports >> Payroll-Canada >> Transactions >> Cheque Reports)
2. The Payroll Cheque Reports window will open with a default batch.



## CHAPTER 3 EPAYSTUB PROCEDURES

- Click on the Additional Menu option - Select the E-mail Paystubs option.

**Payroll Cheque Reports - Canada - TWO (sa)**

OK Additional File Help Add Note

Actions: Email Paystubs Help

Current Batch: JULY15\_16  
Comment: july15\_16

Cutoff Date: 7/16/2016  
Cheque Date: 7/15/2016  
Number of TRX: 9

Batch Type: Hourly  
Pay Periods Per Year: 52/53  
Employees: 3

Overtime Generated: No  
Batch Calculated: Yes  
Cheques Generated: Yes  
Cheques Printed: No

Poster Created: No  
Batch Posted: No  
Masters Update: No  
Batch Appended: No

|                      |                 |                |                  |
|----------------------|-----------------|----------------|------------------|
| Detail Advice Slips  | Cheque Register | Cheque Summary | Arrears Summary  |
| Summary Advice Slips | Direct Register | Direct Summary | Zero Summary     |
|                      | Cash Register   | Cash Summary   | Payroll Register |

Print Range Print Cheques Alternate Cheque ☒ Cheques ☐ Alignment

- The E-mail Paystubs window opens.

**Email Paystubs - TWO (sa)**

E-mail Verify Cancel Generate PDFs File Print Tools Help

Actions: File Tools Help

File Path: C:\GP2016\PayStub\

☐ Delete Files when done

Subject Line: Latest Paystub

Message (Optional): Attached is latest paystub C:\GP2016\PayStub\

Advice Slip Option: ☒ Summary ☐ Detail

File Attachment Option: ☒ PDF ☐ Html

Generated E-mail Printing Option: ☒ Print paystub when email not sent ☐ Print paystub with email ☐ Do not print paystub with email ☒ Open Report Destination Window

Employee Selection: ☒ Print only selected records in log report

☒ Redisplay ☒ Mark Selected ☐ Unmark Selected ☒ Mark All ☐ Unmark All

☒ Zoom into options with double click ☒ Employee E-mail Maintenance ☐ Employee Card

| Employee ID                                | Employee N...  | E-mail                       | De... | Empl... | Job T... | S... | ... | Check Amount |
|--|----------------|------------------------------|-------|---------|----------|------|-----|--------------|
| <input checked="" type="checkbox"/> DH0001 | Doug Gilmour   | Doug.Gilmour@fakeaddress.com | SERV  | HRSERV  | SERTEC   |      |     | \$1,185.87   |
| <input checked="" type="checkbox"/> DH0003 | Mike Symantics |                              | SALES | HRSALES | SALES    |      |     | \$732.14     |
| <input checked="" type="checkbox"/> DH0004 | Kenny Mary     | kenny.mary@fakeaddress.com   | SALES | HRSALES | SALES    |      |     | \$626.40     |

- Choose the Advice slip option to print the Summary or Detail paystubs.

- If Summary is selected, the Summary Advice slip will be used
- If Detail is selected, the Detail Advice slip will be used



*ePayStub will use the default GP Detail and Summary paystubs unless overridden in the Miscellaneous Payroll Control Setup. Users can access this setup in Microsoft Dynamics GP >> Tools >> Setup >> Payroll - Canada >> Control*



## CHAPTER 3 EPAYSTUB PROCEDURES

*In the Control window select the Miscellaneous button. Set the Detail and / or Summary Advice Slip Report Name. Note that custom duplicate reports can be used.*

6. Choose the format to be sent: PDF or HTML  
Note: If you select PDF, the Acrobat PDF writer must be installed.



*Check the Delete files option if you don't want to retain a soft copy of the files in the file path.*

7. By default the following sections will default their settings from the ePayStub Setup:

- File Path
- Subject Line
- Message
- Generated Email Printing Option
- Open Report Destination Window



*You can override the default selections above if needed.*

8. As a default all employees in the batch are selected. Should you need to limit which group of employees are being emailed then you can by double clicking on the employee id to deselect the employee or by selecting the employee and using the selection buttons provided. You can also single click on the Checkbox next to the Employee ID.



*Users can select multiple employees by using the CTRL or Shift Keys.*

*With Print only selected records in Log report set then only the selected employees will appear in the Verification and Email Log reports.*

9. If needed users can edit the email address listed for an employee by selecting the Zoom into options with double click and set the radio option to Employee E-mail Maintenance. Once checked double click on the employee id to open the Employee Email Maintenance window for the selected employee. Once the edit has been saved you will need to select the Redisplay button in the Email Pay slips window to refresh the display for changes made.



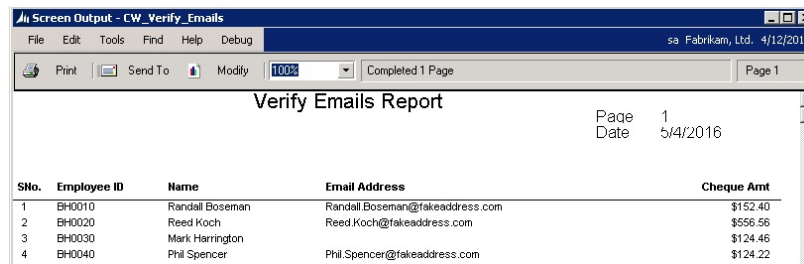
*Selecting the Employee Card Radio button will allow you to zoom into the Employee card for the selected employee.*

10. Once the desired employees are selected, you are ready to generate the PDF documents and email the paystub reports. To Generate the PDF only without emailing, select the Generate PDF's Button. This will create the PDF documents to the folder path.
11. When ready to email click on the Verify button to print the E-mail Verification Report. Verify all information on the report.





During the Verification Process a Progress Bar will show the Progress of the Verification process at the bottom of the window. once the Verification report is opened it will display Verification Complete.



| SNo. | Employee ID | Name            | Email Address                   | Cheque Amt |
|------|-------------|-----------------|---------------------------------|------------|
| 1    | BH0010      | Randall Boseman | Randall.Boseman@fakeaddress.com | \$152.40   |
| 2    | BH0020      | Reed Koch       | Reed.Koch@fakeaddress.com       | \$556.56   |
| 3    | BH0030      | Mark Harrington |                                 | \$124.46   |
| 4    | BH0040      | Phil Spencer    | Phil.Spencer@fakeaddress.com    | \$124.22   |



The Verify Report can be modified for the following fields: Batch Number, Department, Employee Class, Job Title, Supervisor, User Defined 1.

