MEKORMA

MICR
Check Printing

User Guide

Version 10.0

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Company Address

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Introduction

This section provides information on the following topics:

- Introduction
- Documentation Conventions
- System Requirements
- Mekorma MICR Compatibility Information
- Submitting an Online Support Request

Introduction

Welcome, and thank you for purchasing our product. Mekorma MICR is a check printing enhancement for Microsoft Dynamics GP that makes managing multiple checking accounts secure and easy and adds convenience to your check signing processes.

Mekorma MICR also adds sorting and configuration capabilities, as well as a password and signature options, to address common and unusual check printing needs. Mekorma MICR works with Purchasing, U.S. Payroll, Canadian Payroll and Miscellaneous Checks.

This user guide is designed to help you install and configure Mekorma MICR Version 10.0 for Microsoft Dynamics GP Version 10.0. New users can follow step-by-step instructions designed to guide them through the key processes, from installation to check printing. Experienced users can review this guide for any applicable new feature information, or just utilize it as an ongoing reference tool.

Additional sections cover specialized topics such as using Mekorma MICR with EFT for Payables Management, Mekorma MICR easyAdds, Configuring Check Digit Calculations, and Creating a Digital Signature, just to mention a few.

About Mekorma

Mekorma was founded in 1990 as a software development consulting company. In 1993, Mekorma starting creating custom software based on what was then called Great Plains Dynamics. Starting in 1997, Mekorma offered packaged software add-on modules to companies using Great Plains Dynamics.

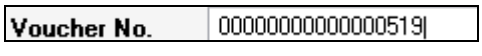
Throughout the next few years, Mekorma has achieved several distinctions, including Great Plains Inner Circle 11 years running, Partners Choice Developer of the Year twice and Global Developer of the year once. Mekorma is currently a Microsoft Gold Certified ISV. Over 4,000 clients use the Mekorma MICR package and over 100 clients use custom-developed Mekorma products.

Documentation Conventions

Throughout this guide, we use formatting and style conventions to highlight program functionality and explain specific processes. Following is a list of our documentation conventions and how they are used:

Field Names and Options: Blue bolded text is used to indicate we are referring to a field name or a checkbox option on a program screen or window.

Example: Enter a value in the **Voucher No.** field. Check the **Security** option to activate security features for the selected company.

Field Example: 

Option Example:

Command Buttons and Column Names: Bolded text is used to indicate we are referring to a command button or a column name.

Example: Click the **Build Batch** button to generate the batch. The **Company Name** column lists the names of all your Microsoft Dynamics GP companies.

Command Button Example:

Italicized Text: Italicized text is used to refer to additional documentation guides.

Example: For more information, please refer to the *Mekorma MICR Configuring Check Layouts.pdf*.

Notes: Notes are distinguished by a NOTE banner heading, italicized text, and are indented from the surrounding text. Notes contain additional instructions and information and refer back to the text directly preceding the note.

Example:

NOTE

We recommend that you do NOT use recycled or re-furbished toner cartridges when printing checks using Mekorma MICR.

Tips: Tips are distinguished by a TIP banner heading with the "🏳"symbol, bolded, and indented from the surrounding text. Tips usually refer to helpful recommendations or suggestions on maximizing Mekorma MICR or streamlining a task or process.

Example:

🏳 **TIP**

> **For increased security, you can store the signature image on removable media such as a CD or floppy disk.**

Menu Commands: All of our menu commands are bolded and separated by the "☞"symbol.

Example: To set up Mekorma MICR, select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Mekorma MICR Setup**.

Keyboard Commands: All of our keyboard commands are capitalized and bolded.

Example: Press the **TAB** key or use your mouse to move between fields. Hold down the **SHIFT** key to capitalize text.

Important Messages: Important messages are set apart using a banner and bolded red text to indicate the information presented should be read and understood.

Example:

✋ **IMPORTANT**

> **Before upgrading, verify that any unprocessed batches are posted and processed.**

We welcome your feedback and comments concerning our end-user documentation. It is our goal is to provide you with the right tools to effortlessly and effectively use our products. Please email any suggestions to documentation@mekorma.com.

System Requirements

The following tables contain the minimum recommended hardware and software requirements for running Mekorma MICR Version 10.0 with Microsoft® Dynamics GP Version 10.0.

For Mekorma MICR

The following components are required to run Mekorma MICR Version 10.0:

Item	Requirements	Notes
Software	Microsoft Dynamics GP 10.0	The Payables module (for GP version 10.0) is required for MICR. To run payroll, the Payroll module (for GP version 10.0) is required.
Processor	Pentium IV 2.4 GHz or greater	
Available Hard Disk Space	20 MB	
Minimum Available RAM	512 MB (or greater)	
Printer	HP LaserJet series 3000, 4000, 5000, 8000 or 9000 printers	**Recommendation:** The HP3010 series are good printer to use as a dedicated check printer. These include the 3015d, 3015dn, and 3015x. **IMPORTANT:** The HP P1000 and P2000 Series printers are NOT compatible with Mekorma MICR check printing software.
Operating System	Microsoft Windows Vista Business Edition (32-bit and 64-bit) Microsoft Windows Vista Ultimate Edition (32-bit and 64-bit) Microsoft Windows Vista Enterprise Edition w/SP2 (32-bit 64-bit) Microsoft Windows XP Professional SP 2 (32-bit and 64-bit)	Please Refer to the Microsoft web site for more information on support for 64-bit operating systems and review the NOTE following this table.
Required and Recommended Supplies	Blank or pre-printed check stock Magnetic Toner .bmp images for signatures and logos (if using these features) MICR Gauge (recommended, but not required)	*We recommend that you do NOT use recycled or re-furbished toner cartridges for printing checks using Mekorma MICR. To achieve the required quality on the printed output (checks), use new toner cartridges when replacing toner.*
Database	Microsoft SQL Server 2008 Microsoft® SQL Server 2005 Microsoft® SQL Server 2000 w/SP4 or higher	

NOTE

When installing Mekorma MICR in a 64-bit environment your installation directory must point to Dynamics GP, which should be "C:\Program Files (x86)\Microsoft Dynamics\GP\". Please change the directory in the Mekorma MICR installer to the same target directory and follow the onscreen instructions.

For Microsoft® Dynamics GP

The following tables contain the minimum hardware/software requirements supported by Microsoft Dynamics GP. The recommendations are intended as guidelines and not absolutes. Users may need to modify these requirements due to environmental factors to achieve individual performance expectations.

Client Requirements

Minimum requirements for the client components are:

Item	Requirements	Notes
Operating System	Microsoft Windows Vista Business Edition (32-bit and 64-bit) Microsoft Windows Vista Ultimate Edition (32-bit and 64-bit) Microsoft Windows Vista Enterprise Edition (32-bit 64-bit) Microsoft Windows XP Professional SP 2 (32-bit and 64-bit)	Refer to the Microsoft web site for more information on support for 64-bit operating systems.
Processor	Intel Pentium IV 2.4 GHz or higher	
Available Hard Disk Space	800 MB or more on the system root	
Minimum Available RAM	512 MB (1 GB Recommended)	
Network Card	100 MB Full Duplex or 1 GB Ethernet	
Microsoft Office	Microsoft Office XP Microsoft Office 2003 Microsoft Office 2007	Microsoft Office Outlook is required for the Outlook area to display on the home page and Microsoft Office Web Components are required for the home page metrics. You must install the Microsoft Office 2003 Web Components if you are using Microsoft Office 2007. Click the links below to install the components: Microsoft Office XP Microsoft Office 2003
Internet Explorer	IE 6.0 SP 1 or later, IE 7.0	
Adobe	Adobe 6.0, Adobe 7.0, Adobe 8.0	

Terminal/Citrix Server Requirements

To determine what profile best fits your needs, please contact your partner or Microsoft Dynamics technical support. Microsoft highly recommends using two separate servers, one dedicated Terminal/Citrix server and one dedicated SQL Server to avoid possible performance losses.

Item	Requirements	Notes
Operating System	Microsoft Windows Server 2008 x64 Standard Edition **(Dynamics GP 10.0 SP 2 required)** Microsoft Windows Server 2008 Standard Edition **(Dynamics GP 10.0 SP 2 required)** Microsoft Windows Server 2003 x64 Standard SP 2 or x64 Enterprise Edition SP 2 Microsoft Windows Server 2003 R2 x64 Standard SP 2 or R2 x64 Enterprise Edition SP 2 Microsoft Windows Server 2003 Standard Edition SP 2 or Enterprise Edition SP 2 Microsoft Windows Server 2003 R2 Standard Edition or R2 Enterprise Edition	Refer to the Microsoft web site for more information on support for 64-bit operating systems.
Citrix (Optional)	Citrix Presentation Server 3.0 Citrix Presentation Server 4.0	If accessing Citrix, the hardware and software must be supported according to the Citrix configuration requirements.
Processors	1 Dual Core or 2 Single Core Processors	Verify processors can be upgraded to 4 processors for Standard Edition or 8 processors for Enterprise Edition.
Disk Configuration	RAID 1 for operating system and applications (2 disks)	
RAM	2 GB or more	The amount of RAM needed depends on the # of concurrent users per Terminal Server.
Network Card	100 MB Full Duplex or 1 GB Ethernet	Recommend no more than 25 users per 100 Base T network card, unless a Fiber NIC is installed. If a Fiber NIC is installed, the SQL Server should also have a Fiber NIC installed for optimal network performance. Verify switch is capable of handling network traffic.
Users	Based on 15-20 users per Terminal Server (Increased user count may require greater RAM and Processor speed)	Users utilizing FRx or Crystal reporting via Terminal Services may require increased hardware to increase performance.

You can view the Microsoft Dynamics GP system requirements by clicking this link or going to http://go.microsoft.com/fwlink/?LinkId=82118.

IMPORTANT

Recommended system requirements depend on the number of users and transactions. If there will be many users performing concurrent tasks, such as depreciation, posting, or heavy reporting, enhancing your hardware and system software improves performance.

NOTE

Implementation of Dynamics GP in a 64-bit environment requires a directory change to "C:\Program Files (x86)\Microsoft Dynamics\GP\" from the default "C:\Program Files\Microsoft Dynamics\GP\" (see Dynamics GP KB article 918983). The Mekorma MICR installation directory must point to Dynamics GP, which should be "C:\Program Files (x86)\Microsoft Dynamics\GP\". Please change the directory in the Mekorma MICR installer to the same target directory and follow the onscreen instructions.

Mekorma MICR Compatibility Information

To the best of our knowledge, Mekorma MICR (all versions) is compatible with Microsoft Dynamics GP Service Packs except when specifically noted. All of our builds are tested with the current GP service pack and any applicable hotfixes that are reported to affect Mekorma MICR functionality.

NOTE

Mekorma MICR is not compatible with Dynamics GP 8.0 if Service Pack 3 is installed.

Mekorma MICR Builds and GP Service Packs

The following table lists Mekorma MICR Builds and the compatible Dynamics GP Version 10.0 Service Pack (for example, if you are on Mekorma MICR Version 10.0 B34, you should be on Dynamics GP Service Pack 2):

Mekorma MICR Build	Dynamics GP Service Pack
10.0 B50+	SP4
10.0 B38+	SP3
10.0 B34	SP2
10.0 B31	SP1
10.0 B11	RTM

+ *Indicates any future build can be compatible with the same GP Service Pack shown if it is the latest GP Service Pack.*

Microsoft Dynamics GP US Payroll Tax Updates

Mekorma MICR is compatible with the Microsoft Dynamics GP US Payroll Tax Updates. To see what Dynamics GP tax update you are currently running, go to **Microsoft Dynamics GP☞ Tools☞ Setup☞ System☞ Payroll Tax**.

SQL Server Compatibility

Mekorma MICR has been tested and is compatible with the following SQL Server versions:

- SQL Server 2008 with SP1
- SQL Server 2005 with SP3
- SQL Server 2000 with SP4

Mekorma MICR and Windows Operating Systems

Following is a list of Windows operating systems compatible with Mekorma MICR:

- Windows 7
- Windows 2000
- Windows XP
- Windows Vista
- Windows Server 2003
- Windows Server 2008

Installing Mekorma MICR

This section provides information on the following topics:

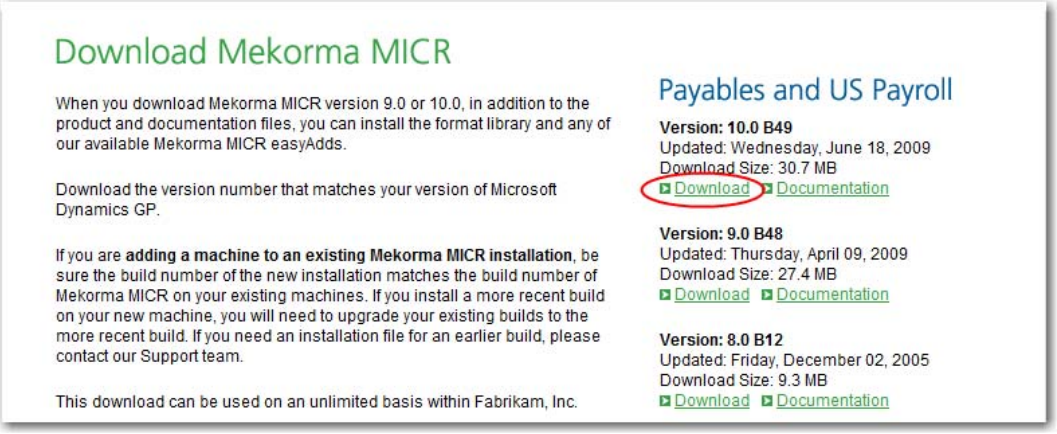
- Installing and Upgrading Mekorma MICR, following
- Backup and Restore Procedures
- Creating or Upgrading Mekorma MICR Tables
- Registering Mekorma MICR
- The Configurator Global Setup Dialog Box

Installing and Upgrading Mekorma MICR

You must complete the following steps to install or upgrade Mekorma MICR:

1. Install Mekorma MICR and the Check Format Library files (if applicable).
2. Install any additional components, such as Canadian Payroll or easyAdds.
3. Create or upgrade Mekorma MICR tables for each company (from one workstation only).
4. Enter new registration keys, if needed.

Mekorma MICR Version 10.0 is available for download from our website. Please go to www.mekorma.com and select **Mekorma MICR ☞ Download** from the navigation menu. Under the **Payables and US Payroll** section, click the **Download** link below **Version: 10.0 B**** (where ** is the current build number).



Follow the instructions to download the installation file and then proceed to the next section for specific installation instructions.

NOTE

You can also install Mekorma MICR easyAdd products during the installation process or from our website at www.mekorma.com. Please see Installing Mekorma easyAdds for more information.

Upgrading Mekorma MICR

You can upgrade Mekorma MICR *across* versions of Dynamics GP (for example, upgrading from Version 9.0 to Version 10.0) or *between* versions of Mekorma MICR (such as upgrading from Version 10.00B34 to Version 10.00B45). If you are upgrading across versions, new Mekorma registration keys are required. You can upgrade Mekorma MICR from any previous version of Dynamics GP.

NOTE

You must install the Mekorma MICR upgrade on all workstations that print checks using Mekorma MICR.

IMPORTANT

Before upgrading, verify that any unprocessed batches are posted and processed.

If you are upgrading from Mekorma MICR Version 9.0 to Version 10.0, please follow the instructions in the Running the Installation Wizard section. Upgrading across versions is treated as a "fresh" install of Mekorma MICR and not as another instance. We recommend that you uninstall Mekorma MICR Version 9.0 before upgrading to Version 10.0.

TIP

Please see our *Mekorma MICR Uninstall Guide.pdf* located in the Mekorma MICR folder of your GP directory for instruction on uninstalling Mekorma MICR.

If you are upgrading within Version 10.0 and installing a new build of Mekorma MICR, please use the following steps:

1. Run the Mekorma_MICR_10.00b*.exe (where "b*" represents the build number) and complete the following steps:

    a. When the Install Another Instance screen is displayed, select the option to **Modify the existing instance: X** (where "X" is the current instance name, such as "GP10"). Proceed with the onscreen instructions, beginning with Step #2.

b. On the Select Components screen, verify that the **Mekorma MICR** and **Documentation** components are selected and select any additional components that you want to install. Please see Step #6 in the Running the Installation Wizard section for more information on selecting/deselecting components.

c. On the Select an Instance screen, enter the name of your GP instance (for example, GP10). Proceed with the onscreen instructions.

d. Proceed with the remaining onscreen instructions.

2. After you install Mekorma MICR, launch GP and accept the new code.

3. When Dynamics GP opens, you see the Mekorma MICR Table Maintenance screen. Following the instructions in the *Creating/Upgrading Mekorma MICR Tables* section of this guide.

