



**encore**

# ePayStub 2018

## *Build Notes*

### **ENCORE BUSINESS SOLUTIONS**

[www.encorebusiness.com](http://www.encorebusiness.com) | [twitter.com/encorebusiness.com](https://twitter.com/encorebusiness.com) | [encore@encorebusiness.com](mailto:encore@encorebusiness.com)

**Microsoft  
Partner**

Gold Enterprise Resource Planning  
Gold Application Development  
Gold Cloud Platform  
Gold Cloud Productivity  
Silver Datacenter  
Silver Small and Midmarket Cloud Solutions  
Silver Cloud Customer Relationship Management

## **Copyright**

Build Notes copyright © 2021 Encore Business Solutions, Inc. Printed in Canada. All rights reserved.

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.

## **Trademarks**

Microsoft, Microsoft Excel®, Microsoft Dynamics® GP and Microsoft Dynamics® 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.

## **Warranty disclaimer**

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.

## **Limitation of liability**

The content of these build notes are 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 Build notes. 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.

## **License agreement**

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 204.989.4330 or toll free 888.898.4330 (North America only).

## **Publication Date**

Feb, 2021

## Table of Contents

<u>Build 18.011 – Sept 08, 2020 .....</u>	<u>4</u>
<u>Build 18.010 – April 28, 2020 .....</u>	<u>4</u>
<u>Build 18.009 – Dec 19, 2019 .....</u>	<u>7</u>
<u>Build 18.008 – Feb 25, 2019 .....</u>	<u>10</u>
<u>Build 18.007 – Feb 11, 2019 .....</u>	<u>10</u>
<u>Build 18.005 – Aug 17, 2018.....</u>	<u>13</u>
<u>Build 18.004 – June 27, 2018 .....</u>	<u>14</u>
<u>Build 18.003 – May 22, 2018.....</u>	<u>17</u>
<u>Build 18.002 – Apr 20, 2018 .....</u>	<u>17</u>
<u>Build 18.001 – Feb 01, 2018 .....</u>	<u>19</u>
<u>Additional Product Support Resources .....</u>	<u>20</u>

## Build 18.011 – Sept 08, 2020

### Scheduled Delivery Updates

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

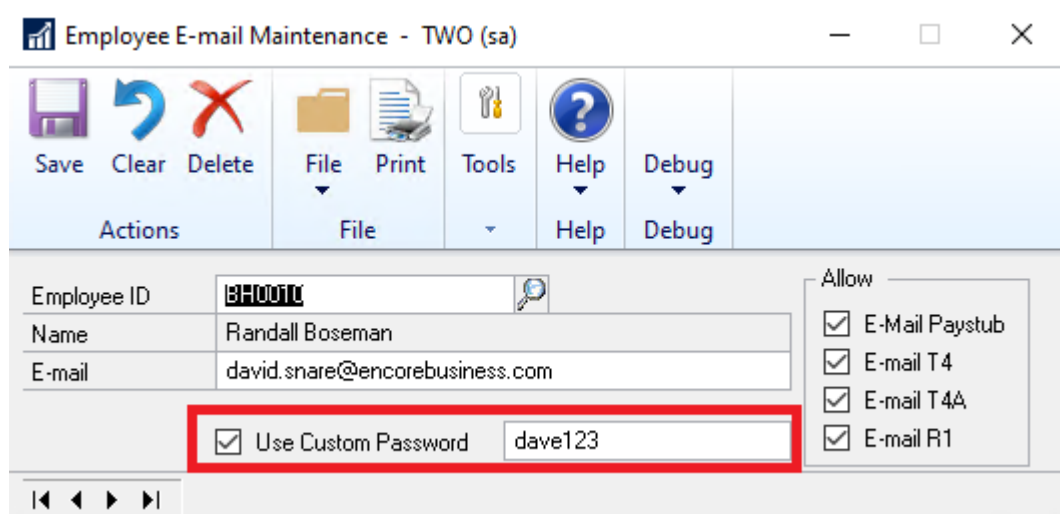
Issue observed that Scheduled delivery failed to kick off email print option to print when email not sent and print with email. This issue is now resolved.

## Build 18.010 – April 28, 2020

### Employee Email Maintenance Updates

#### 2. New Custom Password option.

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



The screenshot shows the 'Employee E-mail Maintenance - TWO (sa)' window. It features a toolbar with icons for Save, Clear, Delete, File, Print, Tools, Help, and Debug. Below the toolbar, there are input fields for Employee ID (000000), Name (Randall Roseman), and E-mail (david.snare@encorebusiness.com). A red box highlights the 'Use Custom Password' checkbox, which is checked, and the password field next to it, which contains 'dave123'. To the right, there is a section titled 'Allow' with checkboxes for E-Mail Paystub, E-mail T4, E-mail T4A, and E-mail R1, all of which are checked.