12. Once Verification is completed click on the E-mail button, to email out the paystubs.

(Note: The E-mail button will be disabled until the E-mail Verification Report has been reviewed/printed. Any change in selection window will require that the verification be re-completed.)



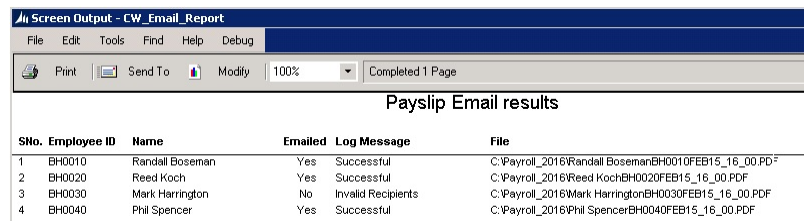
The Exchange Log On window will be presented for you to enter your credentials if you haven't already provided this information elsewhere in GP since logging in to Microsoft Dynamics GP for the day.

While the email process is running there will be a progress bar at the bottom of the window to display the progress of the process running. Once the process is completed the bottom of the window will indicate Emails sent.

Before printing your reports see [Printing E-mail Adobe PDF Files](#) on page 44 for how to change your computer settings to print adobe files.

13. The Paystub E-mail Results report will be printed after all e-mails have been sent.

(Note: Paystubs can be emailed by pdf if using Adobe or by html format)



| SNo. | Employee ID | Name            | Emailed | Log Message        | File   |
|------|-------------|-----------------|---------|--------------------|--|
| 1    | BH0010      | Randall Boseman | Yes     | Successful         | C:\Payroll_2016\Randall BosemanBH0010FEB15_16_00.PDF |
| 2    | BH0020      | Reed Koch       | Yes     | Successful         | C:\Payroll_2016\Reed KochBH0020FEB15_16_00.PDF       |
| 3    | BH0030      | Mark Harrington | No      | Invalid Recipients | C:\Payroll_2016\Mark HarringtonBH0030FEB15_16_00.PDF |
| 4    | BH0040      | Phil Spencer    | Yes     | Successful         | C:\Payroll_2016\Phil SpencerBH0040FEB15_16_00.PDF    |



The Email Log Report can be modified for the following fields: Batch Number, Department, Employee Class, Job Title, Supervisor, User Defined 1.



## Emailing T4's

The following procedure describes how to e-mail employee T4s using ePayStub for Canadian Payroll. Before processing T4s by e-mail, the E-mail T4 checkbox on the Employee E-mail Maintenance window must be checked to confirm that you have been authorized to e-mail a T4 to the selected employee. Employees without the checkbox set will still have T4 reports generated to the folder path but will not be emailed.



*Per the CRA, T4s can only be emailed to employees that have given their consent (written or electronically).*

The customized T4 report package that has been created for ePayStub for Canadian Payroll to e-mail out T4's must be installed prior to processing T4s. See [Installing the customized T4 & T4A report package](#) on page 49 for instructions.



*Adobe Acrobat Writer is required for emailing T4's as formatting is not compatible if T4's are e-mailed in the html format.*

### To e-mail employee T4s

1. Open the Payroll Cheque Reports - Canada window.  
(Microsoft Dynamics GP >> Tools >> Routines >> Payroll-Canada >> T4 and R1 Print)
2. The Payroll T4 R1 Print-Canada window will open.

3. Select the Employer Number.
4. Click on the Additional Menu option - Select the E-mail T4s option.



5. The E-mail T4s window will open.

| Employee ID                                | Employee Name   | E-mail                          | E-mail... | Dep... | Employee... | Job Title | S... | Income   |
|--|-----------------|---------------------------------|-----------|--------|-------------|-----------|------|----------|
| <input checked="" type="checkbox"/> BH0010 | Randall Boleman | randall.boleman@fakeaddress.com | Enabled   | SERV   | HRSALES     | SERTEC    |      | \$400.00 |
| <input checked="" type="checkbox"/> BH0020 | Reed Koch       | reed.koch@fakeaddress.com       | Enabled   | SALES  | HRSALES     | SALES     |      | \$400.00 |
| <input checked="" type="checkbox"/> BH0030 | Mark Harrington | mark.harrington@fakeaddress.com | Enabled   | SALES  | HRSALES     | SALES     |      | \$450.00 |
| <input checked="" type="checkbox"/> BH0040 | Phil Spencer    | phil.spencer@fakeaddress.com    | Disabled  | SALES  | HRSALES     | SALMGR    |      | \$625.00 |
| <input checked="" type="checkbox"/> BS0010 | Robert O'Hara   |                                 | Disabled  | PURCH  | SALPURCH    | PURMGR    |      | \$495.00 |
| <input checked="" type="checkbox"/> BS0020 | Lisa Jacobson   | lisa.jacobson@fakeaddress.com   | Disabled  | PURCH  | SALPURCH    | PURCLK    |      | \$544.00 |
| <input checked="" type="checkbox"/> BS0030 | Chris Cannon    | chris.cannon@fakeaddress.com    | Disabled  | PURCH  | SALPURCH    | PURCLK    |      | \$577.50 |
| <input checked="" type="checkbox"/> BS0040 | Teresa Atkinson | teresa.atkinson@fakeaddress.com | Disabled  | PURCH  | SALPURCH    | PURCLK    |      | \$496.00 |
| <input checked="" type="checkbox"/> DH0001 | Doug Gilmour    | Doug.Gilmour@fakeaddress.com    | Enabled   | SERV   | HRSERV      | SERTEC    |      | \$528.00 |
| <input checked="" type="checkbox"/> DH0002 | Chuck Norris    | chuck.norris@fakeaddress.com    | Enabled   | SALE   | HRSALES     | ISR       |      | \$510.00 |
| <input checked="" type="checkbox"/> DH0003 | Mike Symantics  |                                 | Enabled   | SALES  | HRSALES     | SALES     |      | \$525.00 |
| <input checked="" type="checkbox"/> DH0004 | Kenny Mary      | kenny.mary@fakeaddress.com      | Disabled  | SALES  | HRSALES     | SALES     |      | \$648.00 |
| <input checked="" type="checkbox"/> DH0005 | George Carlin   |                                 | Disabled  | SALES  | HRSALES     | SALES     |      | \$703.00 |
| <input checked="" type="checkbox"/> DH0006 | Peter Parker    |                                 | Disabled  | SALES  | HRSALES     | SALES     |      | \$612.00 |
| <input checked="" type="checkbox"/> DH0007 | Manny Trucks    |                                 | Disabled  | SALES  | HRSALES     | SALES     |      | \$544.00 |
| <input checked="" type="checkbox"/> DH0008 | Chris Summers   |                                 | Disabled  | SALES  | HRSALES     | SALES     |      | \$544.00 |

6. The E-mail T4 attachment format is defaulted to PDF.



*Check the Delete files option if you don't want to retain a soft copy of the files in the file path.*

7. By default the following sections will default their settings from the ePayStub Setup:

- File Path
- Subject Line
- Message
- Generated Email Printing Option
- Open Report Destination Window



*You can override the default selections above if needed.*

8. The Employer Number will default from the T4 R1 Print window. Users can change which Employer is selected by either entering or select an Employer Number.