NOTE

After upgrading, we recommend running some test checks and comparing the new test checks to your existing checks. You can use a MICR Gauge to verify that your check layout is accurate. See Printing Test Checks for more information about test checks.

Running the Installation Wizard

You must install Mekorma MICR on each workstation that you want to print Mekorma MICR checks on. Mekorma MICR is installed from the Mekorma_MICR_v.00.0b*.exe (where "v" represents the version number and "b*" represents the build number).

This is the only supported way to install Mekorma MICR. You cannot install the program by copying the dictionary or .chk file; you must install from the executable.

The following instructions apply to first time installations of Mekorma MICR and to upgrades of existing installations. To add another instance, please see Adding or Modifying Mekorma MICR Instances.

TIP

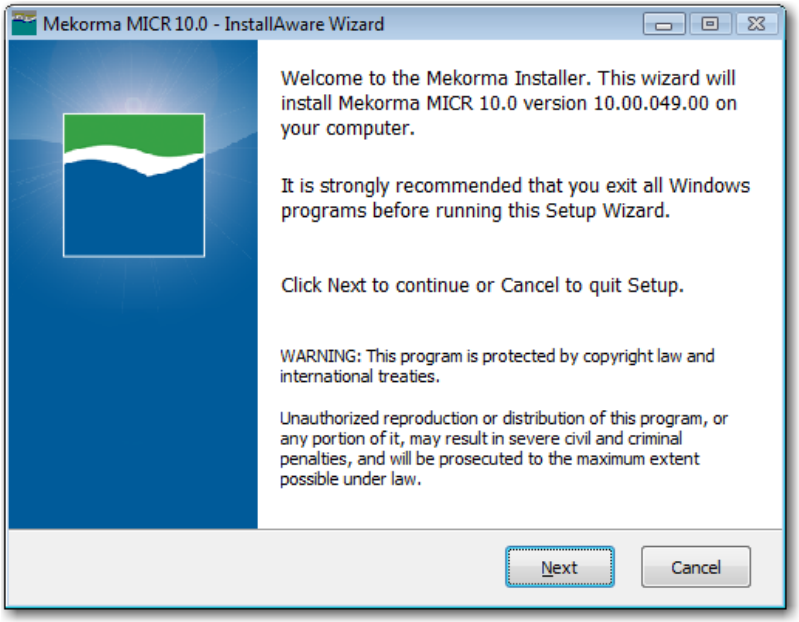
To successfully install Mekorma MICR on a workstation, you must log in to the workstation with operating system Administrator privileges.

NOTE

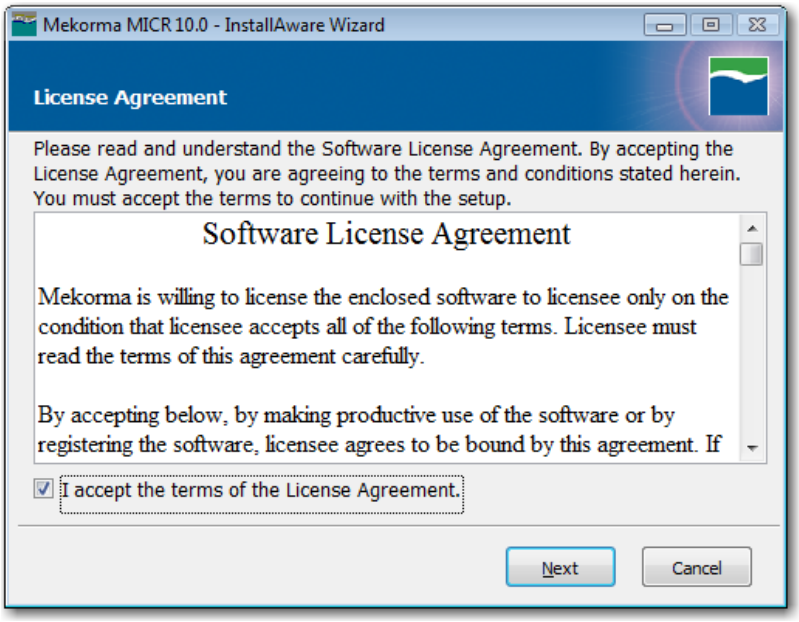
If you already installed Mekorma MICR on your system, and you want to modify or add another instance, please see Adding or Modifying Mekorma MICR Instances.

To install Mekorma MICR, complete the following steps:

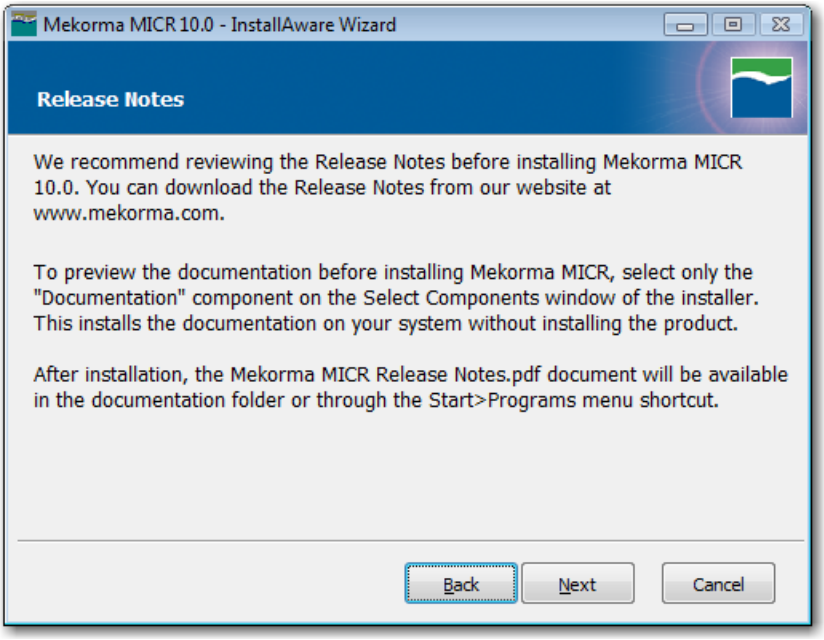
1. Run the Mekorma MICR 10.00.0b.exe file (where b is the build number). You see the Welcome screen:



2. Read the Welcome screen and click **Next** to continue. You see the License Agreement dialog box:



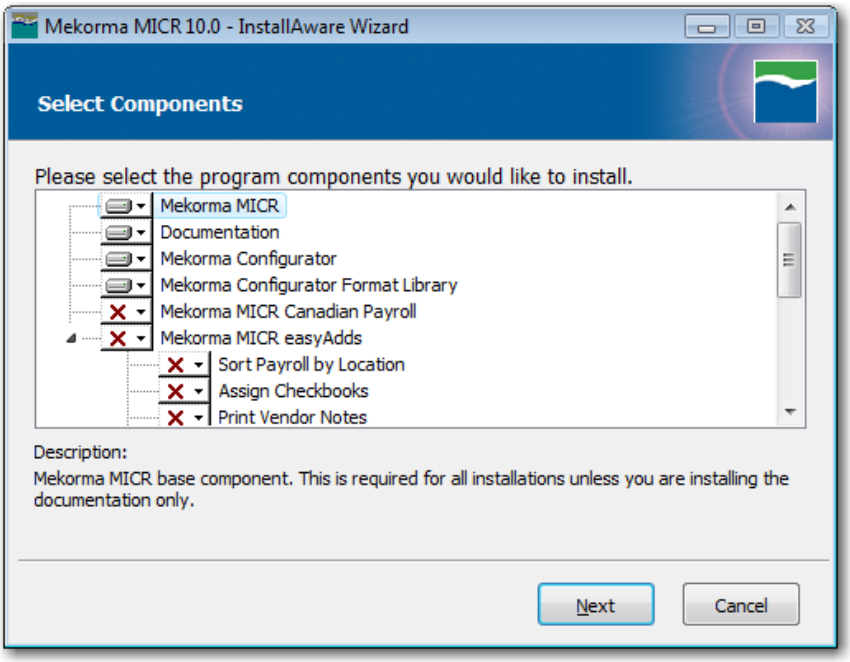
3. Read the license agreement. To accept, check **I accept the terms of the License Agreement**. You must accept the License Agreement to continue with the installation. When you click **Next**, you see the Release Notes dialog box:



TIP

You can also view the current version release notes at www.mekorma.com by selecting Mekorma MICR ☞ Latest Release Notes from the navigation menu.

4. Click **Next** to continue. You see the Select Components dialog box:

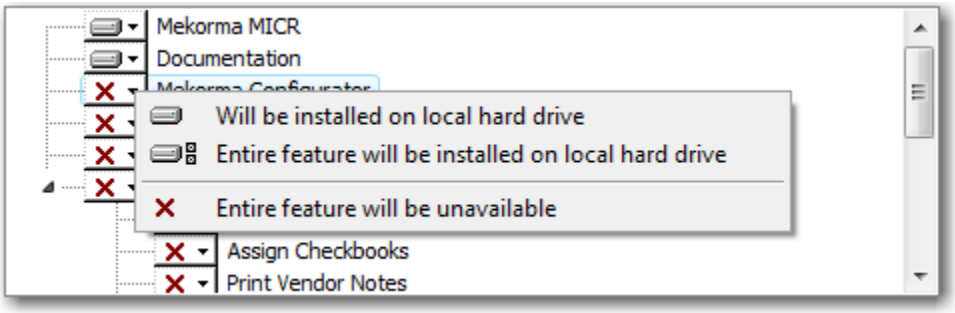


5. Choose the components that you would like to install. By default, **Mekorma MICR**, **Documentation**, **Mekorma Configurator**, and the **Mekorma Configurator Format Library** are selected for installation. The **Mekorma** Configurator is a check layout tool and the **Mekorma Configurator Format Library** contains the pre-configured checks and stubs provided by Mekorma.

NOTE

Once the Mekorma Configurator Format Library is installed, it can only be uninstalled manually. For more information on uninstalling, please refer to the Mekorma MICR Uninstall Guide.pdf located in the ***Mekorma MICR*** *folder of your GP directory.*

6. To change the installation status of a component, click the drop-down arrow next to the component. You see the following menu:



Select

Will be installed on local hard drive to install the selected component on your local drive.

Entire feature will be installed on local hard drive to install the selected component and any associated child components on your local drive.

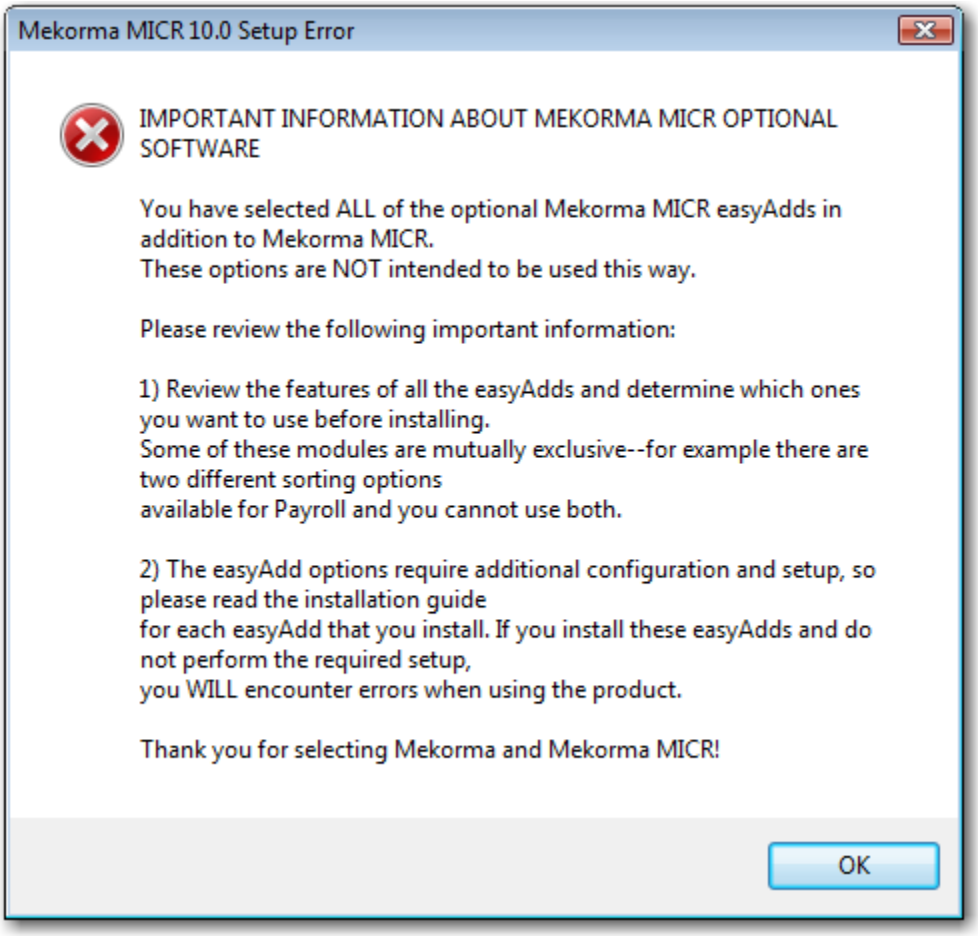
Entire feature will be unavailable if you do NOT want to install the component. A red **X** is displayed to the left of a component that is *not* being installed.

NOTE

If you decide to install an optional component (such as an easyAdd or the Mekorma Check Format Library) after you have completed the installation process, just launch the Mekorma MICR installer and select the appropriate component to install it. For information on installing Mekorma MICR easyAdds, please see the Installing Mekorma MICR easyAdds section.

IMPORTANT

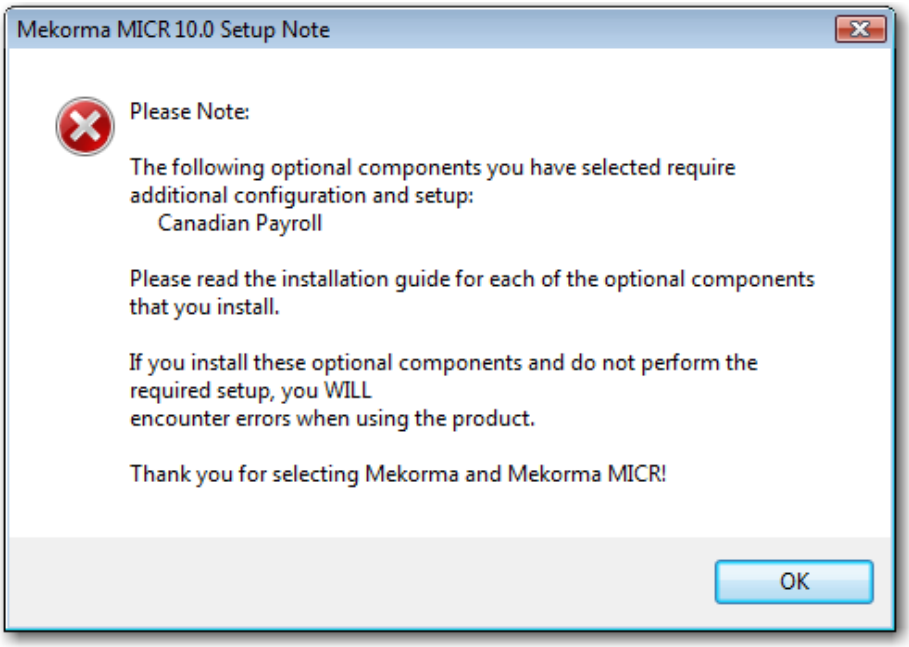
If you elect to install ALL of the available components, you see the following warning message:



Click OK to close the dialog box. On the Select Components screen, deselect the components that are not applicable in order to proceed with the installation.