### New Scheduled mail delivery Updates

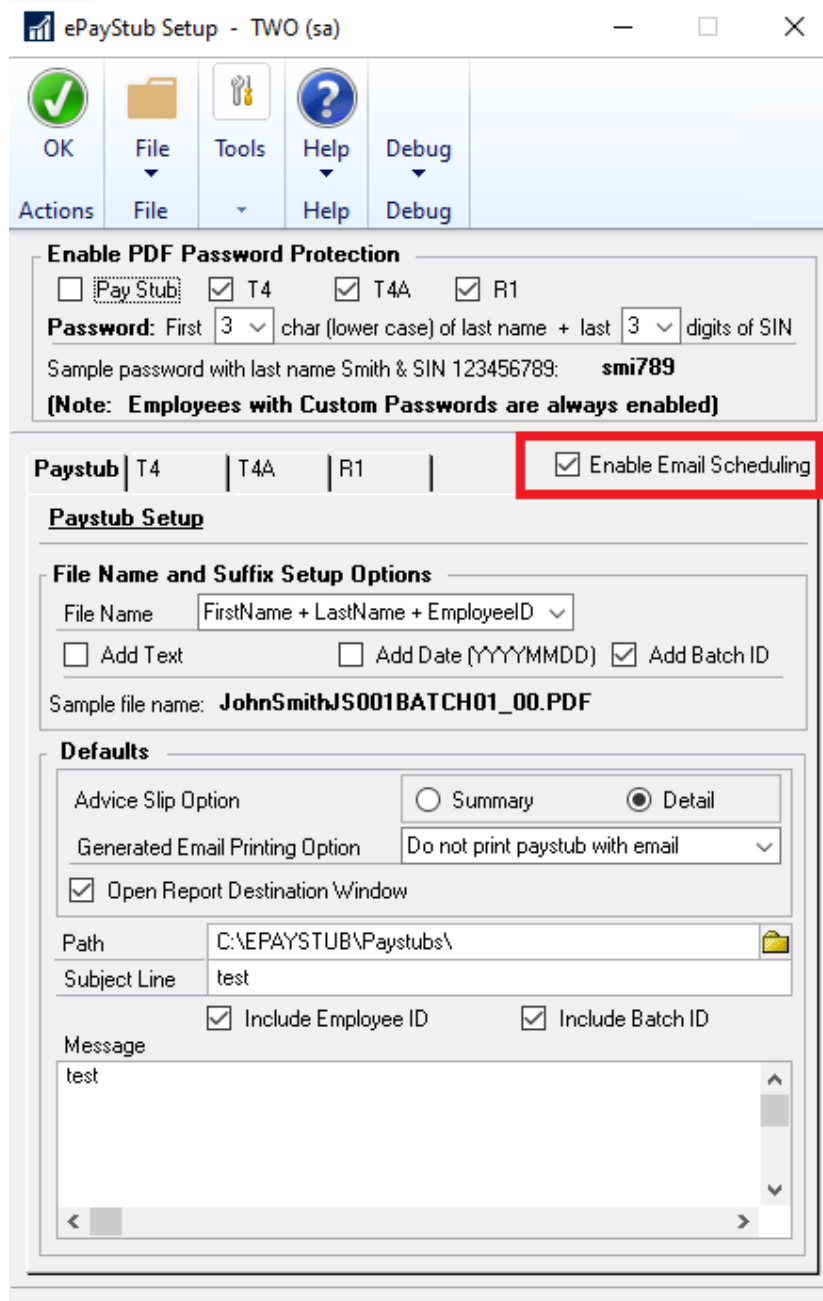
#### 1. New Scheduled Mail Delivery option.

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

The process is completed once the user received the Email Scheduled notification. In the Email Log report, it will indicate in the Log Message for any employee where

an email was sent that it was a Scheduled Delivery and include the Date and time of delivery.

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



**ePayStub Setup - TWO (sa)**

OK File Tools Help Debug

**Enable PDF Password Protection**

☐ Pay Stub ☒ T4 ☒ T4A ☒ R1

Password: First 3 char (lower case) of last name + last 3 digits of SIN

Sample password with last name Smith & SIN 123456789: **smi789**

**(Note: Employees with Custom Passwords are always enabled)**

Paystub T4 T4A R1 ☒ Enable Email Scheduling

**Paystub Setup**

**File Name and Suffix Setup Options**

File Name: FirstName + LastName + EmployeeID

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

Sample file name: **JohnSmithJS001BATCH01\_00.PDF**

**Defaults**

Advice Slip Option: ☐ Summary ☒ Detail

Generated Email Printing Option: Do not print paystub with email

☒ Open Report Destination Window


Path: C:\EPAYSTUB\Paystubs\

Subject Line: test

☒ Include Employee ID ☒ Include Batch ID

Message: test

Microsoft Dynamics GP



Do you want to send emails now or schedule later?