*CRA guidelines state that only one copy of a T4 can be distributed if an employee's consent has been given in writing or electronically.*

9. As a default all employees in the batch are selected. Should you need to limit which group of employees are being emailed then you can by double clicking on the employee id to deselect the employee or by selecting the employee and using the selection buttons provided. You can also single click on the Checkbox next to the Employee ID.



*Users can select multiple employees by using the CTRL or Shift Keys.*



*With Print only selected records in Log report set then only the selected employees will appear in the Verification and Email Log reports.*

10. If needed users can edit the email address listed for an employee by selecting the Zoom into options with double click and set the radio option to Employee E-mail Maintenance. Once checked, double click on the employee id to open the Employee Email Maintenance window to that employee. Once the edit has been saved you will need to select the Redisplay button in the Email T4 window to refresh the display for changes made.




*Selecting the Employee Card Radio button will allow you to zoom into the Employee card for the selected employee.*

11. Once the desired employees are selected, you are ready to generate the PDF documents and email the T4 reports. To Generate the PDF only without emailing, select the Generate PDF's Button. This will create the PDF documents to the folder path.
12. When ready to email the T4 reports, click on the Verify button to print the Verify T4 Emails Report. Verify all information on the report. Enter the Path for files to be generated to.

*(Note: T4s will be generated for all employees but only employees with e-mail addresses setup and Authorization for T4 set will have the ability to receive T4s by e-mail. Any change in selection window will require that the verification be re-completed.)*



*During the Verification Process a Progress Bar will show the Progress of the Verification process at the bottom of the window. Once the Verification report is opened it will display Verification Complete.*



| SNo. | Employee ID | Name            | Email Address                   | Amount   |
|------|-------------|-----------------|---------------------------------|----------|
| 1    | BH0010      | Randall Boseman | Randall.Boseman@fakeaddress.com | \$199.00 |
| 2    | BH0020      | Reed Koch       | Reed.Koch@fakeaddress.com       | \$107.50 |
| 3    | BH0030      | Mark Harrington |                                 | \$110.00 |
| 4    | BH0040      | Phil Spencer    | Phil.Spencer@fakeaddress.com    | \$115.00 |



*The Verify Report can be modified for the following fields: Batch Number, Department, Employee Class, Job Title, Supervisor, User Defined 1.*

13. Click on the E-mail button.

*(Note: The E-mail button will be disabled until the Verify T4 E-mails Report has been reviewed/printed.)*

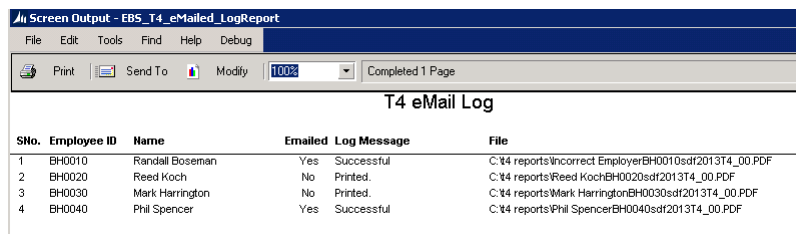


The Exchange Log On window will be presented for you to enter your credentials if you haven't already provided this information elsewhere in GP since logging in to Microsoft Dynamics GP for the day.

While the email process is running there will be a progress bar at the bottom of the window to display the progress of the process running. Once the process is completed the bottom of the window will indicate Emails sent.

Before printing your reports see [Printing E-mail Adobe PDF Files](#) on page 44 for how to change your computer settings to print adobe files.

14. The T4 E-mail Log will be printed after all e-mails have been sent.  
Note: The report will provide details of where the T4 is saved and if it was emailed successfully or not.



| SNo. | Employee ID | Name             | Emailed | Log Message | File   |
|------|-------------|------------------|---------|-------------|--|
| 1    | BH0010      | Randall Bosenman | Yes     | Successful  | C:\4 reports\Incorrect Employer\BH0010sdf2013T4_00.PDF |
| 2    | BH0020      | Reed Koch        | No      | Printed.    | C:\4 reports\Reed Koch\BH0020sdf2013T4_00.PDF          |
| 3    | BH0030      | Mark Harrington  | No      | Printed.    | C:\4 reports\Mark Harrington\BH0030sdf2013T4_00.PDF    |
| 4    | BH0040      | Phil Spencer     | Yes     | Successful  | C:\4 reports\Phil Spencer\BH0040sdf2013T4_00.PDF       |



The Email Log Report can be modified for the following fields: Batch Number, Department, Employee Class, Job Title, Supervisor, User Defined 1.

## Emailing T4A's

The following procedure describes how to e-mail employee T4A's using ePayStub for Canadian Payroll. Before processing T4A's by e-mail, the E-mail T4A checkbox on the Employee E-mail Maintenance window must be checked to confirm that you have been authorized to e-mail a T4A to the selected employee. Employees without the checkbox set will still have T4A reports generated to the folder path but will not be emailed.



Per the CRA, T4As can only be emailed to employees that have given their consent (written or electronically).

The customized T4A report package that has been created for ePayStub for Canadian Payroll to e-mail out T4A's must be installed prior to processing T4A's. See [Installing the customized T4 & T4A report package](#) on page 49 for instructions.



Adobe Acrobat writer is required for emailing T4A's as formatting is not compatible if T4A's are e-mailed in the html format.





6. The E-mail T4A attachment format is defaulted to PDF.



*Check the Delete files option if you don't want to retain a soft copy of the files in the file path.*

7. By default the following sections will default their settings from the ePayStub Setup:

- File Path
- Subject Line
- Message
- Generated Email Printing Option
- Open Report Destination Window



*You can override the default selections above if needed.*

8. The Employer Number will default from the T4A Print window. Users can change which Employer is selected by either entering or select an Employer Number.



*CRA guidelines state that only one copy of a T4A can be distributed if an employee's consent has been given in writing or electronically.*

9. As a default all employees in the batch are selected. Should you need to limit which group of employees are being emailed then you can by double clicking on the employee id to deselect the employee or by selecting the employee and using the selection buttons provided. You can also single click on the Checkbox next to the Employee ID.