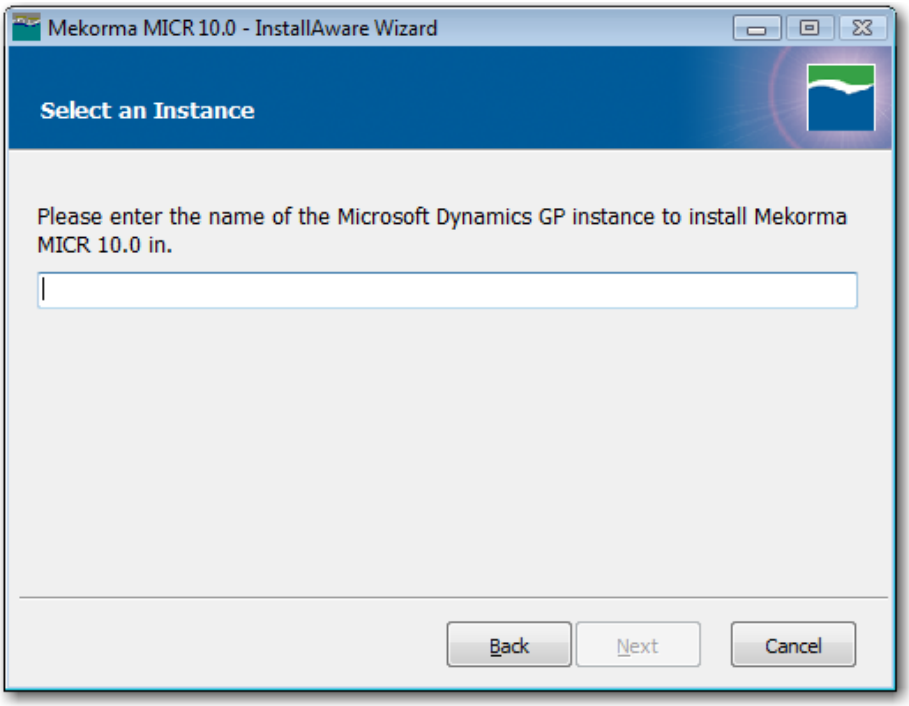
IMPORTANT

If you elect to install components that require additional configuration steps, you see the following warning message:



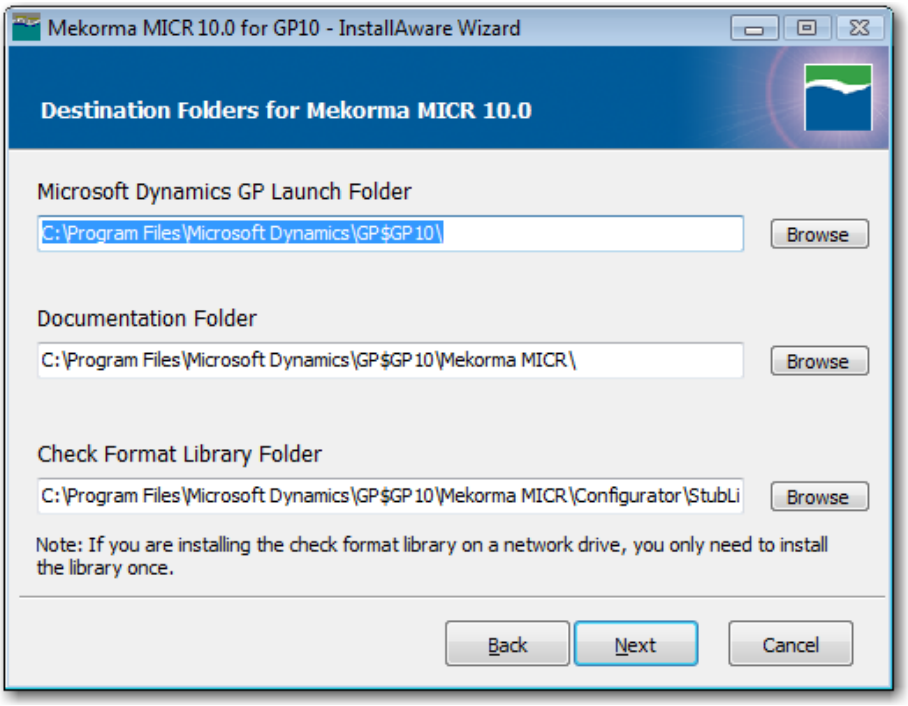
Click OK to close the dialog box and proceed with the installation.

7. When you are finished selecting (or deselecting) components, click **Next** to continue. You see the Select an Instance dialog box:



8. This is the name of the Microsoft Dynamics GP instance (installation). For example, if your Dynamics GP instance is named C:\Program Files\Microsoft Dynamics\GP$TEST, you would enter "TEST" in this field. If you leave the "DEFAULT" value, the installation program assumes the Dynamics GP default instance name.

9. Click **Next** to continue. You see the Destination Folders for Mekorma MICR 10.0 dialog box:



10. Accept the default path for the **Microsoft Dynamics GP Launch Folder** if it displays the correct location, or click **Browse** to navigate to your Dynamics GP folder. Accept the default location for the **Documentation Folder** and the **Check Format Library Folder** or click **Browse** to change the location(s).

NOTE

The Documentation and Check Format Library folder paths are optional and do not display if the associated component is not selected for installation.

IMPORTANT

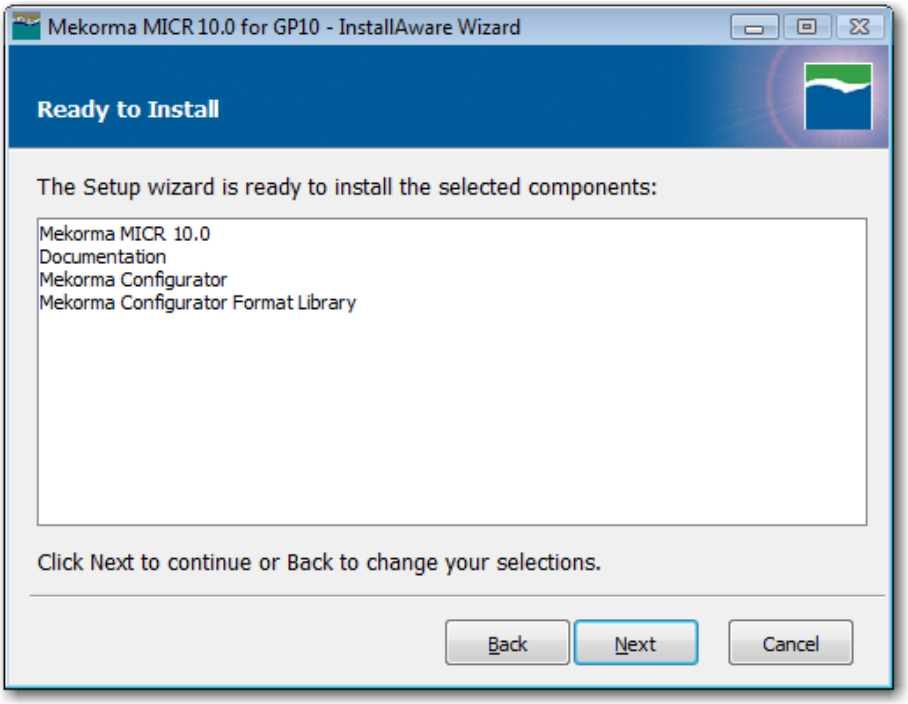
The folder containing the Check Format Library files should be a shared network folder that all applicable users have access to. Create a backup of the Stub Library files so that you can restore the pre-configured check formats if necessary.

NOTE

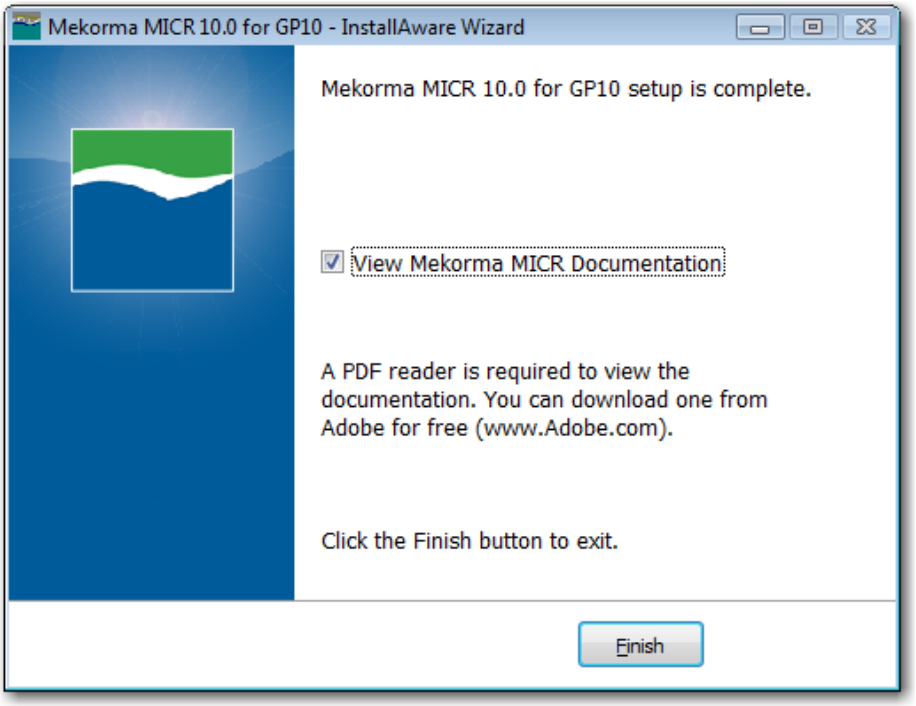
The program will only function properly if installed to your Dynamics GP folder. To locate the correct folder, use the shortcut that launches Dynamics GP:

1. *Right-click on the GP shortcut* *and select* ***Properties****. On the Shortcut tab of the Properties dialog box, select* ***Find Target****.*
2. *The Dynamics GP folder should open in a browser window. Look at the address field at the top of the browser window for the path to the folder.*

10. After entering the correct destination folder(s), click **Next** to continue. You see the Ready to Install dialog box.



11. Verify that you are installing the correct components and click **Next** to continue. When the files are successfully installed , you see the following dialog box:



12. Uncheck the **View Mekorma MICR Documentation** option if you do not want to display the folder containing the documentation.

13. Click **Finish** to close the dialog box.

Adding or Modifying Mekorma MICR Instances

If Mekorma MICR is already installed on the workstation, when you launch the installation setup wizard, you see the Install another Instance dialog box. You can install a new instance of Mekorma MICR or modify the default instance.

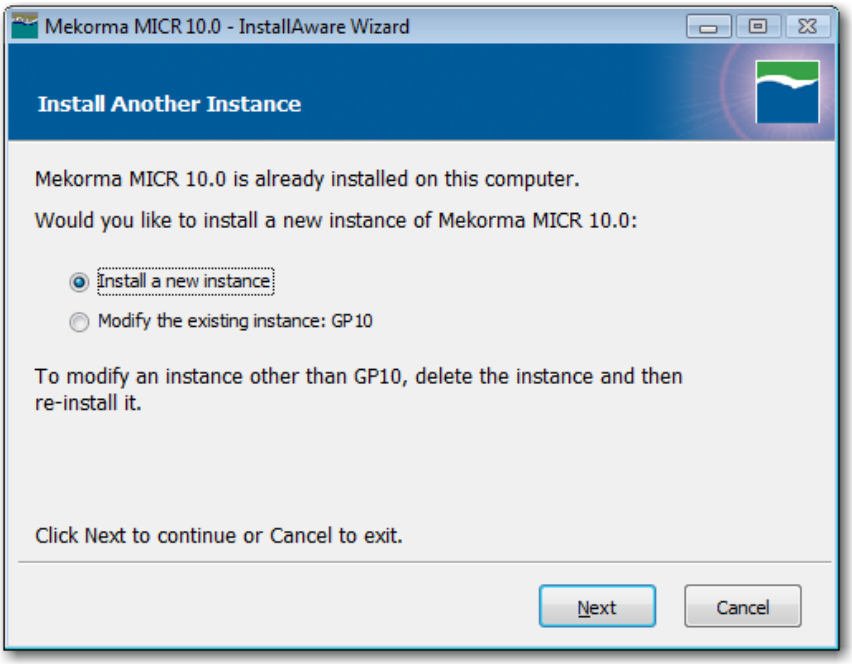
IMPORTANT

You can only modify the default instance of Mekorma MICR 10.00.031 (or higher). To modify another instance, you must first manually delete the instance and then launch the installation wizard to re-install it.

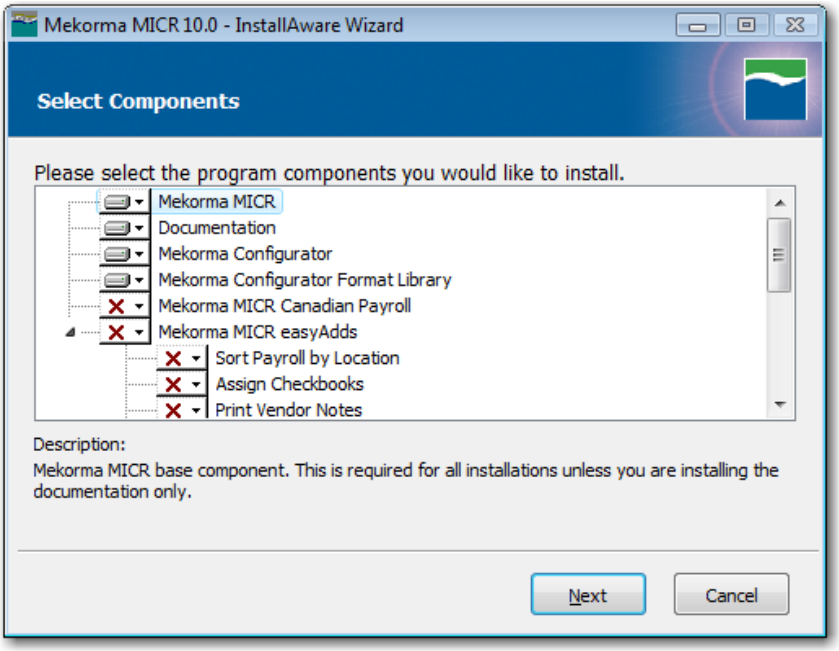
Installing a New Instance

To create a new instance of Mekorma MICR:

1. When you launch the Mekorma MICR 10.00.0b.exe (where "b" is the build number) file, you see the first screen of the Mekorma MICR installation wizard. When you click **Next**, you see the Install Another Instance dialog box:

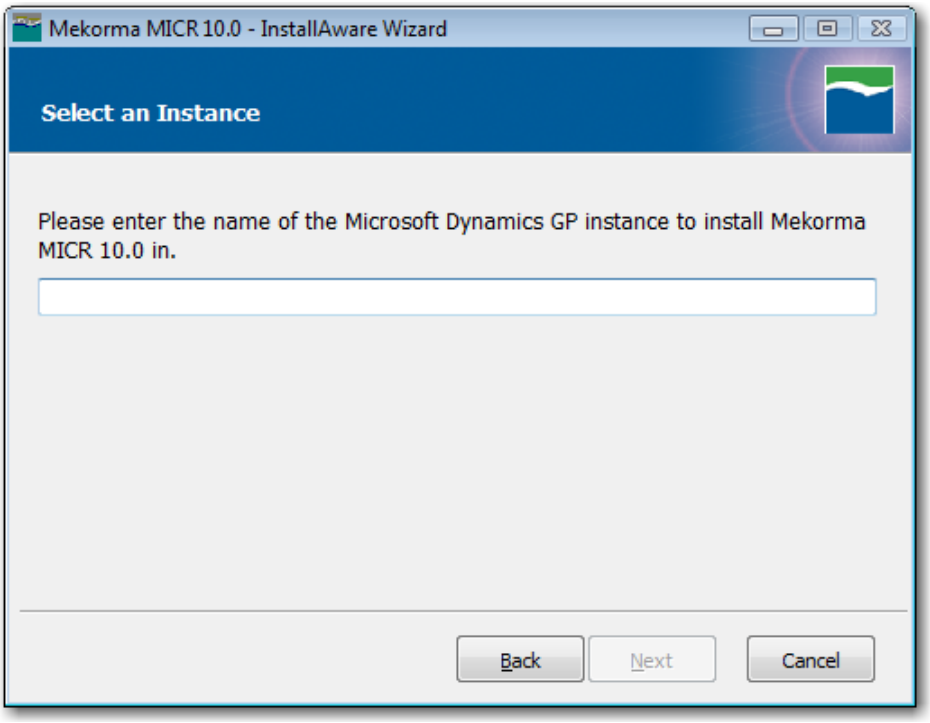


2. Select the **Install a new instance** option. When you click **Next**, you see the Select Components dialog box:



3. Select the components that you would like to install. For more information on selecting/deselecting components, please see Steps 5-6 of the Installing Mekorma MICR section.

4. When you click **Next** to continue, you see the Select an Instance dialog box:



5. Enter a unique name for the new instance of Mekorma MICR you are installing (for example, if your Dynamics GP instance is named C:\Program Files\ Microsoft Dynamics\GP$TEST, you would enter "TEST") and click **Next** to continue.