Send Now
Schedule Later

### Email Scheduling

Schedule

Date

4/28/20




Time

1600

Enter 24-hour time format: HHMMSS

Microsoft Dynamics GP



Email Scheduled.

OK

### Payslip Email results

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

## ePaystub Setup Updates

### 1. New Advice Slip Default Option for Paystub reports.

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

ePayStub Setup - TWO (sa)

OK File Tools Help Debug

Actions File Help Debug

**Enable PDF Password Protection**

☐ Pay Stub ☒ T4 ☒ T4A ☒ R1

Password: First 3 char (lower case) of last name + last 3 digits of SIN

Sample password with last name Smith & SIN 123456789: **smi789**

(Note: Employees with Custom Passwords are always enabled)

Paystub T4 T4A R1 ☒ Enable Email Scheduling

**Paystub Setup**

**File Name and Suffix Setup Options**

File Name FirstName + LastName + EmployeeID

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

Sample file name: **JohnSmithJS001BATCH01\_00.PDF**

**Defaults**

Advice Slip Option ☐ Summary ☒ Detail

Generated Email Printing Option Do not print paystub with email

☒ Open Report Destination Window

Path C:\EPAYSTUB\Paystubs\

Subject Line test

☒ Include Employee ID ☒ Include Batch ID

Message

test

## Build 18.009 – Dec 19, 2019

### Enhancements

#### 1. Improved Default Security Tasks.

New default security task created called ENCORE EPS EMAIL MAINT

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

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

It will provide the user with access to the following:

### Windows

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

### Reports

- Imports Status
- Employee Email Lists

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Task ID: ENCORE EPS EMAIL MAINT Category: Project

Task Name: ePayStub Email Maintenance

Task Description: Access to ePayStub Email and Importer windows

Product: ePaystub for CPR

Type: Windows

Series: Project

User Type: Full

Access List:

☒ Display Selected Items

Mark All Unmark All

Operations

☒ Employee E-mail Maintenance

☒ ePayStub Employee Email Importer

☒ Import Fields Lookup

☒ Import Setup ID Lookup

Print Operation Access

Navigation: < > << >>



Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Help Debug

Task ID: ENCORE EPS EMAIL MAINT Category: Project

Task Name: ePayStub Email Maintenance

Task Description: Access to ePayStub Email and Importer windows

Product: ePaystub for CPR

Type: Reports

Series: Project

User Type: Full

Access List: ☒ Display Selected Items Mark All Unmark All

Operations

☒ EBS Import Status

☒ EBS\_Employee\_Email\_List

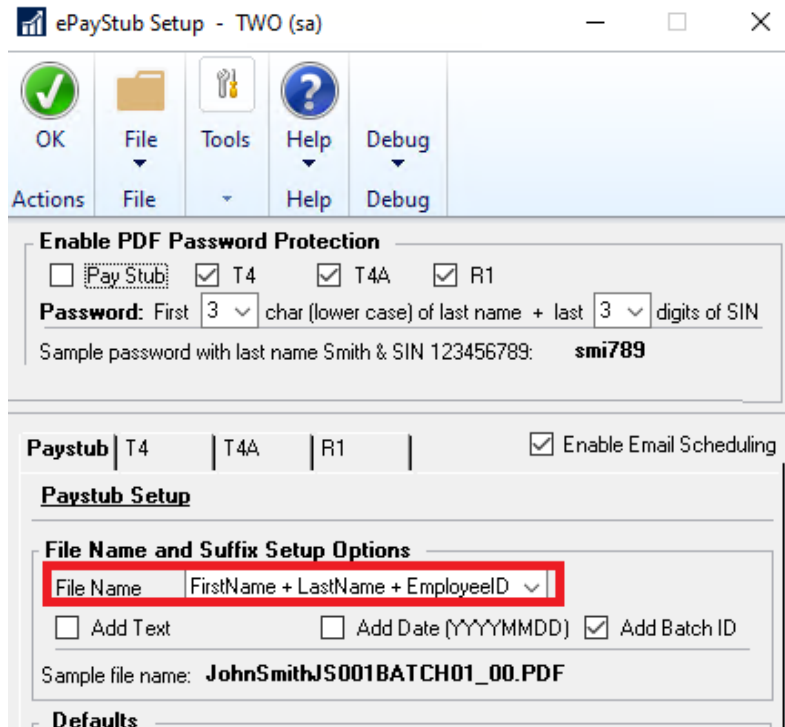
Print Operation Access

Navigation: < > >>

## Resolved Issues

### 1. Resolved issues with Paystub reports generated.

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



## Build 18.008 – Feb 25, 2019

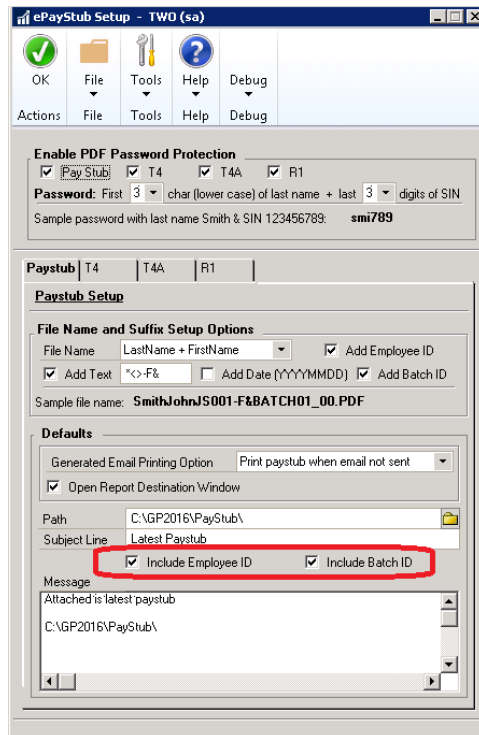
### Resolved Issues

- Resolved issues with Taxable Province of QC failing to generate T4 files.**  
Issue observed when attempting to generate proper T4 files from taxable province of QC. These files were blank in the PDF file that was generated. This issue is now resolved.

## Build 18.007 – Feb 11, 2019

### Enhancements

- Improved File naming to ignore special Character.**  
When emailing or Generating the files for each employee should the text in ePayStub setup or for payroll if the batch id contains special characters then these special characters and you are including either in the filename in ePayStub Setup; then these characters will be ignored and not included in the filename. Such characters are  
/ \ | : ? " \* < >
- Improved paystub email with option to include Batch ID and / or Employee ID in subject line.**  
Update added to give the user the ability to include the Batch ID and / or Employee ID in the subject line of the email sent to the employee. This can be adjusted in the ePayStub setup window to be defaulted as selected when you access the Email Payslips window. You can also adjust these options as well in the Email Payslips window. When selected the Batch ID and / or Employee ID will be a prefix in the Subject line of the email sent.



**ePayStub Setup - TWO (sa)**

OK File Tools Help Debug  
Actions File Tools Help Debug

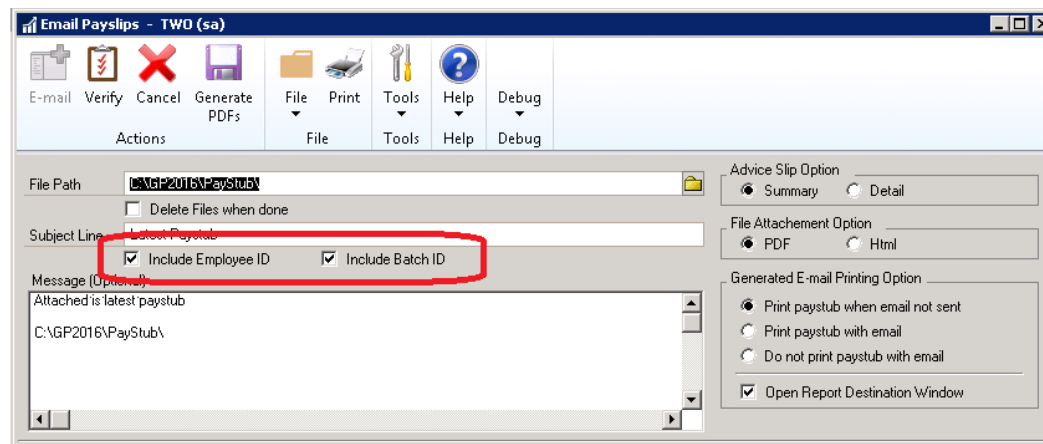
**Enable PDF Password Protection**  
☒ PayStub ☒ T4 ☒ T4A ☒ R1  
 Password: First 3 char (lower case) of last name + last 3 digits of SIN  
 Sample password with last name Smith & SIN 123456789: **smi789**

**Paystub** | T4 | T4A | R1

**Paystub Setup**

**File Name and Suffix Setup Options**  
 File Name: LastName + FirstName ☒ Add Employee ID  
☒ Add Text: \*C>-F& ☐ Add Date (YYYYMMDD) ☒ Add Batch ID  
 Sample file name: **SmithJohnJS001-F&BATCH01\_00.PDF**