*Users can select multiple employees by using the CTRL or Shift Keys.*

*With Print only selected records in Log report set then only the selected employees will appear in the Verification and Email Log reports.*

10. If needed users can edit the email address listed for an employee by selecting the Zoom into options with double click and set the radio option to Employee E-mail Maintenance. Once checked double click on the employee id to open the Employee Email Maintenance window to that employee. Once the edit has been saved you will need to select the Redisplay button in the Email T4A window to refresh the display for changes made.



*Selecting the Employee Card Radio button will allow you to zoom into the Employee card for the selected employee.*

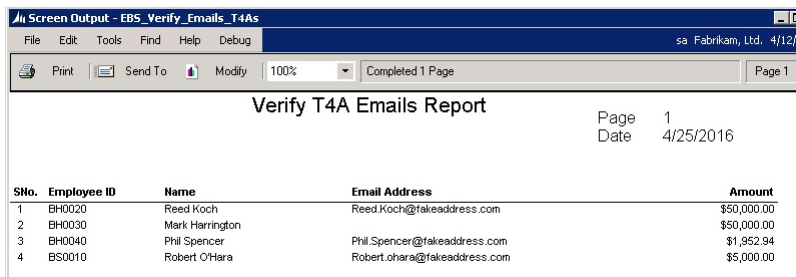
11. Once the desired employees are selected, you are ready to generate the PDF documents and email the T4A reports. To Generate the PDF only without emailing, select the Generate PDF's Button. This will create the PDF documents to the folder path.
12. When ready to email click on the Verify button to print the Verify T4A Emails Report. Verify all information on the report. Enter the Path for files to be generated to.



(Note: T4As will be generated for all employees but only employees with e-mail addresses setup and Authorization for T4A set will have the ability to receive T4A's by e-mail. Any change in selection window will require that the verification be re-completed.)



During the Verification Process a Progress Bar will show the Progress of the Verification process at the bottom of the window. Once the Verification report is opened it will display Verification Complete.



| Sno. | Employee ID | Name            | Email Address                   | Amount      |
|------|-------------|-----------------|---------------------------------|-------------|
| 1    | BH0020      | Reed Koch       | Reed.Koch@fakeaddress.com       | \$50,000.00 |
| 2    | BH0030      | Mark Harrington | Mark.Harrington@fakeaddress.com | \$50,000.00 |
| 3    | BH0040      | Phil Spencer    | Phil.Spencer@fakeaddress.com    | \$1,952.94  |
| 4    | BS0010      | Robert O'Hara   | Robert.ohara@fakeaddress.com    | \$5,000.00  |



The Verify Report can be modified for the following fields: Batch Number, Department, Employee Class, Job Title, Supervisor, User Defined 1.

### 13. Click on the E-mail button.

(Note: The E-mail button will be disabled until the Verify T4A E-mails Report has been reviewed/printed.)



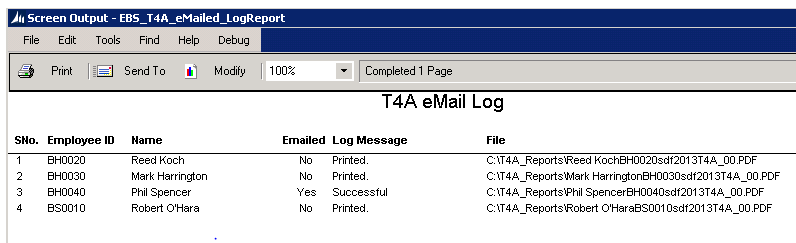
The Exchange Log On window will be presented for you to enter your credentials if you haven't already provided this information elsewhere in GP since logging in to Microsoft Dynamics GP for the day.

While the email process is running there will be a progress bar at the bottom of the window to display the progress of the process running. Once the process is completed the bottom of the window will indicate Emails sent.

Before printing your reports see [Printing E-mail Adobe PDF Files](#) on page 44 for how to change your computer settings to print adobe files.

### 14. The T4A E-mail Log will be printed after all e-mails have been sent.

Note: The report will provide details of where the T4A is saved and if it was emailed successfully or not.



| Sno. | Employee ID | Name            | Emailed | Log Message | File   |
|------|-------------|-----------------|---------|-------------|--|
| 1    | BH0020      | Reed Koch       | No      | Printed.    | C:\T4A_Reports\Reed Koch\BH0020sdf2013T4A_00.PDF       |
| 2    | BH0030      | Mark Harrington | No      | Printed.    | C:\T4A_Reports\Mark Harrington\BH0030sdf2013T4A_00.PDF |
| 3    | BH0040      | Phil Spencer    | Yes     | Successful  | C:\T4A_Reports\Phil Spencer\BH0040sdf2013T4A_00.PDF    |
| 4    | BS0010      | Robert O'Hara   | No      | Printed.    | C:\T4A_Reports\Robert O'Hara\BS0010sdf2013T4A_00.PDF   |





The Email Log Report can be modified for the following fields: Batch Number, Department, Employee Class, Job Title, Supervisor, User Defined 1.

## Emailing R1's

The following procedure describes how to e-mail employee R1's using ePayStub for Canadian Payroll. Before processing R1's by e-mail, the E-mail R1 checkbox on the Employee E-mail Maintenance window must be checked to confirm that you have been authorized to e-mail a R1 to the selected employee. Employees without the checkbox set will still have R1 reports generated to the folder path but will not be emailed. Please note that Electronic R1 is still required to be submitted.



Per the CRA, R1's can only be emailed to employees that have given their consent (written or electronically).

The ePayStub module will use Microsoft Dynamics pre-existing R1 report to email employees.



Adobe Acrobat Writer is required for emailing R1's as formatting is not compatible if R1's are e-mailed in the html format.

## To e-mail employee R1's

1. Open the Payroll Cheque Reports - Canada window.  
(Microsoft Dynamics GP >> Tools >> Routines >> Payroll-Canada >> T4 and R1 Print)
2. The Payroll T4 R1 Print-Canada window will open.

3. Select the Employer Number.
4. Click on the Additional Menu option - Select the E-mail R1s option.



5. The E-mail R1's window will open.

| Employee ID                                | Employee N...  | E-mail                       | E-mail... | De... | Emplo... | Job... | S... | Income      |
|--|----------------|------------------------------|-----------|-------|----------|--------|------|-------------|
| <input checked="" type="checkbox"/> DH0002 | Chuck Norris   | chuck.norris@fakeaddress.com | Enabled   | SALE  | HRSALES  | ISR    |      | \$30,000.00 |
| <input checked="" type="checkbox"/> DH0003 | Mike Symantics |                              | Disabled  | SALES | HRSALES  | SALES  |      | \$33,000.00 |
| <input checked="" type="checkbox"/> DH0008 | Cindy Summers  |                              | Disabled  | SALES | HRSALES  | SALES  |      | \$35,000.00 |
| <input checked="" type="checkbox"/> DH0010 | Jon Snow       | jon.snow@fakeaddress.com     | Disabled  | SALES | HRSALES  | SALES  |      | \$33,000.00 |

6. The E-mail R1 attachment format is defaulted to PDF.



*Check the Delete files option if you don't want to retain a soft copy of the files in the file path.*

7. By default the following sections will default their settings from the ePayStub Setup:

- File Path
- Subject Line
- Message
- Generated Email Printing Option
- Open Report Destination Window



*You can override the default selections above if needed.*

8. The Employer Number will default from the T4 R1 Print window. Users can change which Employer is selected by either entering or select an Employer Number.