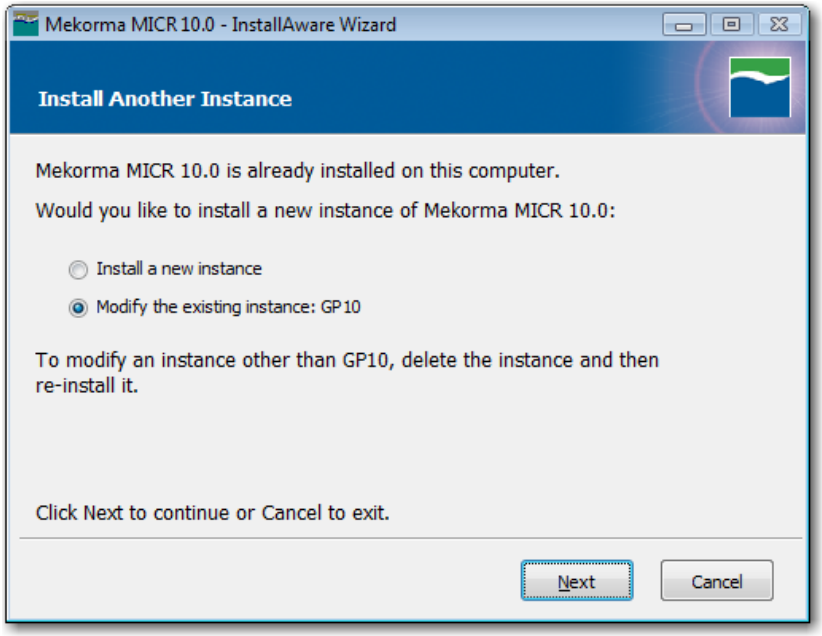
6. Follow the onscreen instructions to complete the remaining installation steps (for more details, see Steps 9 - 14 in the Installing Mekorma MICR section).

Modifying the Existing Instance

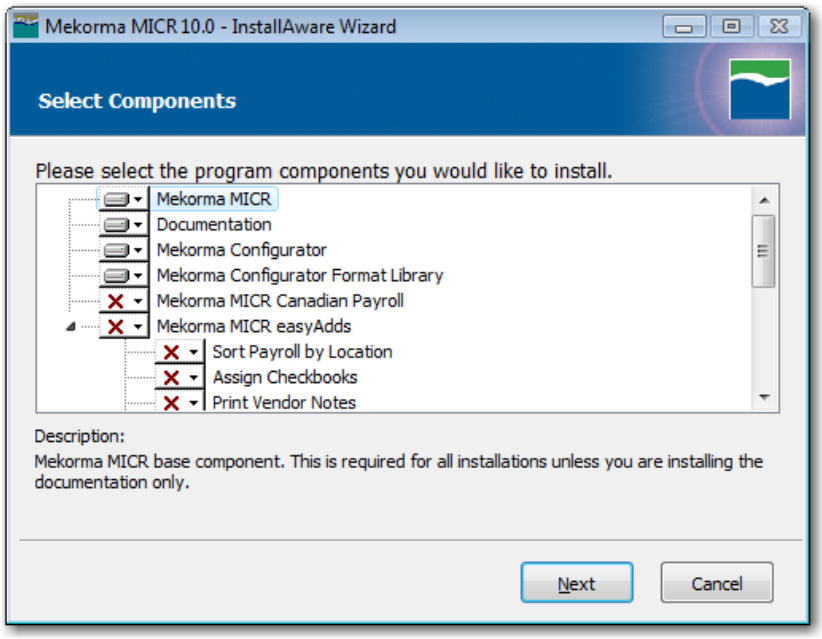
To modify the existing default instance of Mekorma MICR:

1. Launch the Mekorma MICR 10.00.0b.exe (where b is the build number) file.

2. Click **Next** on the Welcome screen. You see the Install Another Instance dialog box:



3. Click the **Modify the existing instance:** option. When you click **Next**, you see the Select Components dialog box:

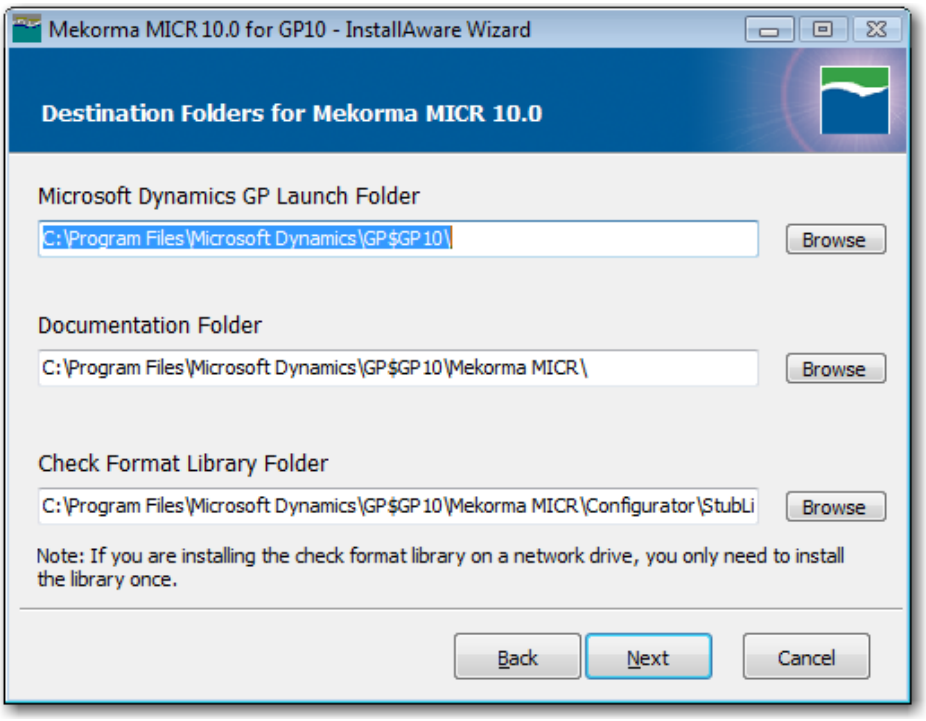


4. Select the components you want to add to your existing installation. Any component that is not selected will be uninstalled (so if you previously installed the **Documentation** component and do not select it here, it will be removed from your installation).

NOTE

See Steps #5-6 in the Installing Mekorma MICR section for information on selecting and deselecting components.

5. Click **Next** to continue. You see the Destination Folders for Mekorma MICR 10.0 dialog box:

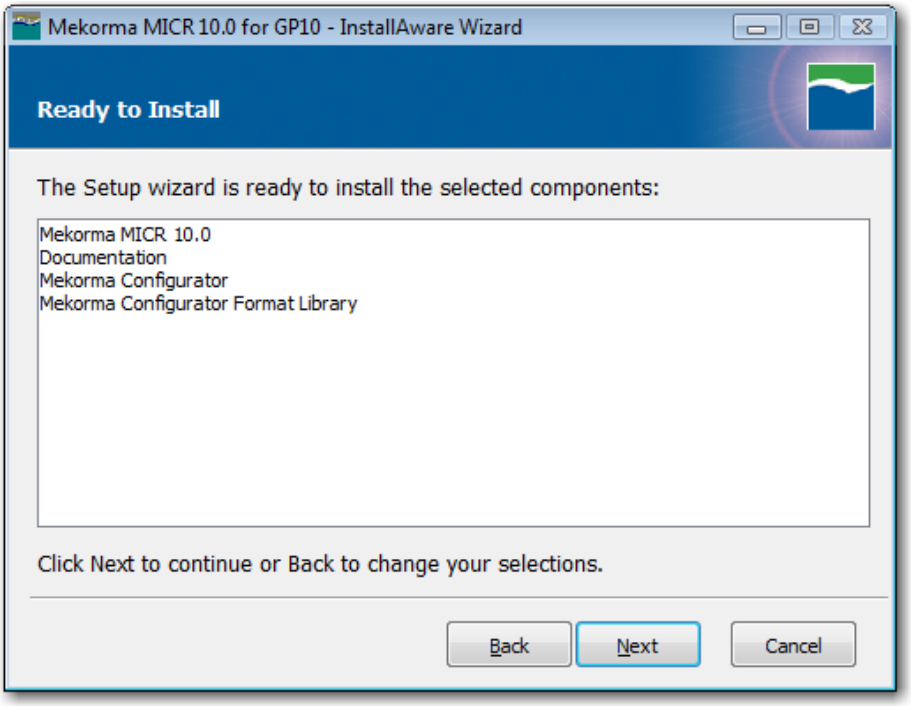


6. Verify the location of the **Microsoft Dynamics GP Launch Folder**, or click **Browse** to navigate to your Dynamics GP folder.

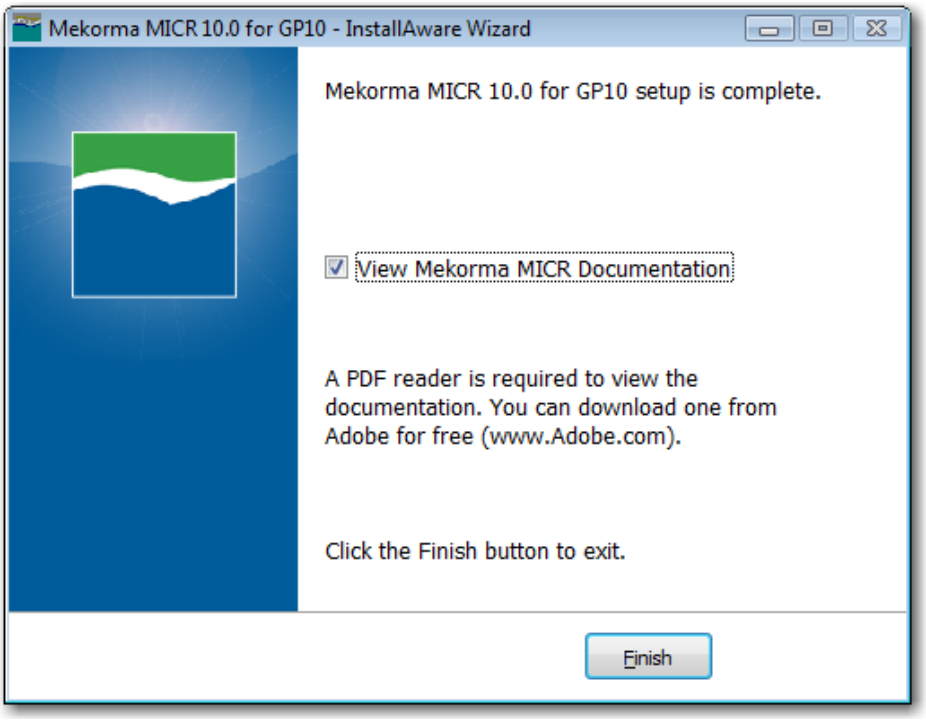
NOTE

If you are installing the Documentation or Mekorma Format Configurator Library, additional paths are displayed.

7. Click **Next** to continue. You see the Ready to Install dialog box:



8. Click **Next** to continue. If the files are successfully installed, you see the following dialog box:

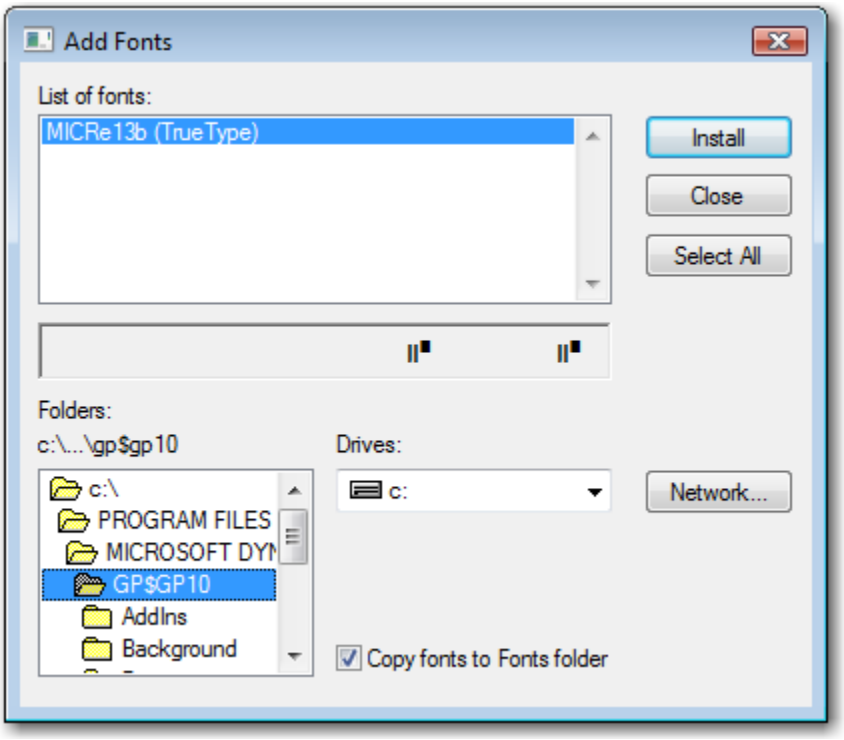


9. Click **Finish** to close the dialog box.

Manually Installing the MICR Font

The setup program automatically installs the MICRe13b.ttf font in your Dynamics GP directory. To manually install the MICRe13b font, please complete the following steps:

1. Go to **Start ☞ Settings ☞ Control Panel**. Open the **Fonts** folder and select **File ☞ Install New Font**. You see the Add Fonts dialog box:



2. Navigate to the Microsoft Dynamics launch folder where you installed Mekorma MICR and in the **List of Fonts** section, select "MICRe13b (True Type)".

3. Verify that the **Copy fonts to Fonts folder** option is checked and click **Install**.

4. Close the Add Fonts dialog box when finished.

Installing Mekorma MICR easyAdds

When you are installing Mekorma MICR, you have the option of installing the Mekorma MICR easyAdds during the installation process.

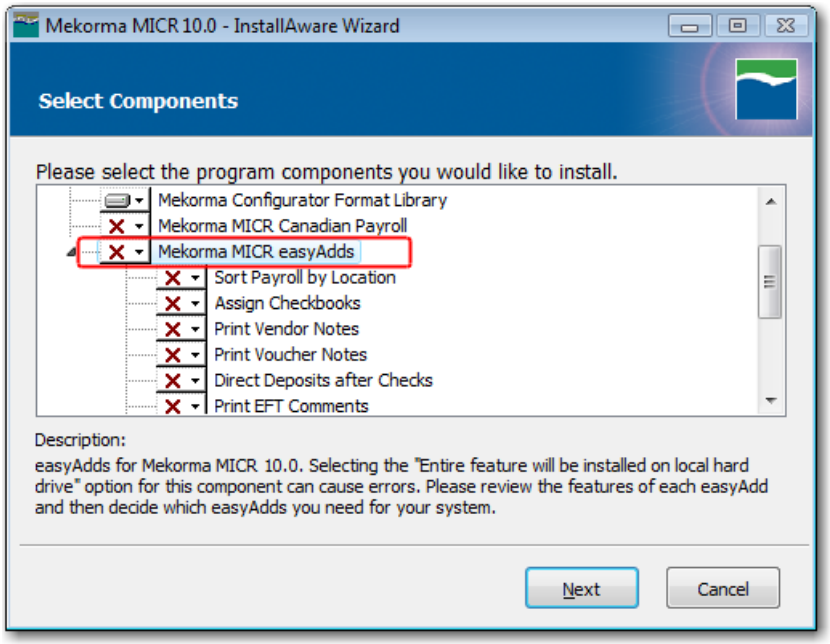
✋ IMPORTANT

A quick note about compatibility between Mekorma MICR easyAdds: In general, you can run multiple easyAdds at the same time; however

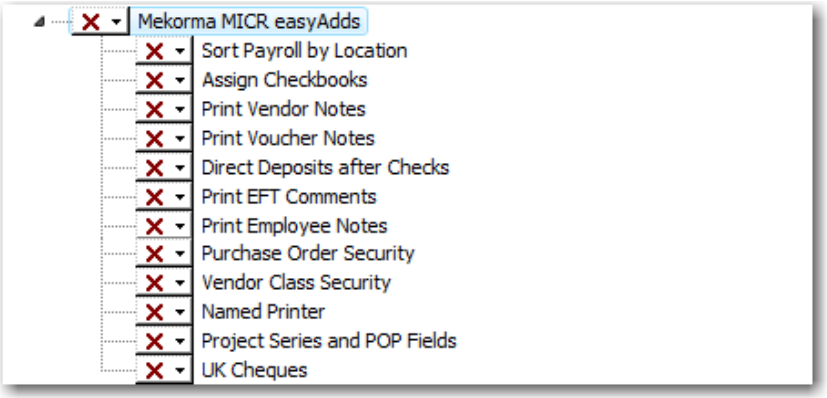
there are exceptions. For example, you cannot use "Direct Deposits after Checks" with "Sort Payroll by Location" because it will cause a conflict in the sorting preferences. Please review the applicable easyAdd User Guide documentation when installing a Mekorma MICR easyAdd.