**Defaults**  
 Generated Email Printing Option: Print paystub when email not sent  
☒ Open Report Destination Window  
 Path: C:\GP2016\PayStub\  
 Subject Line: Latest Paystub  
☒ Include Employee ID ☒ Include Batch ID  
 Message:  
 Attached is latest paystub  
 C:\GP2016\PayStub\



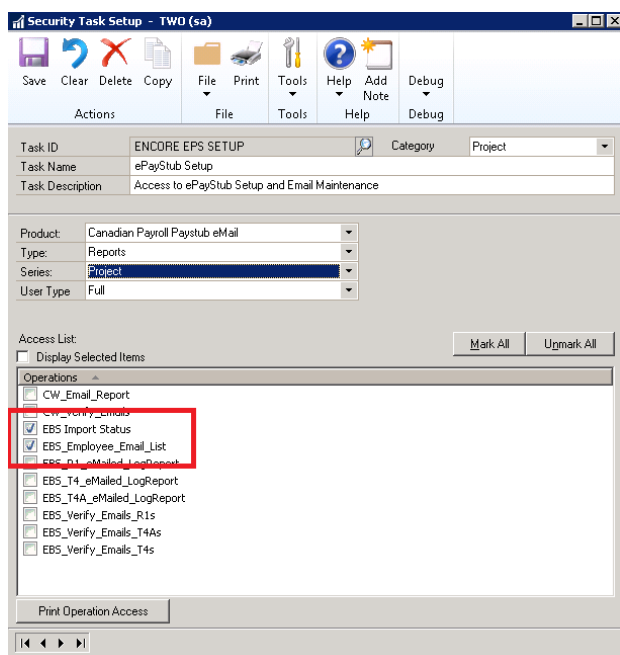
**Email Payslips - TWO (sa)**

E-mail Verify Cancel Generate PDFs File Print Tools Help Debug  
Actions File Tools Help Debug

File Path: C:\GP2016\PayStub\  
☐ Delete Files when done  
 Subject Line: Latest Paystub  
☒ Include Employee ID ☒ Include Batch ID  
 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

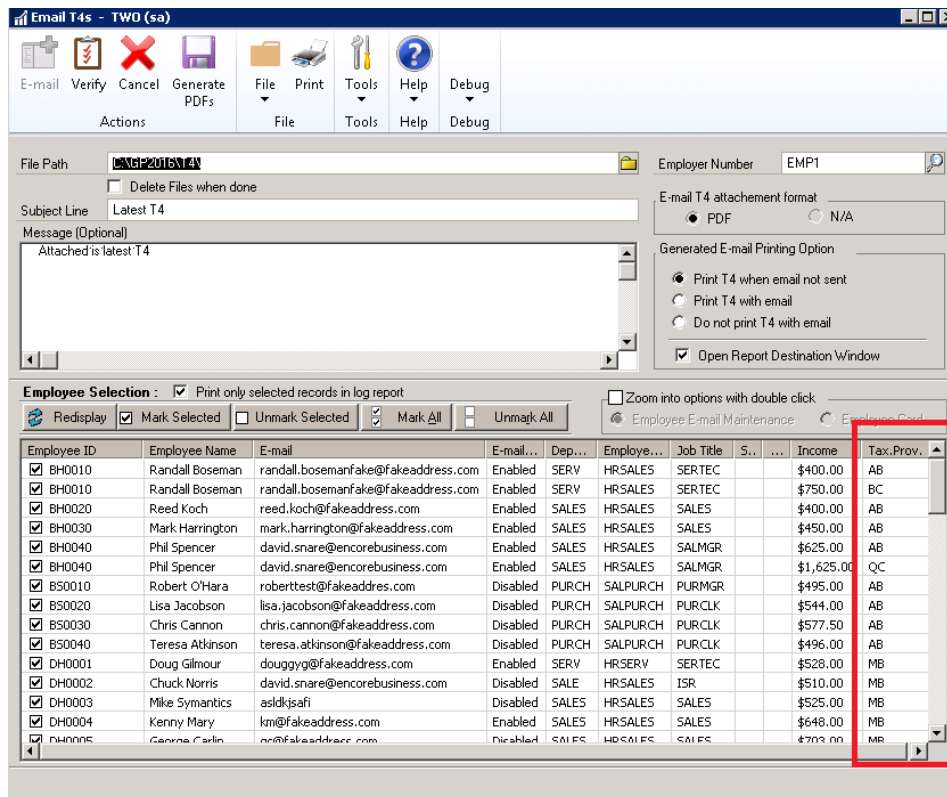
### 3. Improved default security task ENCORE EPS SETUP to have access to Import Status report.

Default security task updated so that it will now include the new Import status report that gets printed when using the ePayStub Email importer utility.