*CRA guidelines state that only one copy of a R1 can be distributed if an employee's consent has been given in writing or electronically.*

9. As a default all employees in the batch are selected. Should you need to limit which group of employees are being emailed then you can by double clicking on the employee id to deselect the employee or by selecting the employee and using the selection buttons provided. You can also single click on the Checkbox next to the Employee ID.



*Users can select multiple employees by using the CTRL or Shift Keys.*



*With Print only selected records in Log report set then only the selected employees will appear in the Verification and Email Log reports.*

10. If needed users can edit the email address listed for an employee by selecting the Zoom into options with double click and set the radio option to Employee E-mail Maintenance. Once checked, double click on the employee id to open the Employee Email Maintenance window to that employee. Once the edit has been saved you will need to select the Redisplay button in the Email R1 window to refresh the display for changes made.



*Selecting the Employee Card Radio button will allow you to zoom into the Employee card for the selected employee.*

11. Once the desired employees are selected, you are ready to generate the PDF documents and email the R1 reports. To Generate the PDF only without emailing, select the Generate PDF's Button. This will create the PDF documents to the folder path.
12. When ready to email the R1 reports, click on the Verify button to print the Verify R1 Emails Report. Verify all information on the report. Enter the Path for files to be generated to.

*(Note: R1's will be generated for all employees but only employees with e-mail addresses setup and Authorization for R1 set will have the ability to receive R1's by e-mail. Any change in selection window will require that the verification be re-completed.)*



*During the Verification Process a Progress Bar will show the Progress of the Verification process at the bottom of the window. Once the Verification report is opened it will display Verification Complete.*

| SNo. | Employee ID | Name            | Email Address                |
|------|-------------|-----------------|------------------------------|
| 1    | BH0020      | Reed Koch       | Reed.Koch@fakeaddress.com    |
| 2    | BH0030      | Mark Harrington |                              |
| 3    | BH0040      | Phil Spencer    | Phil.Spencer@fakeaddress.com |
| 4    | BS0010      | Robert O'Hara   | Robert.ohara@fakeaddress.com |



*The Verify Report can be modified for the following fields: Batch Number, Department, Employee Class, Job Title, Supervisor, User Defined 1.*

13. Click on the E-mail button.

*(Note: The E-mail button will be disabled until the Verify R1 E-mails Report has been reviewed/printed.)*



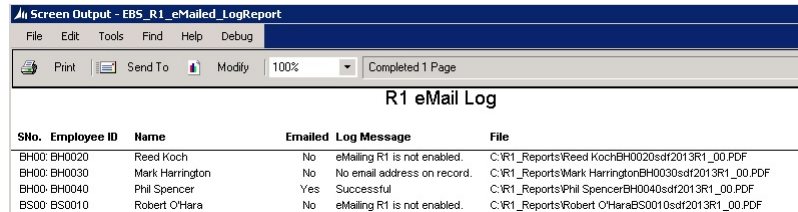
*The Exchange Log On window will be presented for you to enter your credentials if you haven't already provided this information elsewhere in GP since logging in to Microsoft Dynamics GP for the day.*



While the email process is running there will be a progress bar at the bottom of the window to display the progress of the process running. Once the process is completed the bottom of the window will indicate Emails sent.

Before printing your reports see [Printing E-mail Adobe PDF Files](#) on page 44 for how to change your computer settings to print adobe files.

14. The R1 E-mail Log will be printed after all e-mails have been sent.  
Note: The report will provide details of where the R1 is saved and if it was emailed successfully or not.



| SNo. | Employee ID | Name            | Emailed | Log Message                 | File  |
|------|-------------|-----------------|---------|-----------------------------|---|
| BH00 | BH0020      | Reed Koch       | No      | eMailing R1 is not enabled. | C:\R1_Reports\Reed KochBH0020sdf2013R1_00.PDF       |
| BH00 | BH0030      | Mark Harrington | No      | No email address on record. | C:\R1_Reports\Mark HarringtonBH0030sdf2013R1_00.PDF |
| BH00 | BH0040      | Phil Spencer    | Yes     | Successful                  | C:\R1_Reports\Phil SpencerBH0040sdf2013R1_00.PDF    |
| BS00 | BS0010      | Robert O'Hara   | No      | eMailing R1 is not enabled. | C:\R1_Reports\Robert O'HaraBS0010sdf2013R1_00.PDF   |



The Email Log Report can be modified for the following fields: Batch Number, Department, Employee Class, Job Title, Supervisor, User Defined 1

## Printing E-mail Adobe PDF Files

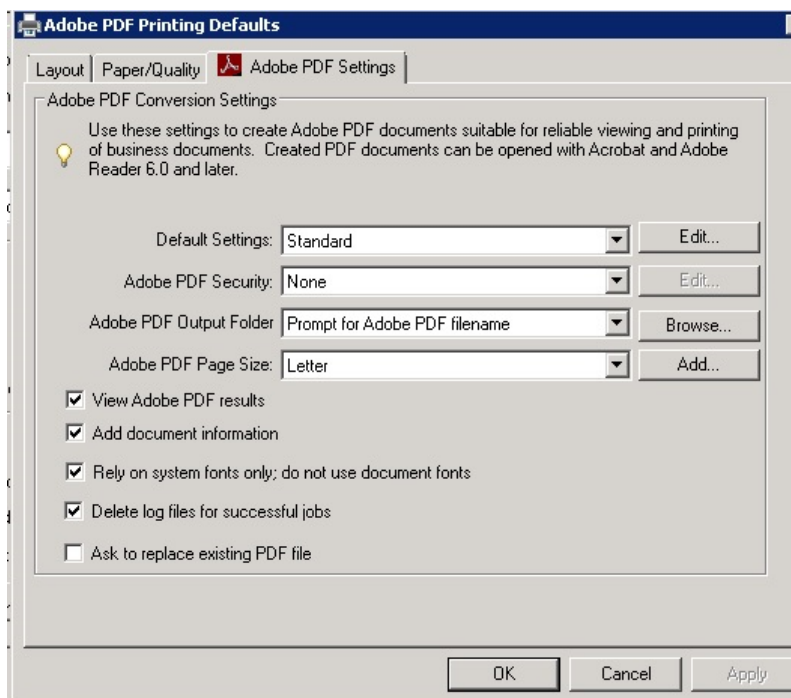
Before printing Adobe PDF files for ePayStub for Canadian Payroll you must change the Adobe PDF printing defaults on the computer which will be used for printing the files.