To install easyAdds:

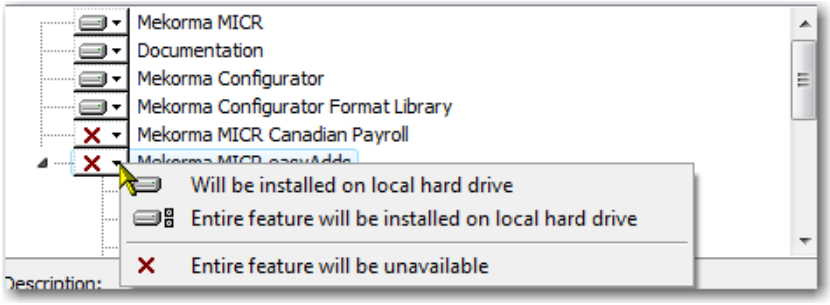
1. In the installation setup wizard, when you click **Next** on the Release Notes dialog box, you see the Select Components dialog box:



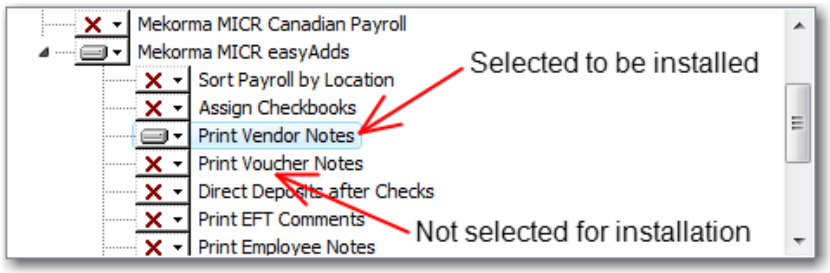
2. Located under the **Mekorma MICR easyAdds** folder are the following easyAdds:



3. Click the drop-down arrow next to the main **Mekorma MICR easyAdds** component to display the following menu:

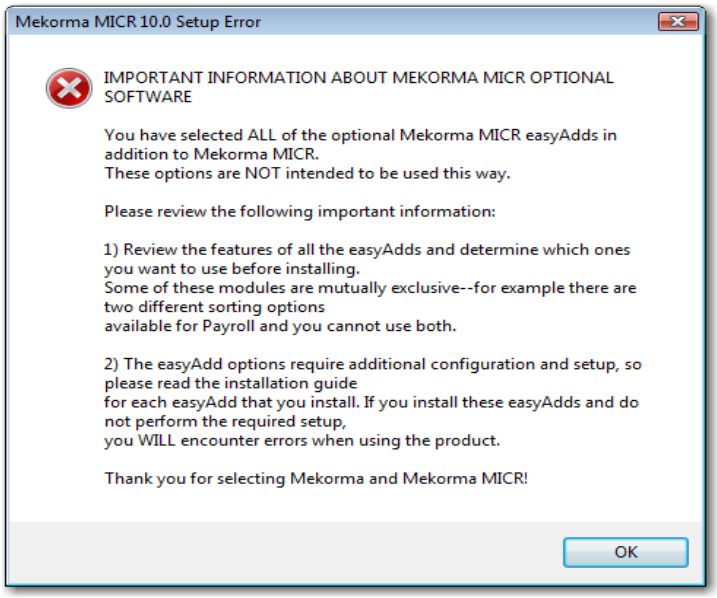


4. Select the **Will be installed to local hard drive** option to install a Mekorma MICR easyAdd product. A component that is NOT being installed will be marked with a red **X** next to it.



5. By default, Mekorma MICR easyAdds are not installed, so you must select the easyAdd(s) you want to install. You can also download easyAdds from our website using this link.

6. If you elect to install ALL of the easyAdd options, when you click **Next**, you see the following warning message:



7. Click **OK** to close the dialog box and deselect the easyAdd options that are not applicable to you in order to proceed with the installation.

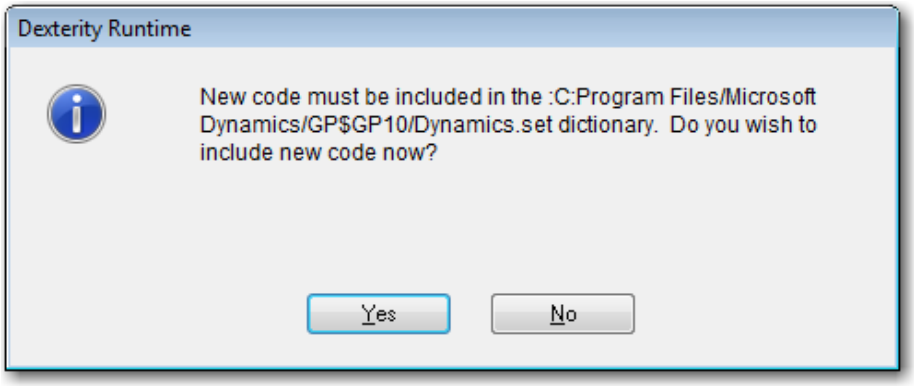
NOTE

For information about easyAdd functionality, please see the Mekorma MICR easyAdds section of this guide. The Mekorma MICR easyAdds require additional installation steps that are documented in the individual user guides provided with each easyAdd.

8. After selecting the easyAdd(s) that you would like to install, click **Next** and follow the instructions for Steps 8-14 in the Installing Mekorma MICR section.

Including the New Code

After running the Mekorma MICR installation program, when you launch Dynamics GP, you will be prompted to include the new code:



Click **Yes.**

Backup and Restore Procedures

For restoring and backing up your MS SQL Server data, please follow *Microsoft's Database Backup and Restore Technology Guide for Microsoft Business Solutions–Great Plains on Microsoft SQL Server*. Click here to access the Microsoft Dynamics partner website and view/download the guide.

Backing Up the Mekorma Stub Library Files

In addition to backing up your data, please make a copy of your library of check stub files. These are the pre-configured stub files provided with Mekorma MICR, and any additional files you may have added or modified to fit your check printing needs. If you accepted the default location of the library, the files were installed to a folder called **stublib** (for example, C:\Program Files\Microsoft Dynamics\GP$GP10\Mekorma MICR\StubLib).

Creating/Upgrading Mekorma MICR Tables

After Mekorma MICR is installed or upgraded, you must update the Mekorma MICR tables. The updates are only performed from one workstation. On all other workstations, you only need to run the Mekorma MICR 10.00.0b**.exe installation file (for example Mekorma MICR 10.00.050.exe).

If this is the first workstation on which you are installing or upgrading Mekorma MICR, create or upgrade the Mekorma MICR tables for those companies that will be using the new build and then repeat the installation steps for each workstation that will use Mekorma MICR. Before creating/upgrading tables, verify that no users are currently printing checks or modifying any tables.

IMPORTANT

After the MICR code has been upgraded on a workstation, that workstation will only be able to use and access Mekorma MICR for companies whose Mekorma MICR tables have been upgraded to the matching build.

NOTE

If you are upgrading Mekorma MICR on a test workstation, only upgrade those companies you wish to test. Upgrade the production companies only when you are ready to upgrade the production workstations.

IMPORTANT

Verify that you have posted all your batches before upgrading Mekorma MICR.

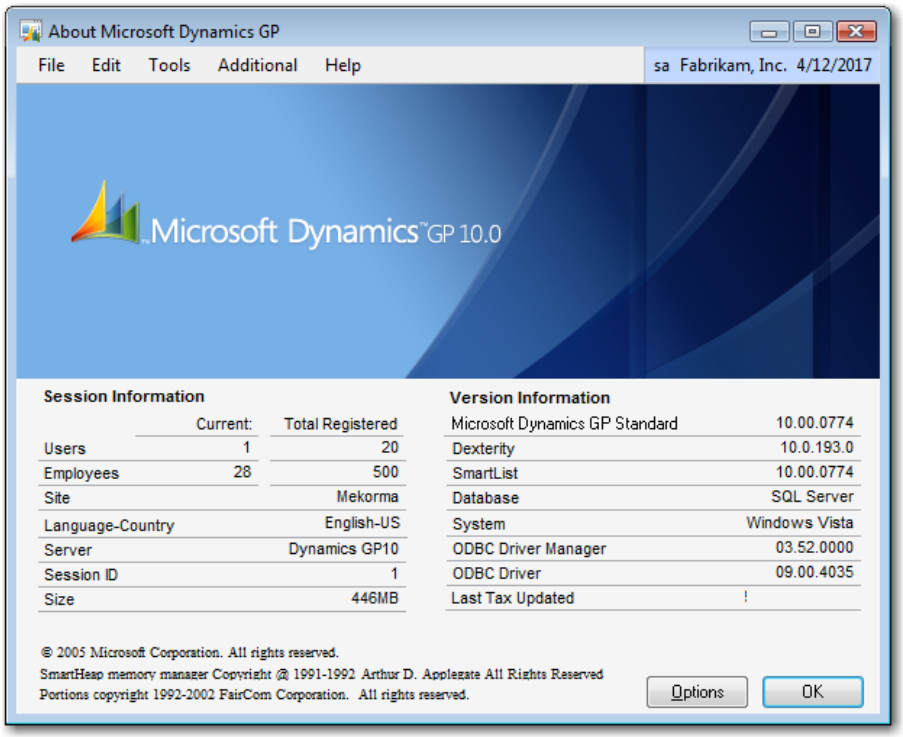
If this is a new install or an upgrade, the Mekorma MICR Create or Upgrade Tables screen automatically appears when a user with system administrator privileges logs into Dynamics GP. If this is an upgrade, the routines will bring the existing data forward and create any tables that have been added since the previously installed version.

The routines will also add the Mekorma MICR items to the Microsoft Dynamics GP menu (if they are not already there.) The user is not required to perform any additional steps to upgrade.

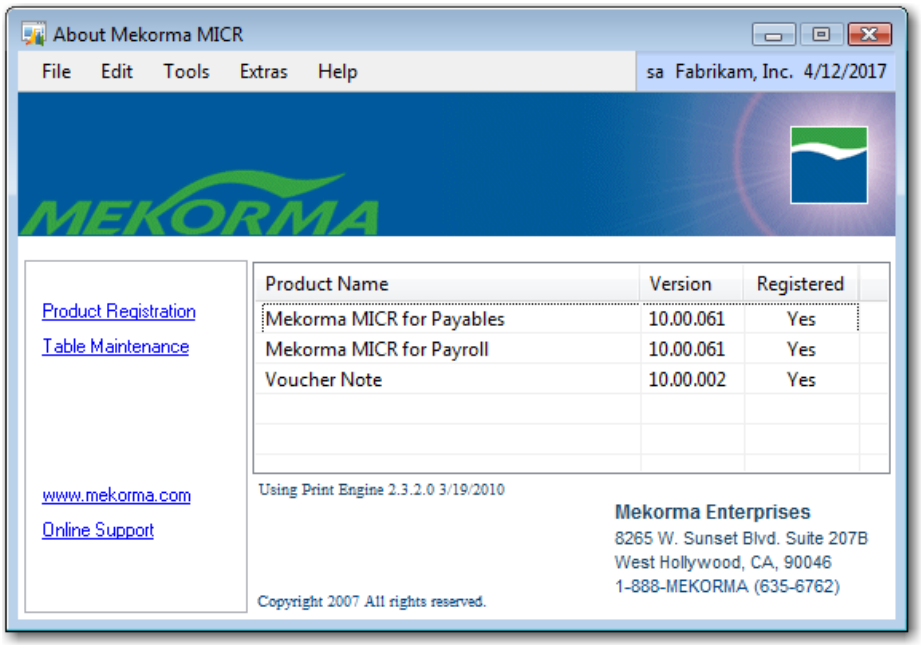
If the Mekorma MICR Create or Upgrade Tables window *does not* automatically appear, you can access it using the following steps:

1. Open the About Dynamics GP window by clicking the Help icon in the upper right corner of the screen and selecting **About Microsoft Dynamics GP**.

2. You see the About Microsoft Dynamics GP dialog box:



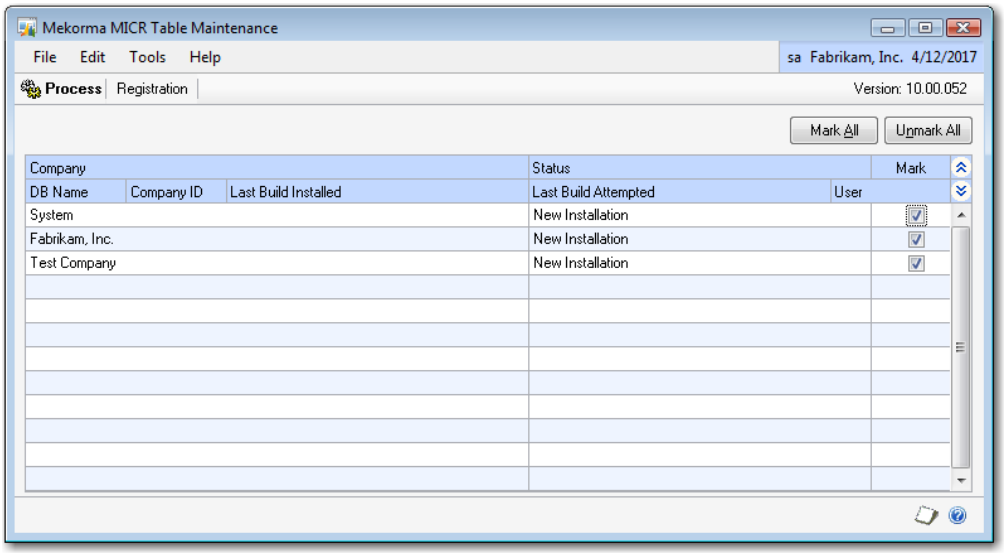
3. Select **Additional ☞ About Mekorma MICR**. You see the About Mekorma MICR dialog box:



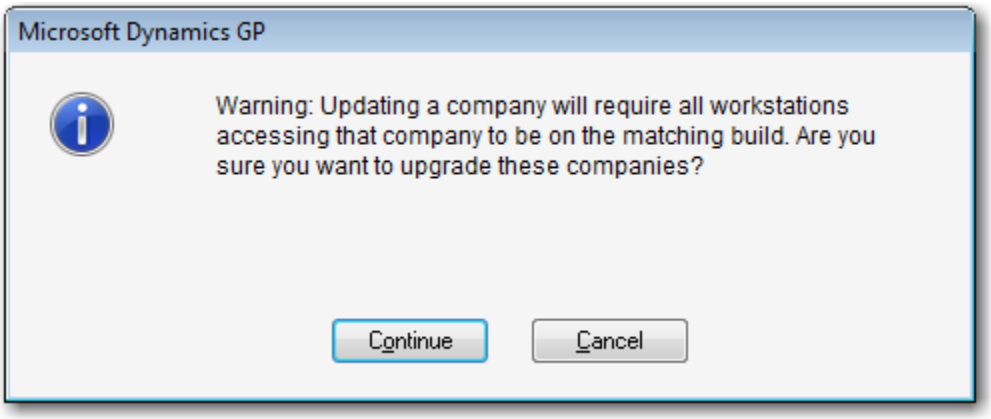
NOTE

See [The About Mekorma MICR Screen](#) section for more information about this screen.

4. Click the **Table Maintenance** link. You see the Mekorma MICR Table Maintenance dialog box:

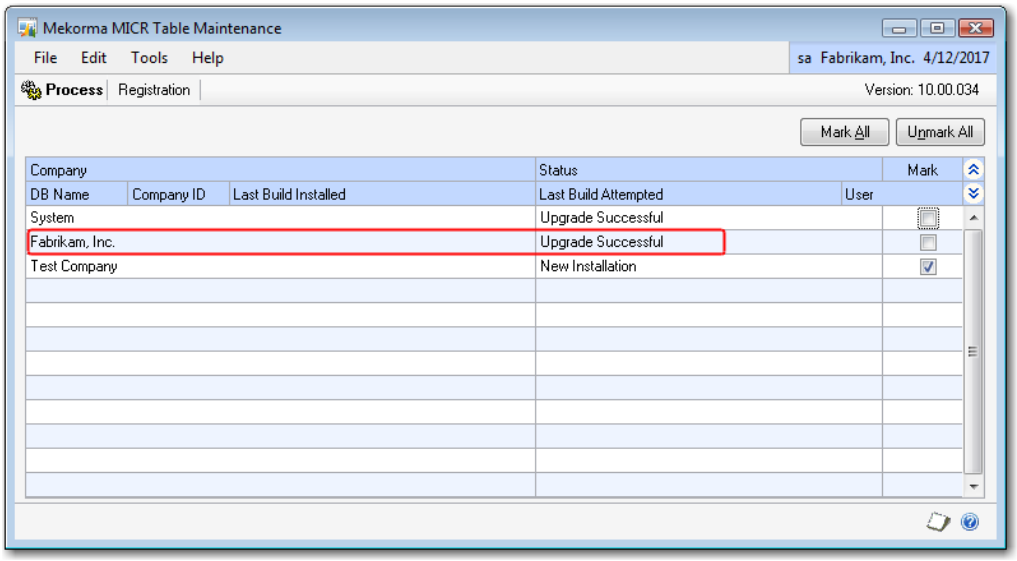


5. Click **Mark All** to check all companies or select the companies whose tables you would like to create or upgrade and click **Process**. You see the following dialog box:



6. Click **Continue** to proceed with the upgrade process or **Cancel** to close this screen and exit the Mekorma MICR Table Maintenance dialog box without upgrading.