#### 4. Improved ePayStub to be compatible for multiple Taxable Provinces when emailing T4 reports.

With this update a new view will be visible in the Email T4 window for Taxable Province. Should the employee have multiple T4's across multiple taxable provinces then they will appear in the Scrolling window for each Taxable Province. When you email out the T4 statements they will receive a separate email for each Taxable Province. With this update the filename will now include the 2-character taxable province as a suffix in the filename.



## Resolved Issues

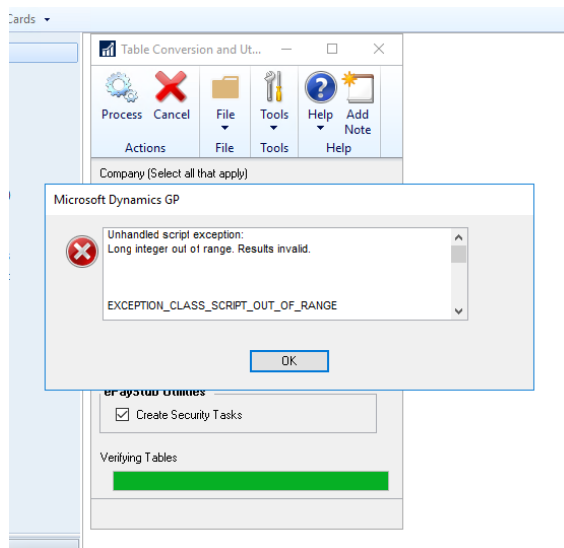
1. Resolved issues with progress bar not clearing when validation received in email window.

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

## Build 18.005 – Aug 17, 2018

### Resolved Issues

1. Resolved datatype issues with ePayStub.  
Data type issue observed in ePayStub which caused issues during table conversion. This error would only occur if the number of Employee records in the Company Db exceeded 32,000 records. This is now resolved.



## Build 18.004 – June 27, 2018

### Enhancements

#### 1. New file path validation during Verify and Generate processes.

New Validation to occur if default File path in email window is invalid or not accessible. This can occur if the folder path does not exist for the user logged into GP. As such when selecting the Verify or Generate process options the user will be notified to fix the folder path that is currently set.

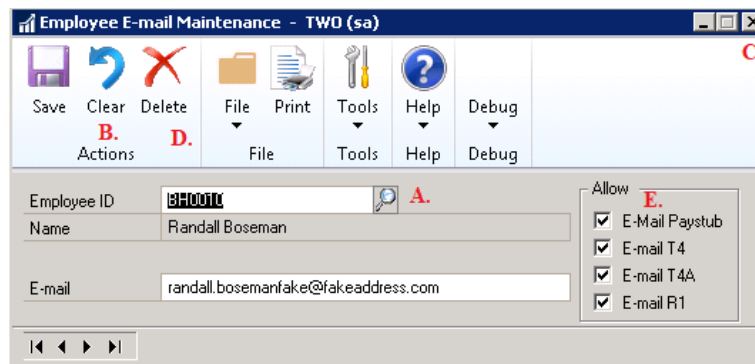


#### 2. Improved Employee Email Maintenance window.

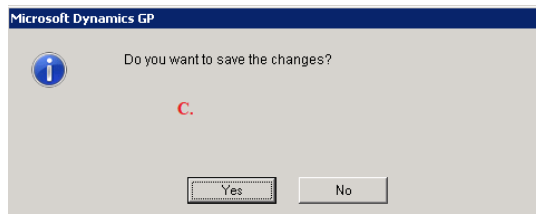
Employee E-mail Maintenance window improvements added:

- A. New Employee ID lookup added to allow the user to lookup and select the Employee ID for review and entry.
- B. Clear button has been improved to clear the selection in the window. Previously it would clear the email address listed on the card for the employee and the email authorizations.
- C. New validation added when closing and clearing the window to prompt the user to save changes should changes have been made but unsaved.
- D. Delete button Validations added. Users will no longer be able to delete Employee email maintenance records for active employee's. They would also not be eligible to delete Employee Email record if the employee has calculation records for the current year.

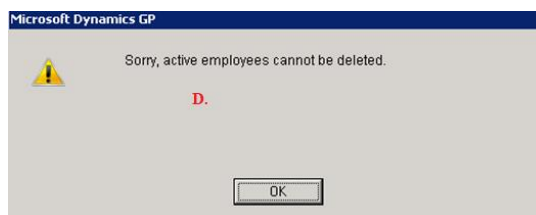
- E.** New E-Mail Paystub Authorization. This is a new Authorization checkbox option that users can use should the employee not wish to have their paystub emailed but the other reports can be emailed. For existing user of ePayStub this checkbox will default as checked for any employee email maintenance record that has an email address. If the employee ID does not have an email address, then this will be unchecked. When creating a new Employee Email maintenance record this will initially be unchecked. Should this authorization be unchecked then when selecting the Email option in Email Paystub window it will not email the paystub to the employee.
- F.** New Validations when saving Employee E-mail Maintenance record.
- Should you save a record that has Authorizations checked but no email address then you will be notified that no reports will be emailed to the employee.
  - Should you save a record that has an email address set but no Authorizations checked then you will be notified that no reports will be emailed to the employee.