### To print e-mail PDF files:

1. Click on the Windows Start menu.
2. Find Devices and Printers. Click on Devices and Printers to open the folder.
3. Find and highlight the Adobe PDF printer icon.
4. Right click on the Adobe PDF printer icon.



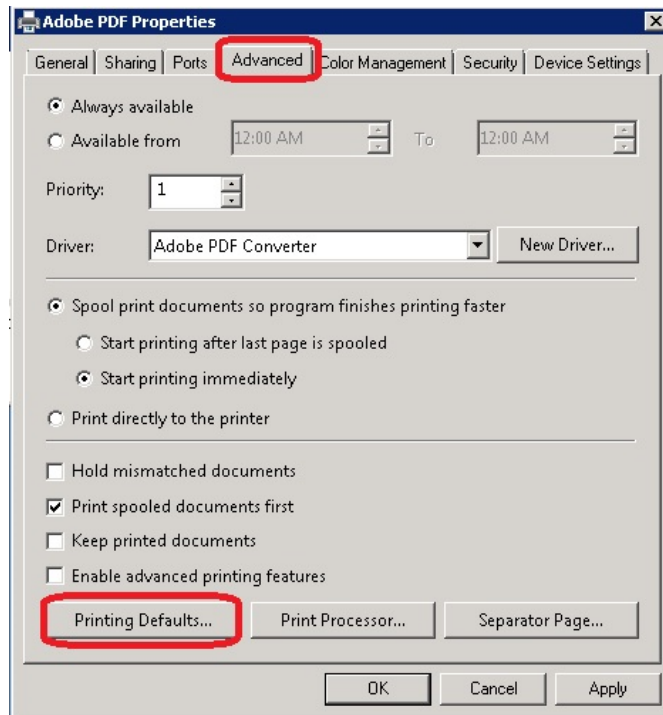
5. When the menu opens, select the Printing Preferences option. The Adobe PDF Printing Preferences window will open.'



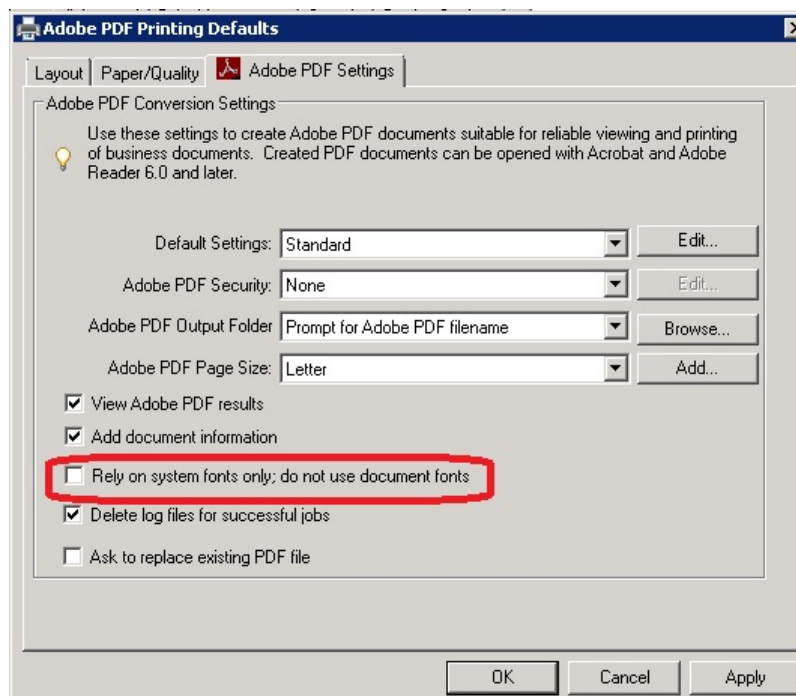
6. On the Adobe PDF Settings tab - uncheck the checkbox for 'Rely on system fonts only; do not use document fonts.' Click on the OK button and the window will close.



7. Right click on the Adobe PDF printer icon and select the Printer Properties option. The Adobe PDF Properties window will open.



8. Select the Advanced tab.
9. On the Advanced tab find and click on the Printing Defaults button.
10. The Adobe PDF Printing Defaults window will open.





## CHAPTER 3    EPAYSTUB PROCEDURES

11. On the Adobe PDF Settings tab - uncheck the checkbox for 'Rely on system fonts only; do not use document fonts.' Click on the OK button and the window will close.
12. On the Adobe PDF Properties window, click on the OK button and the window will close.

## CHAPTER 4: EPAYSTUB REPORTS







## Chapter 4: ePayStub Reports

This chapter includes the following sections:

- [Installing the customized T4 & T4A report package](#)
- [Customized Report User Security](#)

### Installing the customized T4 & T4A report package

A customized T4 & T4A report package has been created for ePayStub for Canadian Payroll to e-mail out T4's & T4A's. To e-mail either report you will need Adobe PDF Pro installed.



*If the user prints T4's or T4A's from GP while this custom report is set, then the custom T4 and T4A will print using GP print functionality.*

The following provides instructions on how to install the customized package and update user security.



*Installing this package will replace the Dynamics GP version of this report.*

#### **To install a Customized Report Package:**

1. Obtain the T4 & T4A custom report with the permanent registration keys for ePayStub from Encore Business Solutions.
2. Save the customized report package to a location on your computer that you can access easily in order to import the package to Microsoft Dynamics GP.
3. Ensure all users are logged out of GP.