7. If you click **Continue**, a progress screen is displayed. When the table creation/ upgrade process is complete, the **Status** field on the Mekorma MICR Table Maintenance screen displays "Upgrade Successful" for the companies you selected:



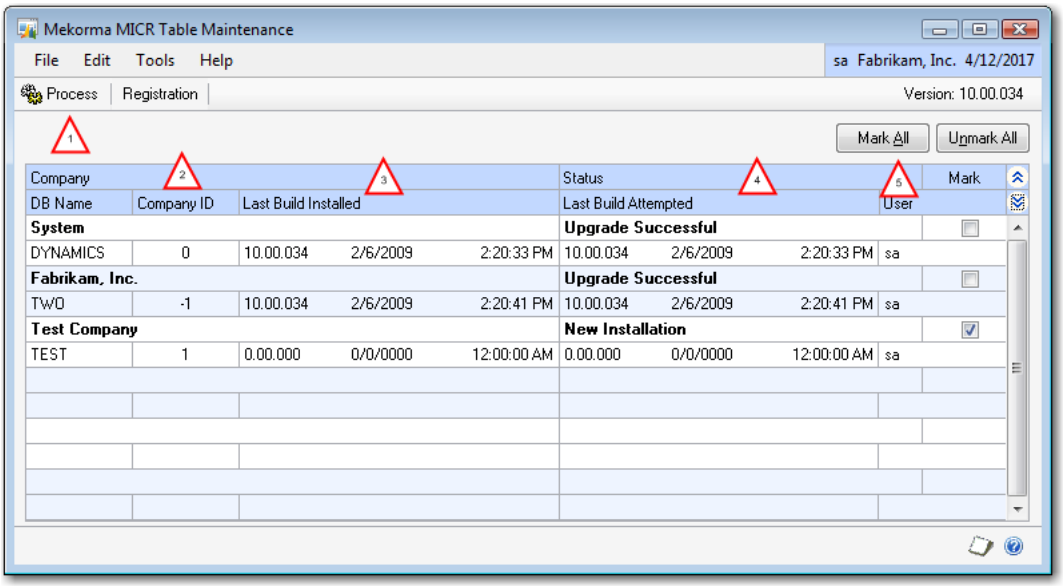
NOTE

You can also access this screen by selecting ***Microsoft Dynamics GP ☞ Maintenance ☞ Mekorma MICR ☞ File Maintenance****.*

✋ IMPORTANT

After the tables have been converted for a company, any workstation using Mekorma MICR for that company will need to be upgraded to the matching build before you can use MICR. When creating a new company for Dynamics GP, remember to also run the table creation/ upgrade for Mekorma MICR if MICR check printing is desired.

You can click the expand/hide arrows on the table maintenance screen to display additional information:



When you expand the details you see the following:

1. The Database name.
2. The company ID.
3. The last build of Mekorma MICR installed.
4. The last build of Mekorma MICR you attempted to install.
5. The user that attempted the most recent installation.

Click the **Registration** button on the Mekorma MICR Table Maintenance screen to access registration information for Mekorma MICR products. See Registering Mekorma MICR for more information.

Mekorma MICR Tables

The **Create/Upgrade Tables** process updates the following Mekorma MICR tables:

System Tables

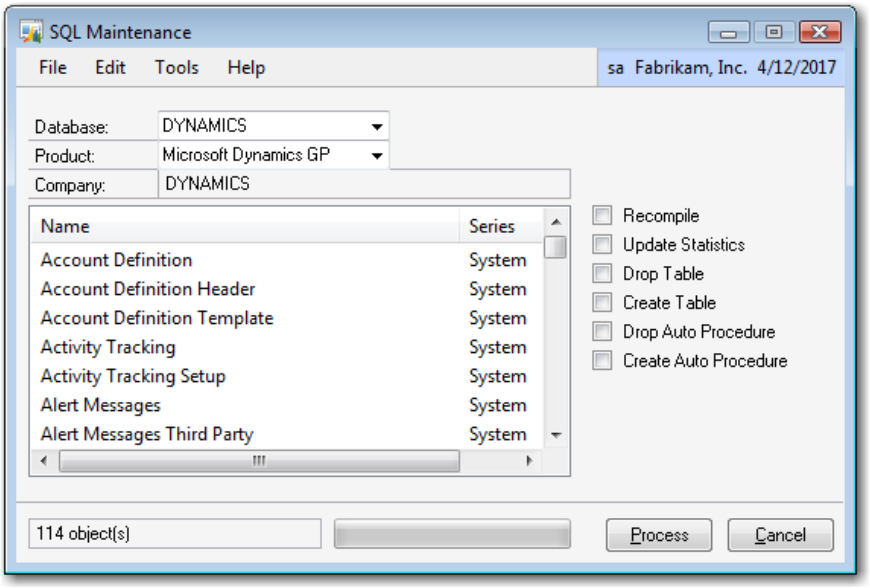
Display Name	Physical Name
Mekorma MICR Payables Check Format Setup	ME27602
Mekorma MICR Configurator Setup	ME240443
Mekorma MICR Company Activation	ME27655
Mekorma MICR EFT Options	ME240444
MICR Payroll Check Format Setup	ME27613
Mekorma MICR Registration	ME276001
Mekorma MICR Upgrade Log	ME27656

Company Tables

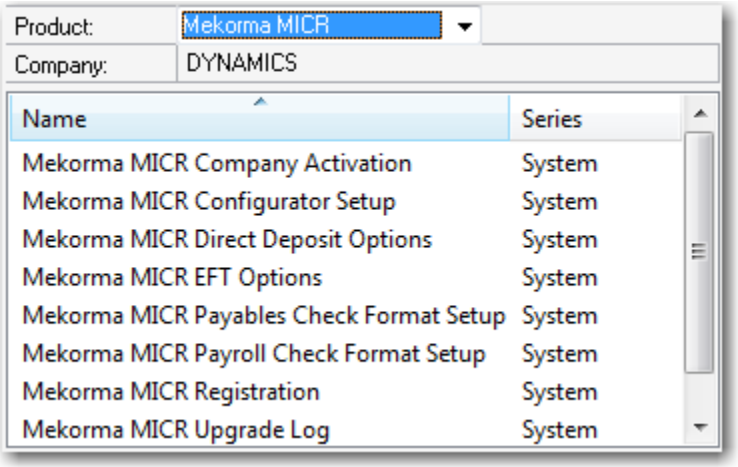
Display Name	Physical Name
Mekorma MICR Password	ME27608
Mekorma MICR Payables Configurator Checkbook Setup	ME27651
Mekorma MICR Payroll Configurator Checkbook Setup	ME27652
Mekorma MICR Check Batch Log	ME27658
Mekorma MICR Payables Check Setup	ME27601
Mekorma MICR Enhanced Security	ME27657
Mekorma MICR Logo Setup	ME27603
Mekorma MICR PM Remit To	ME27624
Mekorma MICR Payroll Check Setup	ME27609
Mekorma MICR Payables Checks Batch Parameters	ME27653
Mekorma MICR Payables Payment Work Sorted Sequence	ME27645
Mekorma MICR Signature Setup	ME27604
Mekorma MICR Payroll Work Check Sorted Sequence	ME27646
Mekorma MICR Integration Setup	ME27654

The SQL Maintenance Screen

You can view the primary physical SQL tables for Mekorma MICR by selecting **Microsoft Dynamics GP ☞ Maintenance ☞ SQL**. You see the SQL Maintenance dialog box:



To view Mekorma MICR tables, click the arrow to the right of the **Product** field and select **Mekorma MICR** from the list:



To view company-specific tables, select the applicable database from the **Database** field's drop-down list.

NOTE

Please see your Microsoft Dynamics GP documentation for information about this screen.

Registering Mekorma MICR

Separate registration keys are required for Mekorma MICR Payables, US Payroll and Canadian Payroll. Registration keys must be entered for new installs and major version upgrades (such as 9.0 – 10.0). It is not necessary to update registration keys when moving to a different build within a major version (for example, 9.0b8 – 9.0b12).

NOTE

You do not need registration keys to use Mekorma MICR in the Fabrikam Company that is included with Dynamics GP.

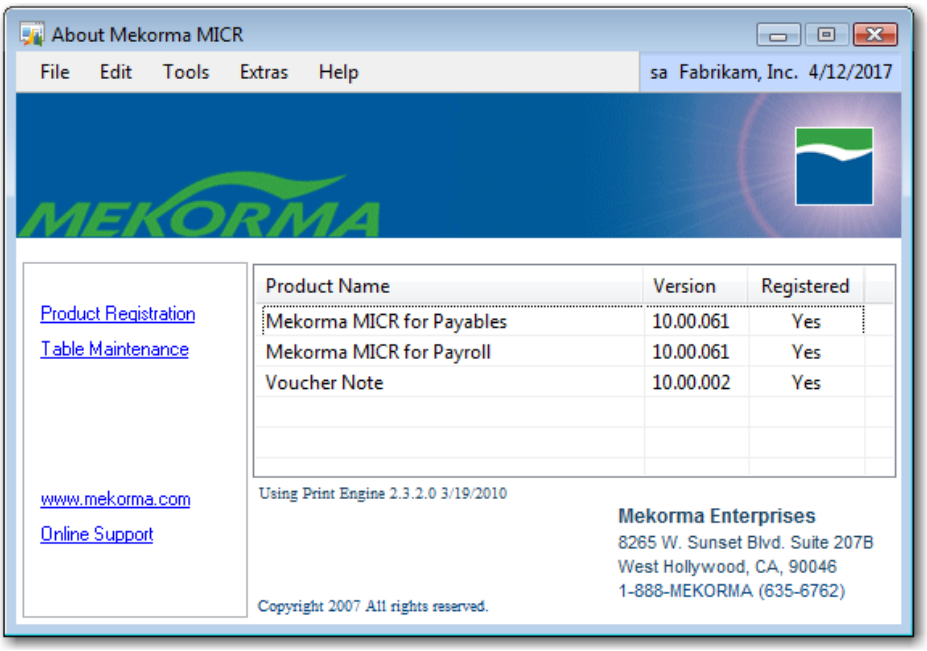
To register your product, complete the following steps:

1. Log into Microsoft Dynamics GP as a system administrator and open the About Microsoft Dynamics GP screen by clicking the Help icon in the upper right corner of the screen and select **About Microsoft Dynamics GP**.

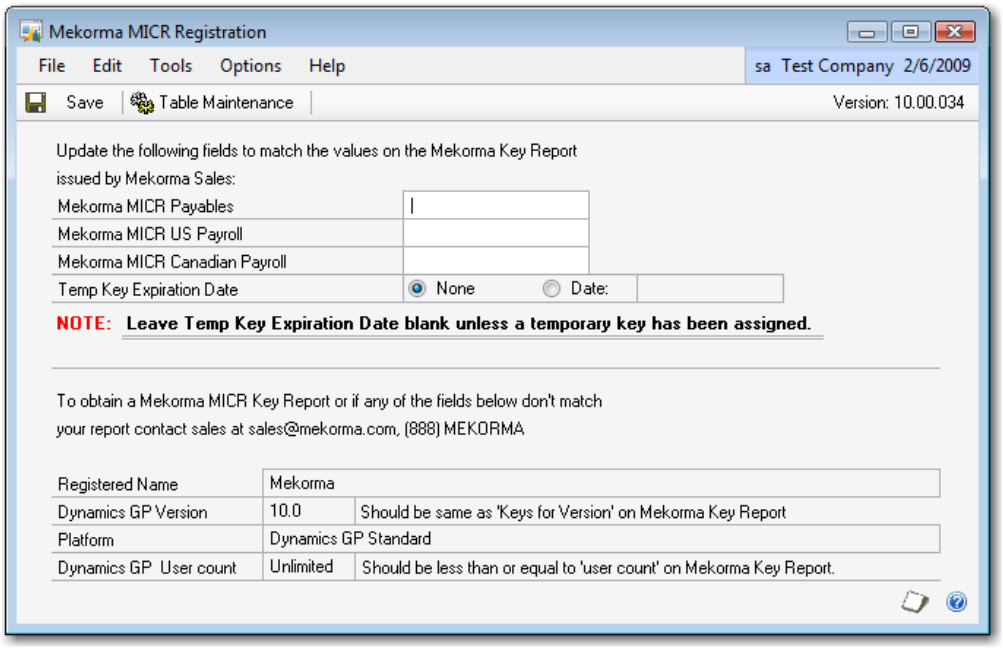
NOTE

You cannot register your system while logged into the sample database supplied by Microsoft (Fabrikam). You must log into one of the companies that you have created.

2. From the About Microsoft Dynamics GP screen, select **Additional ☞ About Mekorma MICR**. You see the About Mekorma MICR screen:



3. Click the **Product Registration** link. You see the Mekorma MICR Registration dialog box:



4. Before you enter your registration key, verify that the information on the Mekorma MICR Registration window matches the information on your Mekorma MICR keys reports.

   The following fields should match:

   Registered Name

   Dynamics GP Version (called **Keys for Version** on report)

   Platform

   Dynamics GP User count: The User count should be less than or equal to the number displayed on the report. If the Dynamics GP User count says "unlimited" then the report must also say "unlimited".

5. Enter the registration keys from the report. If the report indicates a Temp Key Expiration Date, enter it. If you have a non-expiring Mekorma MICR registration key and not a special temporary key, this field should be left at "none".

6. If the keys are valid, the system will accept them without error messages. If they are invalid, the system will indicate that you have an invalid key. In that case, contact sales@mekorma.com for assistance.

NOTE

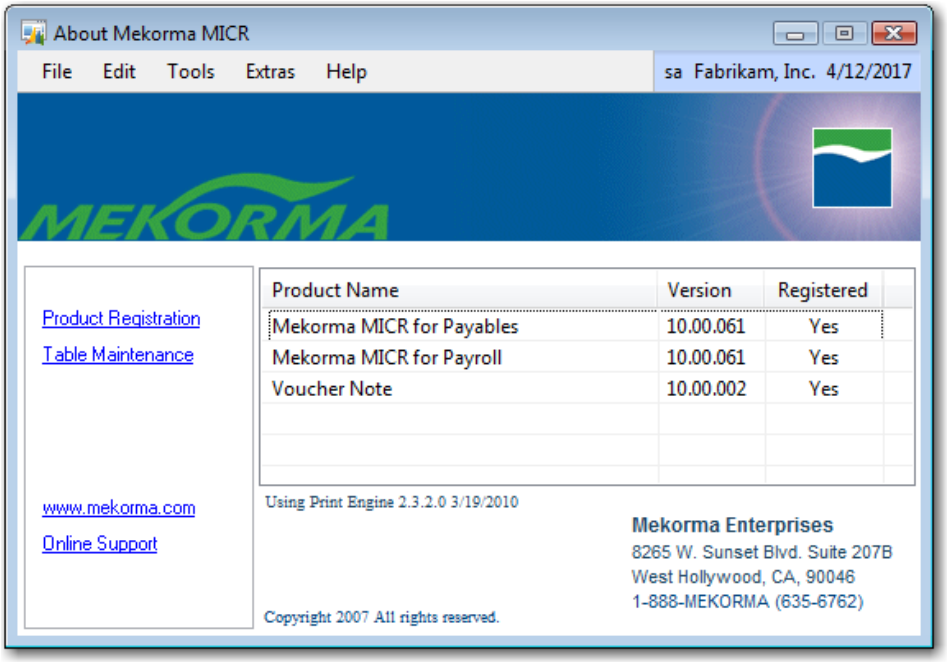
You can also access the Mekorma MICR Table Maintenance screen by clicking the Table Maintenance command button at the top left of the screen. See Creating/Upgrading Mekorma MICR Tables for more information.