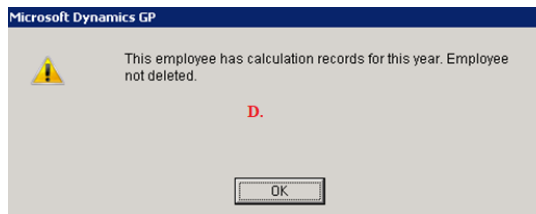
The screenshot shows the 'Employee E-mail Maintenance - TWO (sa)' window. It features a menu bar with 'Save', 'Clear', 'Delete', 'File', 'Print', 'Tools', 'Help', and 'Debug'. Below the menu bar are input fields for 'Employee ID' (containing 'B-0001'), 'Name' (containing 'Randall Boseman'), and 'E-mail' (containing 'randall.bosemanfake@fakeaddress.com'). To the right of these fields is a section labeled 'Allow' with four checkboxes: 'E-Mail Paystub', 'E-mail T4', 'E-mail T4A', and 'E-mail R1'. All checkboxes are checked. The window title bar includes standard Windows window controls and a red 'C.' label in the top right corner.



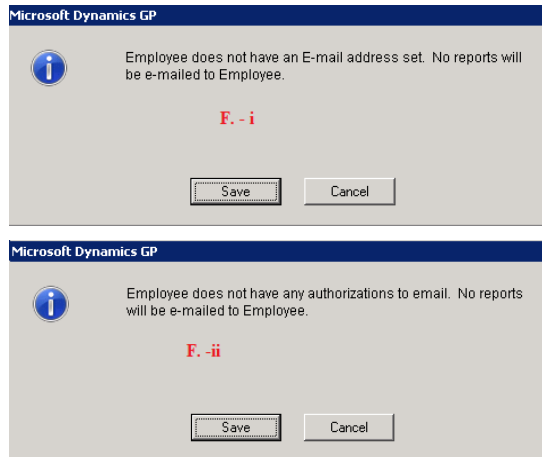
The screenshot shows a Microsoft Dynamics GP dialog box with the title 'Microsoft Dynamics GP'. It contains an information icon and the text 'Do you want to save the changes?'. Below the text are 'Yes' and 'No' buttons. A red 'C.' label is positioned above the buttons.



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

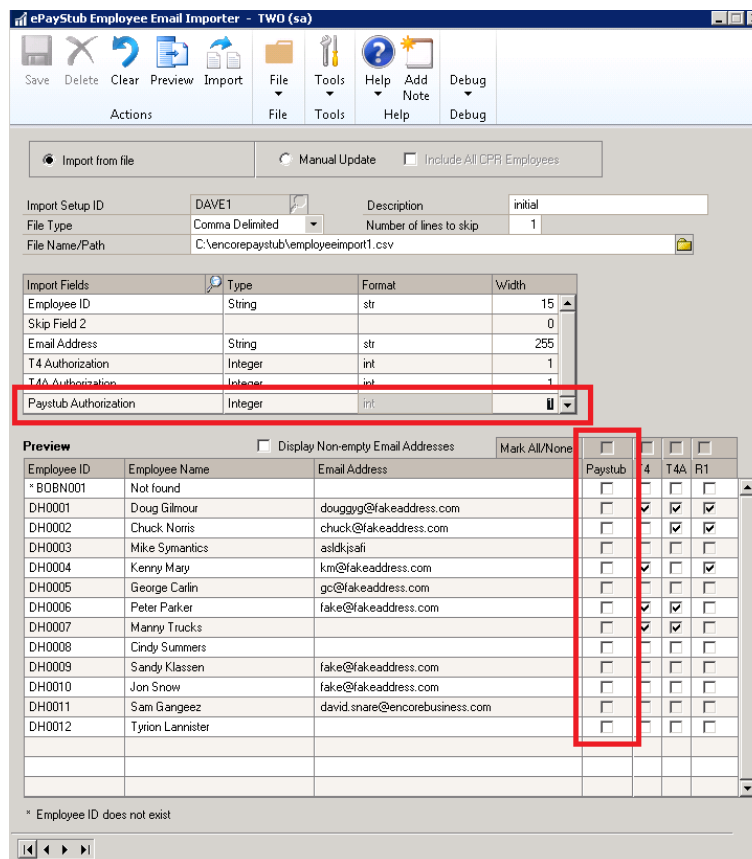


The screenshot shows a Microsoft Dynamics GP dialog box with the title 'Microsoft Dynamics GP'. It contains a warning icon and the text 'This employee has calculation records for this year. Employee not deleted.'. Below the text is an 'OK' button. A red 'D.' label is positioned above the button.