*As this procedure will be updating the Canadian Payroll reports dictionary all users must be logged out of GP.*

4. Log into Microsoft Dynamics GP as SA (System Administrator).
5. Access the Customization Maintenance Window.

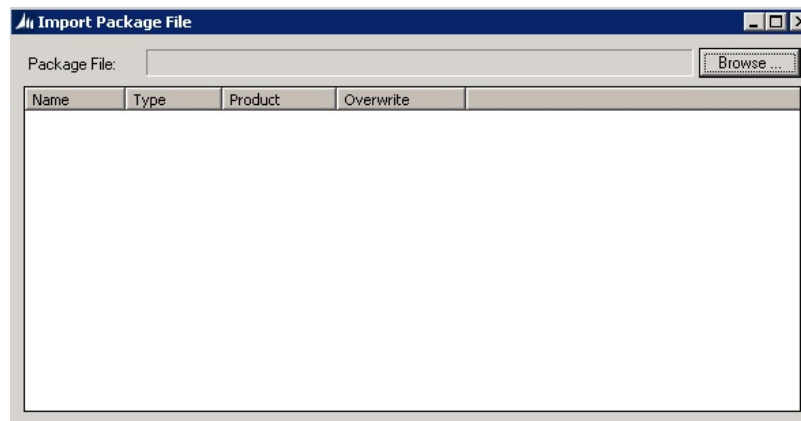


*(This is accessed by going to Microsoft Dynamics GP >> Tools >> Customize >> Customization Maintenance)*

6. The Customization Maintenance window will open. Click on the Import button.



7. The Import Package File window will open.



8. Click on the Browse button to browse to the location where the customized package file was saved. Highlight the customization file Encore T4 - T4A V1.02 Report Package. Package and click on the Open button to save it to the Import Package File window.
9. The following reports should display in the Import Package File window:
- *P\_CPY\_SETP\_T4\_Employee*
  - *P\_CPY\_SETP\_T4A\_Laser*
10. Click OK on the Import Package File window and the reports will be transferred to the Customization Maintenance window.



*If pop up occurs labelled "Existing item(s) will be overwritten. Do you want to continue?" select OK.*

*(This message is generated when there is an existing customization for the T4 or T4A report that you are overriding.)*

11. Close the Customization Maintenance window.
12. Proceed to user security instructions to provide access that allows users to use the customized functionality.

## Customized Report User Security

The following provides instructions on how to update user security for the customized T4 & T4A report package.

### Setting up Customized Report Security

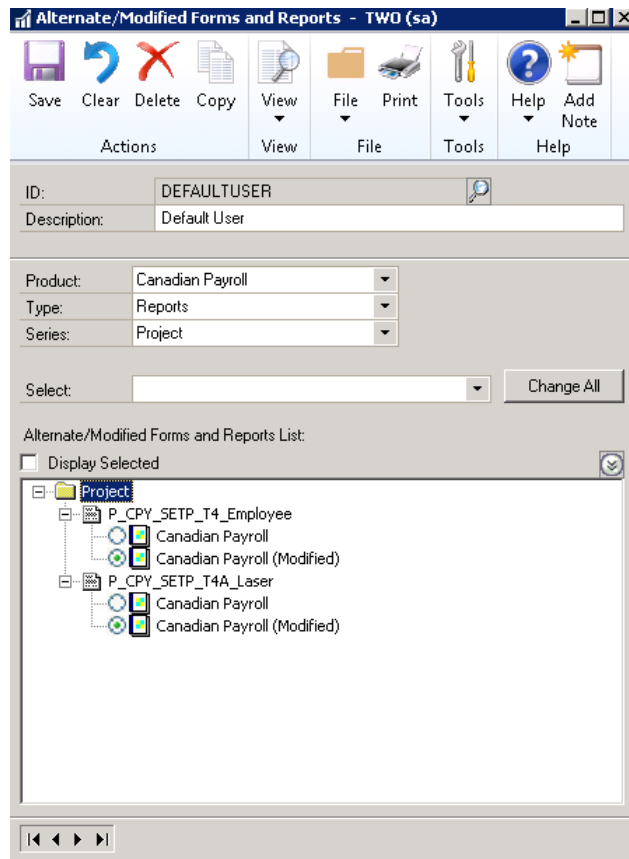
1. Log into Microsoft Dynamics GP as SA  
(Microsoft Dynamics GP >> Tools >> Setup > System >> Alternate/Modified forms and Reports)



*You may be asked to enter in the system password.*



2. Select the ID associated for alternate / modified forms for logged in users (as a default this usually is DEFAULTUSER).
3. Select Product as Canadian Payroll.
4. Select Type as Reports.
5. Select Series Project.
6. Expand the Project Folder in the list provided.
7. Expand the report listed P\_CPY\_SETP\_T4\_Employee.
8. Select Canadian Payroll (Modified) from the list of dictionaries provided.
9. Expand the report listed P\_CPY\_SETP\_T4A\_Laser.
10. Select Canadian Payroll (Modified) from the list of dictionaries provided.



11. Press Save.



*The Adobe PDF printing defaults on your computer need to be modified to print the T4's & T4A's. For instructions go to [Printing E-mail Adobe PDF Files](#) on page 44.*



## Appendix A:Data Tables & Default Security Tasks

The following chapter will review the [Data Tables](#) and [Default Security Tasks & Role](#) for ePayStub for Canadian Payroll.

### Data Tables

The following charts list all related data tables created in ePayStub for Canadian Payroll and their descriptions.

#### Project Series

| Display Name / Technical Name | Physical Name | Description                 |
|-------------------------------|---------------|-----------------------------|
| EBS_MainSetupTbl              | EBS00100      | ePayStub Setup              |
| CW_Employee_Email_MSTR        | CWP10100      | Employee E-mail Maintenance |
| CW_Payslip_Report             | CWP10111      | Paystub Email Report        |
| EBS_T4_eMailed_Log            | EBS10111      | T4 Email Report             |
| EBS_T4A_eMailed_Log           | EBS10112      | T4A Email Report            |
| EBS_R1_eMailed_Log            | EBS10113      | R1 Email Report             |

### Default Security Tasks & Role

When using the [Create/Update Table Utility](#) to create Security Tasks for ePayStub the following Tasks will be generated:

- [ENCORE EPS PAYSTUB](#)
- [ENCORE EPS R1](#)
- [ENCORE EPS SETUP](#)
- [ENCORE EPS T4](#)
- [ENCORE EPS T4A](#)
- [ENCORE EPS TABLE UTILITY](#)

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



## Default Security Task Details

Below are the Details for each default Security Task.

### ENCORE EPS PAYSTUB

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

The screenshot shows the 'Security Task Setup - TWO (sa)' window. The task is 'ENCORE EPS PAYSTUB' with the name 'ePayStub Email Payslips' and description 'Access to ePayStub Email Payslips'. The product is 'ePaystub for CPR', type is 'Windows', series is 'Project', and user type is 'Full'. Under the 'Access List' section, 'Display Selected Items' is checked. In the 'Operations' list, 'Email Payslips' is selected with a checkmark. There is a 'Print Operation Access' button at the bottom.

The screenshot shows the same 'Security Task Setup - TWO (sa)' window, but with the 'Series' dropdown set to 'Project' and the 'CW\_Email\_Report' operation selected in the 'Operations' list. The 'Email Payslips' operation is no longer selected. The 'Print Operation Access' button is still present at the bottom.