The About Mekorma MICR Screen

This screen provides users with easy access to product registration, table maintenance, product support, and installed Mekorma applications.

To access the About Mekorma MICR screen, click the Help icon in the upper right corner of the main Dynamics GP window and select **About Microsoft Dynamics GP**.

From the About Microsoft Dynamics GP dialog box, select **Additional ☞ About Mekorma MICR**. You see the About Mekorma MICR screen:



From this screen you can access the following information:

Product Registration: Click this link to view detailed registration information.

Table Maintenance: Click this link to update and maintain Mekorma MICR tables and view additional system information.

www.mekorma.com: Click this link to go to the Mekorma website.

Online Support: Click this link to access our online support request form.

Product build/version numbers and registration information are listed to the right of the Product Name column.

Product Name	Version	Registered
Mekorma MICR for Payables	10.00.061	Yes
Mekorma MICR for Payroll	10.00.061	Yes
Voucher Note	10.00.002	Yes

The About screen also displays a list of all the Mekorma products currently installed, including Mekorma MICR for Payables and/or Payroll and any easyAdd solutions:

Mekorma MICR Product

Product Name	Version	Registered
Mekorma MICR for Payables	10.00.061	Yes
Mekorma MICR for Payroll	10.00.061	Yes
Voucher Note	10.00.002	Yes

Mekorma MICR easyAdd

The Configurator Global Setup Dialog Box

The Mekorma MICR Configurator Global Setup screen displays company check format setup information for all of your Microsoft Dynamics GP companies. Use this screen to set a global default path to your check formats and to view or modify configuration information.

NOTE

You must be logged in as a system administrator to make changes to this screen.

Defining the Path to Your Check Formats

Before you can configure a checkbook for Mekorma MICR, you need to enter the path to the check formats. If you have installed the Mekorma Check Format Library (please see the Installing Mekorma MICR section), we recommend using the path to that folder.

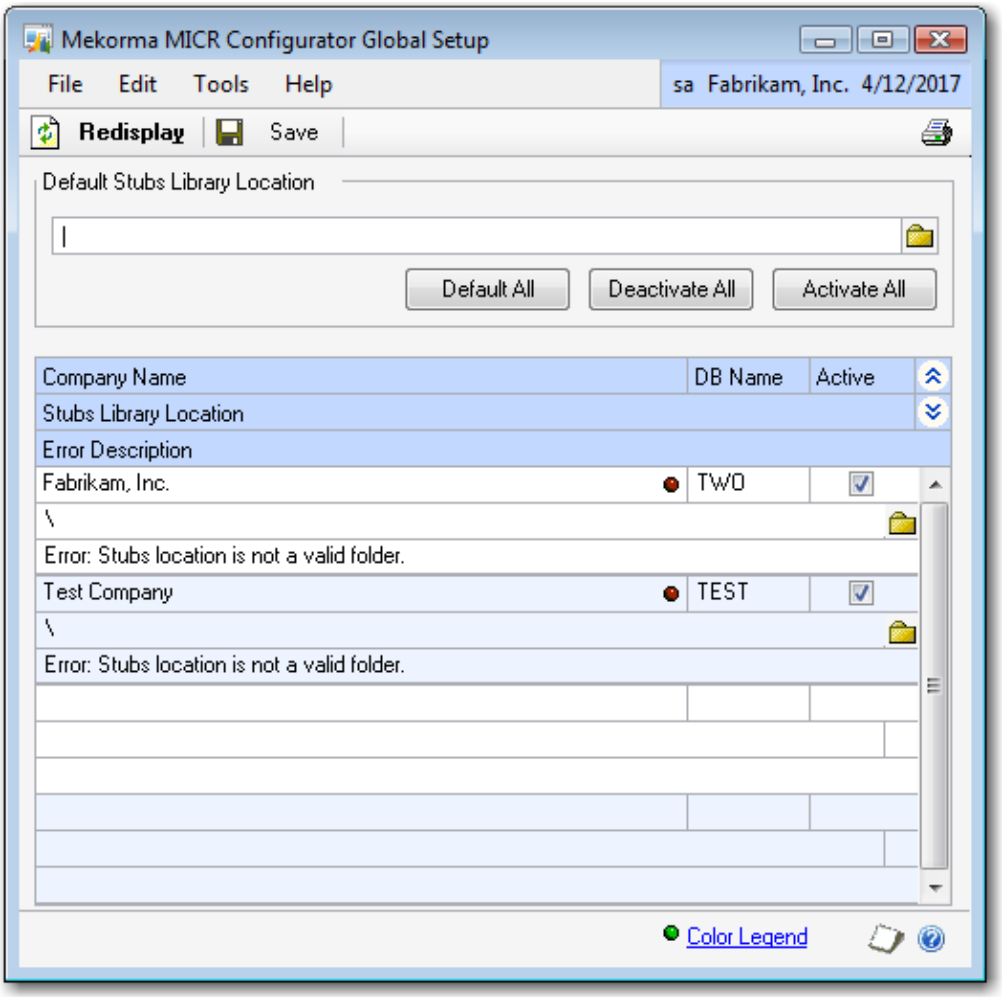
All companies usually share the same folder for their check format. Using the Mekorma MICR Configurator Global Setup dialog box, you can set a default location for your check formats for all companies using Mekorma MICR.

IMPORTANT

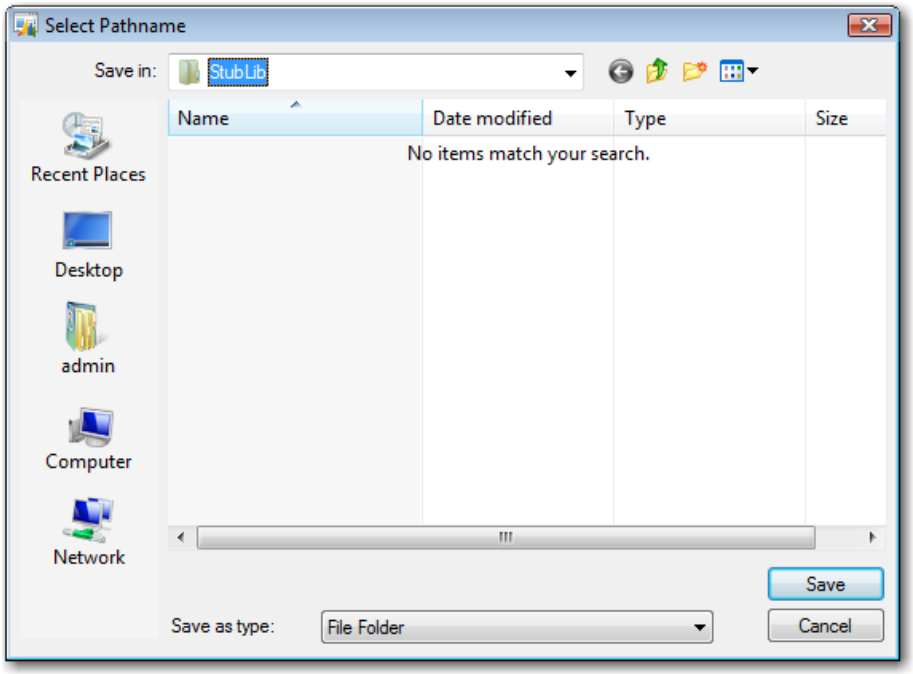
The folder containing the Check Format Library files should be a shared network folder that all applicable users have access to.

To set the default network path to your check formats:

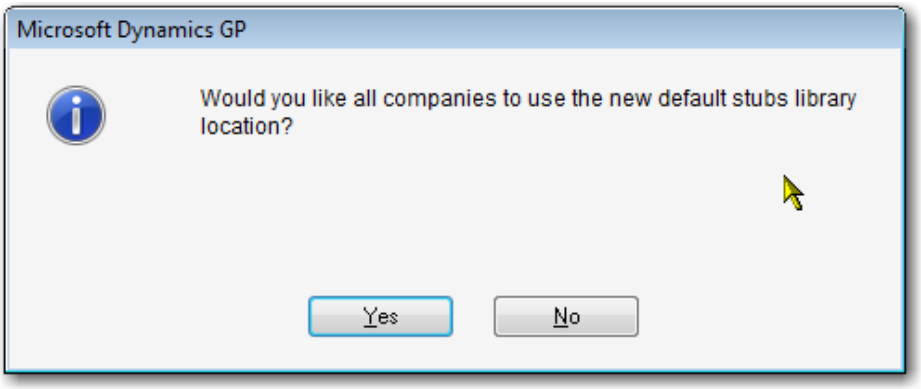
1. Select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing** (or **Payroll**) **☞ Mekorma MICR Payables** (or **Mekorma MICR US Payroll**) **☞ Configurator Global Setup**. You see the Mekorma MICR Configurator Global Setup dialog box:



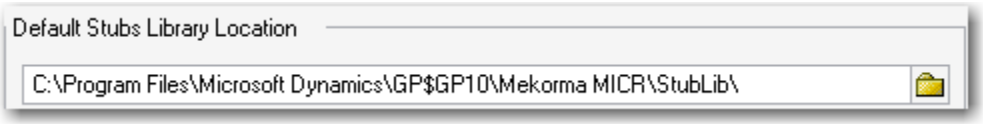
2. Click the browse folder icon of the **Default Stubs Library Location** field to navigate to the folder where the check formats are stored. You see the Select Pathname dialog box:



3. Navigate to the applicable location and click **Save**. You see the following message:



4. Click **Yes** to use the selected location for all of your companies. You can set individual stub library locations by clicking **No** on this screen and then selecting a specific location for each company. The default location is displayed in the **Default Stubs Library Location** field:



TIP

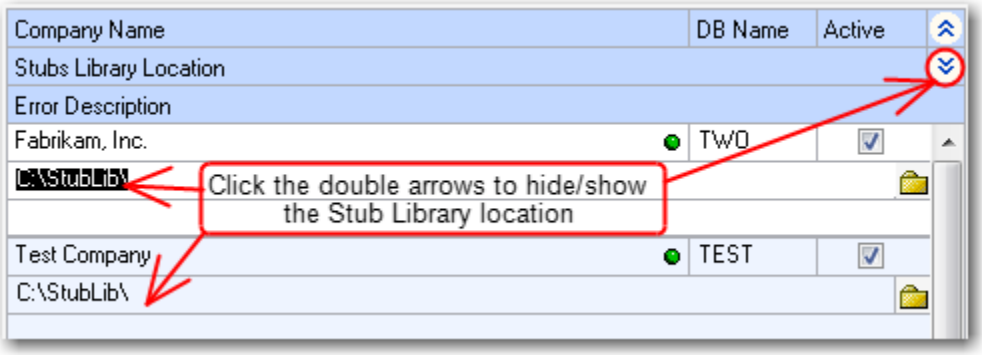
For convenience, you can use the same folder for your logos and signature images that you use for your check formats. However, for increased security, you can store the signature images on removable media such as a CD or flash drive.

The Configurator Global Setup Screen

In addition to defining the default path to your check formats, the Mekorma MICR Configurator Global Setup screen lists configuration information for all your existing Dynamics GP companies. The **Company Name** column lists the names of all your Microsoft Dynamics GP companies:

The **DB Name** column displays the name of the SQL database and a check in the **Active** column checkbox indicates that the Configurator method is being used for that company.

Click the hide/show detail arrows to display or hide the **Stubs Library Location** for each company:

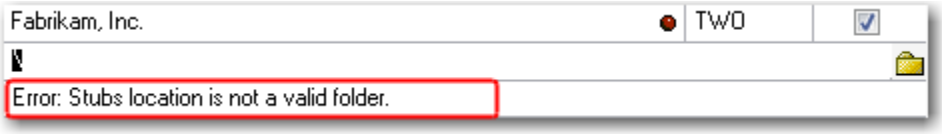


If a stubs library location has not been defined, click the browse icon to navigate to the correct folder location.

NOTE

*If you manually change the stubs library location path for a specific company and do not **TAB** out of the field before closing the screen, your changes will not be saved. You must use the lookup icon to select the path or **TAB** off the field to save your changes.*

The **Error Description** feature displays any errors that affect the configurator setup for the company. For example, if the folder location does not exist or is not defined:



The Mekorma MICR Configurator Global Setup dialog box contains the following command buttons:

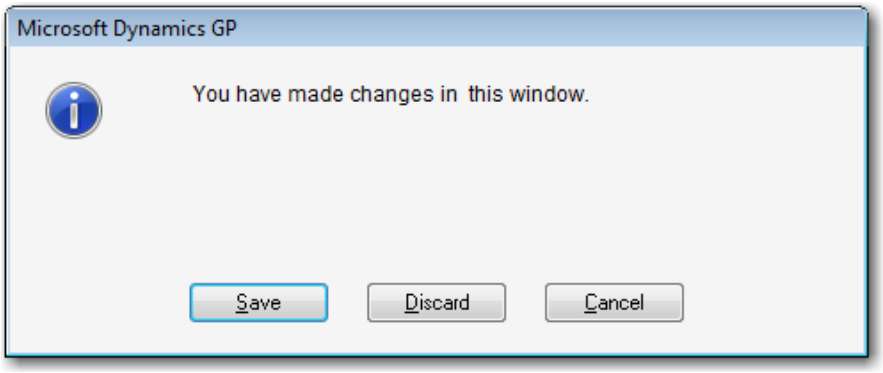
Click

Default All to set the path entered in the **Default Stubs Library Location** field as the default location of check formats for all companies.

Deactivate All to turn off the Configurator method for all companies.

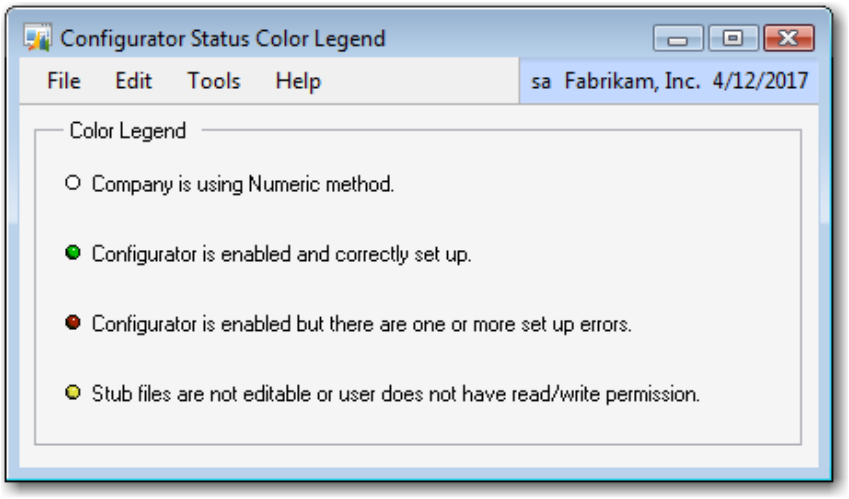
Activate All to turn on the Configurator method for all companies.

Click Redisplay to refresh the screen if you made changes to the configurator setup for a company. You see the following dialog box:



Select **Save** to save your changes or **Discard** to cancel your changes.

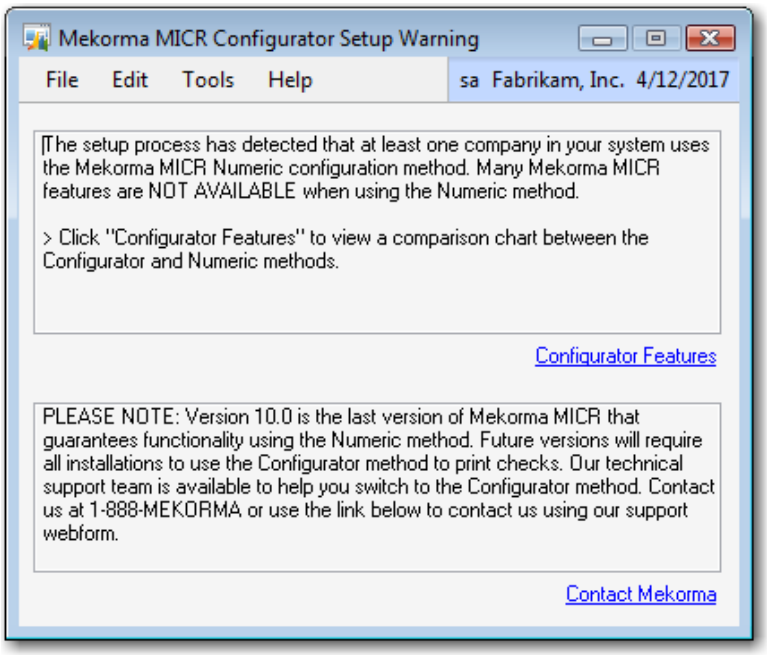
Click Color Legend to display the Configurator Status Color Legend screen:



The legend lists the Configurator setup associated with each color. When you are finished setting up the Mekorma MICR Configurator Global Setup screen, click **Save** to close the screen and apply your changes.