### 3. Updated ePayStub Employee Email importer

The ePayStub Employee Email Importer updated for new Paystub Authorization field. This new field can also be mapped as part of the import file or manually updated in the Manual update.



Import Fields	Type	Format	Width
Employee ID	String	str	15
Skip Field 2			0
Email Address	String	str	255
T4 Authorization	Integer	int	1
T4A Authorization	Integer	int	1
Paystub Authorization	Integer	int	1

Employee ID	Employee Name	Email Address	Paystub	T4	T4A	R1
* BOBN001	Not found					
DH0001	Doug Gilmour	douggg@fakeaddress.com				
DH0002	Chuck Norris	chuck@fakeaddress.com				
DH0003	Mike Symantics	asldkjsafj				
DH0004	Kenny Maty	km@fakeaddress.com				
DH0005	George Carlin	gc@fakeaddress.com				
DH0006	Peter Parker	fake@fakeaddress.com				
DH0007	Manny Trucks					
DH0008	Cindy Summers					
DH0009	Sandy Klassen	fake@fakeaddress.com				
DH0010	Jon Snow	fake@fakeaddress.com				
DH0011	Sam Gangeez	david.snare@encorebusiness.com				
DH0012	Tyion Lannister					

## Resolved Issues

1. Resolved issues with cannot insert Null value in Email Payslips UI window.

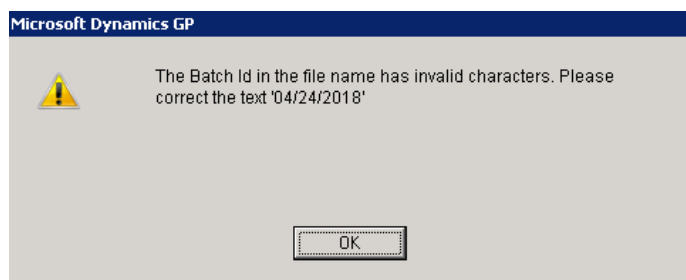


Issue observed in Email Payslips UI window. Should Payroll Batch contain an employee record where the employee did not exist in the Employee email maintenance table then this SQL error will occur when opening the Email Payslips window. This issue has since been resolved.

## Build 18.003 – May 22, 2018

### Enhancements

- 1. Improved Employee Selection process and initial loading of email windows.**  
Process when initially loading records into the email window and selecting and deselecting employees to be included in process improved to reduce lag that occurs.
- 2. New Validation message for Batch id containing invalid characters.**  
Should ePayStub file setup be set to include Batch ID and the Batch ID used contains special characters such as / or \ then a new validation will occur when attempting to verify or generate. This validation occurs because these special characters are read as folder paths when generating the employee reports as such it would resulted in no files being generated.



## Build 18.002 – Apr 20, 2018

### Enhancements

- 1. New ePayStub Employee Email Importer**  
New Utility added to allow users to import and maintain Employee Email address and authorizations for T4, T4A, and R1 on a mass scale.

This new Utility allows you to import new records and update existing records for Employee ids in email maintenance either from an import file or manually through the user interface.

When importing from File you would need to setup the Import Setup ID and map the fields from the Import file. The only required field for the Import file is Employee ID. All other fields are optional and can be set based on the field you wish to set the value for. You would then specify the location of the import file and have the option to skip rows in case there are header columns in the import file. You can save the import setup. Once the import setup has been completed or selected if previously completed you can then select the preview option which will load the records from the file into the UI window. Once the records have been loaded you can then edit any values in the UI window that require to be adjusted prior to importing the updates. Should any employee id listed on the file not exist in GP you will noticed the



## Resolved Issues

1. **Resolved issues with ePayStub Setup window freezing when Text option selected**

Issue observed in ePayStub Setup window when you select the Add Text option for the file name setup option on any report. This issue is now resolved.

2. **Fixed problem with Filename for R1 and T4A reports**

Problem observed where file name being set was using the File name setup for T4 on these reports instead of the prospective setups for R1 and T4A. This is now resolved.

## Build 18.001 – Feb 01, 2018

### Enhancements

1. **ePayStub build created for GP2018**

Build generated based on Build 16.007 for GP2016.

## Additional Product Support Resources

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

Request registration keys: [regkeys@encorebusiness.com](mailto: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](mailto: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)