## ENCORE EPS R1

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

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

Save Clear Delete Copy File Print Tools Help Add Note

Task ID: ENCORE EPS R1 Category: Project

Task Name: ePayStub Email R1

Task Description: Access to ePayStub Email R1

Product: ePaystub for CPR

Type: Windows

Series: Project

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations

- ☒ Email R1s

Print Operation Access

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

Save Clear Delete Copy File Print Tools Help Add Note

Task ID: ENCORE EPS R1 Category: Project

Task Name: ePayStub Email R1

Task Description: Access to ePayStub Email R1

Product: ePaystub for CPR

Type: Reports

Series: Project

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations

- ☒ EBS\_R1\_eMailed\_LogReport

Print Operation Access



## ENCORE EPS SETUP

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

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

Save Clear Delete Copy File Print Tools Help Add Note

Task ID: ENCORE EPS SETUP Category: Project

Task Name: ePayStub Setup

Task Description: Access to ePayStub Setup and Email Maintenance

Product: ePayStub for CPR

Type: Windows

Series: Project

User Type: Full

Access List: ☒ Display Selected Items

Operations

- ☒ ePayStub Setup

Navigation: |<<>>>|



## ENCORE EPS T4

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

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Task ID: ENCORE EPS T4 Category: Project

Task Name: ePayStub Email T4

Task Description: Access to ePayStub Email T4

Product: ePaystub for CPR

Type: Windows

Series: Project

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations

☒ Email T4s

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Task ID: ENCORE EPS T4 Category: Project

Task Name: ePayStub Email T4

Task Description: Access to ePayStub Email T4

Product: ePaystub for CPR

Type: Reports

Series: Project

User Type: Full

Access List: ☒ Display Selected Items Mark All Upmark All

Operations

☒ EBS\_T4\_eMailed\_LogReport

Print Operation Access





## ENCORE EPS T4A

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

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Actions File Tools Help

Task ID: ENCORE EPS T4A Category: Project

Task Name: ePayStub Email T4A

Task Description: Access to ePayStub Email T4A

Product: ePaystub for CPR

Type: Windows

Series: Project

User Type: Full

Access List:

☒ Display Selected Items

Mark All Unmark All

Operations

☒ Email T4As

Print Operation Access

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Actions File Tools Help

Task ID: ENCORE EPS T4A Category: Project

Task Name: ePayStub Email T4A

Task Description: Access to ePayStub Email T4A

Product: ePaystub for CPR

Type: Reports

Series: Project

User Type: Full

Access List:

☒ Display Selected Items

Mark All Unmark All

Operations

☒ EBS\_T4A\_eMailed\_LogReport

Print Operation Access



## ENCORE EPS TABLE UTILITY

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

Security Task Setup - TWD (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Actions File Tools Help

Task ID: ENCORE EPS TABLE UTILITY Category: Project

Task Name: ePayStub Table Utility

Task Description: Access to ePayStub Create/Update table Utility

Product: ePaystub for CPR

Type: Windows

Series: Project

User Type: Full

Access List:

☒ Display Selected Items

Mark All Upmark All

Operations

☒ Create/Update Table Utility

Print Operation Access

Navigation buttons: |< < > >|



## Defaults Security Role Details

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

### ENCORE ePayStub POWER USE.

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

Save Clear Delete Copy File Print Tools Help Add Note

Actions File Tools Help

Role ID: ENCORE ePayStub POWER USE

Role Name: ePayStub Power User

Role Description: Access to all ePayStub except to Table Conversion

Display: All

☒ Display Selected Tasks

Mark All Unmark All

| Security Task ID                                       | Name                    |
|--|-------------------------|
| <input checked="" type="checkbox"/> ENCORE EPS PAYSTUB | ePayStub Email Payslips |
| <input checked="" type="checkbox"/> ENCORE EPS R1      | ePayStub Email R1       |
| <input checked="" type="checkbox"/> ENCORE EPS SETUP   | ePayStub Setup          |
| <input checked="" type="checkbox"/> ENCORE EPS T4      | ePayStub Email T4       |
| <input checked="" type="checkbox"/> ENCORE EPS T4A     | ePayStub Email T4A      |

Navigation: |< < > >|



# What's New Encore Products

## What's New in ePayStub for Canadian Payroll 2016

ePayStub for Canadian Payroll has been fully upgraded to be fully compatible with Microsoft Dynamics GP 2016. Updates for this product on GP2016 can be reviewed through the Online [Build Notes](#)

## What's New in ePayStub for Canadian Payroll 2015

ePayStub for Canadian Payroll has been fully upgraded to be fully compatible with Microsoft Dynamics GP 2015. Updates for this product on GP2015 can be reviewed through the Online [Build Notes](#)

## What's New in ePayStub for Canadian Payroll 2013

ePayStub for Canadian Payroll has been fully upgraded to be fully compatible with Microsoft Dynamics GP 2013. Updates for this product on GP2013 can be reviewed through the Online [Build Notes](#)

## What's New in Encore Products for 2016

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2016.

New Product Paycode Mass Update for Canadian Payroll released.

## What's New in Encore Products for 2015

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2015.

New Product Paycode Mass Update for Canadian Payroll released.

## What's New in Encore Products for 2013

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2013.

Recurring Contract Billing has been renamed Subscription Billing to better describe the solutions feature set.

New Product Paycode Mass Update for Canadian Payroll released.

# 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. List of products include:

## **Project Tracking Solutions:**

- [Project Tracking with Advanced Analytics](#)
  - [Project Tracking Lite](#)
- Product Add ons:
- Project Tracking with Budgeting
  - Project Tracking Importer

## **Billing Solutions:**

- [Subscription Billing](#)
- Product Add ons:
- Subscription Billing Importer
  - Subscription Billing CRM Integrator

## **Bank Reconciliation Solutions:**

- [Auto Reconciler](#)
- [Account Reconciler](#)

## **Canadian Payroll Add-Ons:**

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

## **Additional Encore Products:**

- [Advanced SmarList](#)
- [Tax Distribution](#)

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

Toll Free: 888.898.4330 (North America only)  
Phone: 204.989.4330  
Fax: 204.235.2331  
E-mail: [encore@encorebusiness.com](mailto:encore@encorebusiness.com)  
Internet: [www.encorebusiness.com](http://www.encorebusiness.com)  
Mail: 1-467 Provencher Blvd.  
Winnipeg, MB, Canada  
R2J 0B8

Microsoft® Gold Certified Partner 2003 - Present  
Microsoft® Dynamics Inner Circle Member 2000, 2002 - 2005, 2013  
Microsoft® President's Club Member 1996 - 2010, 2013, 2014, 2015

**Microsoft Partner**  
Gold Enterprise Resource Planning  
Silver Customer Relationship Management  
Silver Application Development