Turning Off the Configurator Method for a Company

If you uncheck the **Active** checkbox for a company, you see the Mekorma MICR Configurator Setup Warning dialog box:



Click the Configurator Features link to view a chart comparing the Numeric and Configurator methods. Click ✕ to close the screen.

IMPORTANT

The Mekorma MICR Numeric method is not compatible with Microsoft Windows 7.

NOTE

If a company is using the Numeric configuration method, the Mekorma MICR Configurator Setup Warning message will appear when you are configuring your checkbook for Mekorma MICR. To continue using the Numeric method, close the warning screen and continue with the setup process. If you need assistance in converting from the Numeric method to the Configurator method, please contact Mekorma Support at support@mekorma.com.

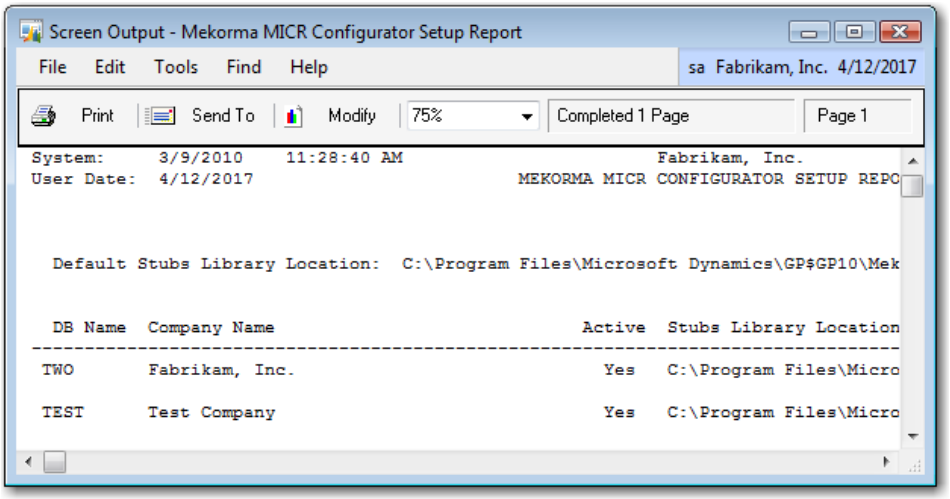
IMPORTANT

Deactivating the Configurator does NOT deactivate Mekorma MICR. Users running the Numeric method who want to use Windows 7 must upgrade to the Configurator method. Please contact Mekorma Support (support@mekorma.com) for assistance with converting.

Printing the Configurator Setup Report

To print the Mekorma MICR Configurator Setup Report, click the Print icon to display the Report Destination screen.

Select a **Destination** option and click **OK**. The report displays the same setup information shown on the Mekorma MICR Configurator Global Setup screen.



Setting Security to Mekorma MICR

This section provides information on the following topics:

- Overview, following
- Granting Security Access to Alternate Windows
- Mekorma MICR Security Roles and Tasks

Overview

Security functionality has changed in Dynamics GP Version 10.0 and in order for users to access GP windows, they must be assigned security tasks and roles granting them access to those windows (please refer to your GP documentation for more information on security in Version 10.0).

Mekorma MICR offers Role ID-based security roles that are pre-configured and automatically created when Mekorma MICR is installed (see the section on Mekorma MICR Security Roles and Tasks for more information).

NOTE

All Mekorma MICR windows can be password protected (with a system password) using GP Dynamics security options. For more information, refer to the SecurityPlanning.pdf file located in the ***Documentation*** *folder of your GP directory.*

IMPORTANT

Because Security has changed in Microsoft Dynamics GP Version 10.0, security access granted in Dynamics GP Version 9.0 is not inherited in Version 10.0. This applies to all GP modules and to Mekorma MICR.

TIP

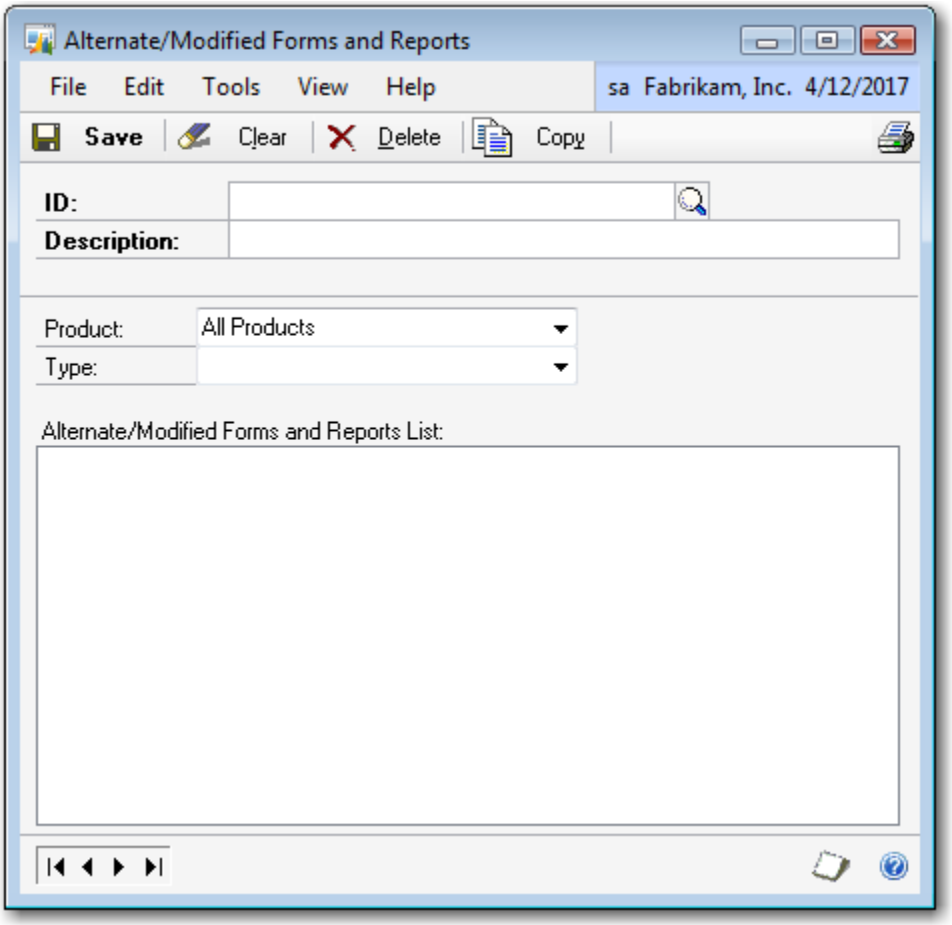
Please see Appendix B for a description of the Mekorma MICR windows and reports associated with the Mekorma MICR Security Tasks.

Granting Security Access to Alternate Windows

Mekorma MICR uses alternate Dynamics GP windows for printing payables transaction checks, payables batch checks and US payroll checks. Security must be granted to these alternate windows for each user printing checks.

Before setting up security roles and tasks, you must change the default security setting for the alternate windows from Dynamics GP to Mekorma MICR. To grant security to alternate windows, complete the following steps:

1. Log on to GP as a system administrator and select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ System ☞ Alternate/Modified Forms and Reports**. You see the Alternate/Modified Forms and Reports dialog box:

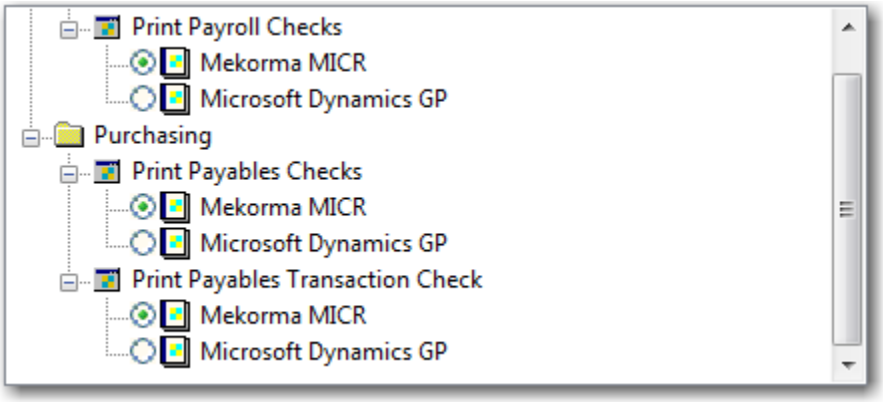


2. Select an Alternate/Modified Forms and Reports **ID** and enter the following values in the fields:

   Product: Mekorma MICR

   Type: Windows

3. In the Alternate /Modified Forms and Reports List, open the folders (by clicking the + sign) and verify that Mekorma MICR is selected.



4. Repeat Step #3 for each user ID you wish to grant access to.

TIP

You can also use the Dynamics GP Security features to *limit* user access to Mekorma MICR screens.

Mekorma MICR Alternate Windows

Mekorma MICR uses its own windows to print blank checks and test checks. The following table lists the Alternate Window and the applicable Series it applies to.

Alternate Window Name	Series
Print Mekorma MICR Payables Checks	Purchasing
Print Mekorma MICR Transaction Check	Purchasing
Print Mekorma MICR Payroll Checks	Payroll

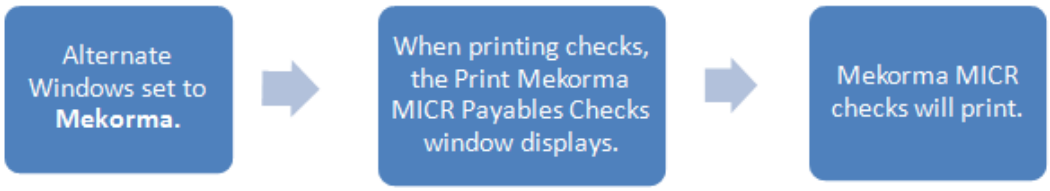
IMPORTANT

You must grant access to the standard Dynamics GP window before access can be granted to the alternate version of the window. Alternate windows will not appear in the access list until security has been granted to the standard windows they replace.

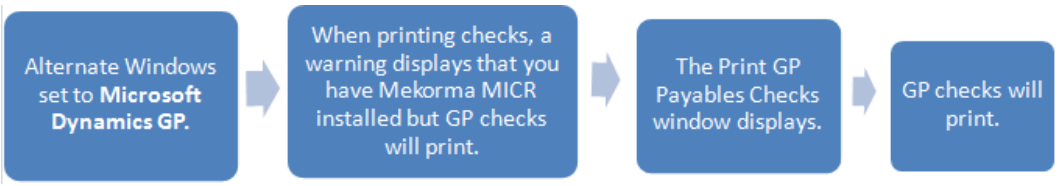
Printing Checks and Setting Security to the Alternate Windows

The following workflow demonstrates how setting security to the Alternate windows is applied in Dynamics GP for Mekorma MICR:

User #1 Scenario



User #2 Scenario:



Mekorma MICR Security Tasks and Roles

A new user does not have access to any 3rd party windows and reports in Dynamics GP unless they are assigned for that security role. This means that Mekorma MICR is not accessible for a newly created user.

For a non- administrator user to have access to Mekorma MICR windows and reports, a Security Task containing access to Mekorma MICR windows must be created and eventually assigned to the user. Mekorma MICR supports the Dynamics GP role-based security model by including pre-configured security roles and tasks specifically for Mekorma MICR windows.

To assist users in setting security access to Mekorma MICR windows, six roles and twelve (12) security tasks have been created. Users can select the applicable Mekorma security role (containing the security tasks) and assign it to the desired user (see the section on Assigning the Role to a User).

Each time a user logs into a Dynamics GP company, Mekorma MICR runs a check for existing Mekorma MICR roles. If any of the six roles are missing, the program recreates all of the security roles and tasks.

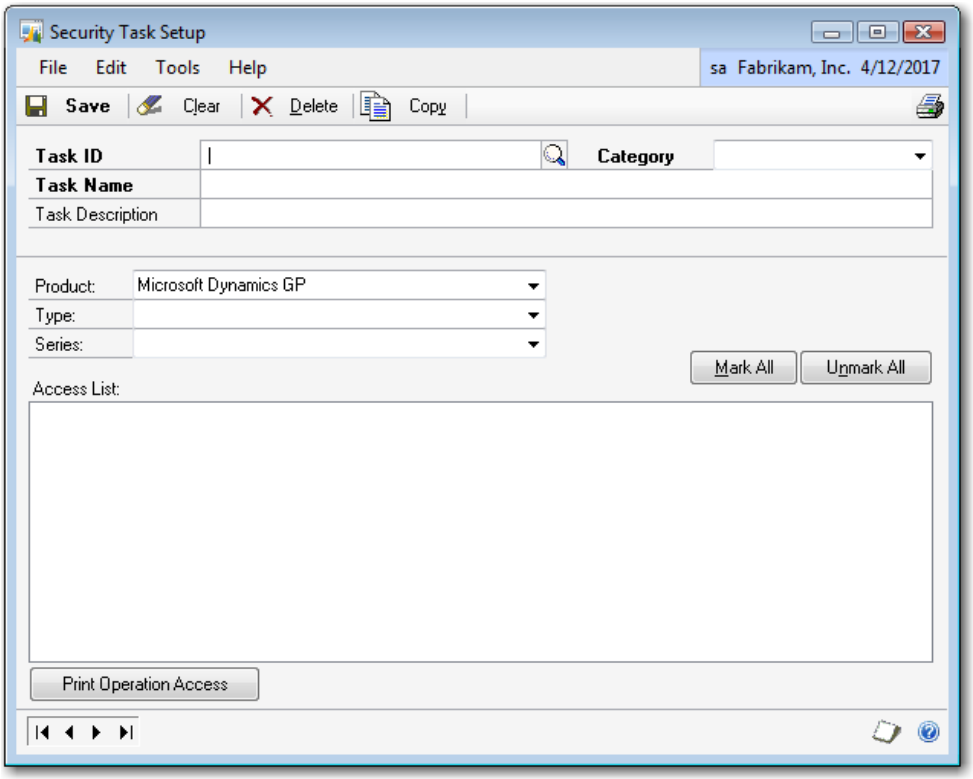
IMPORTANT

The program only checks for existing roles if Mekorma MICR tables have been created and upgraded.

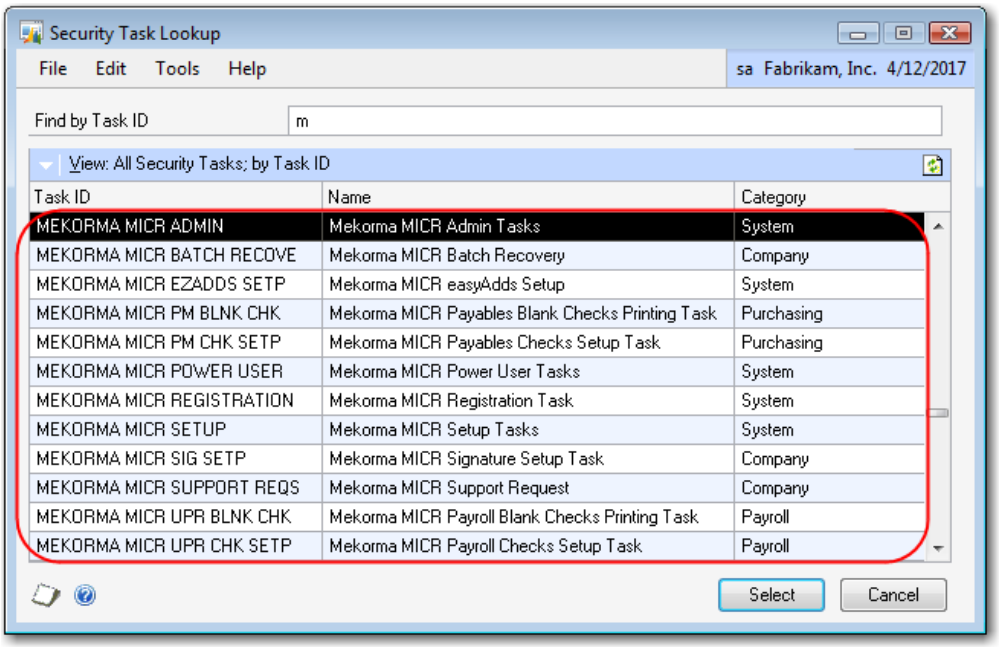
Mekorma MICR Security Tasks

In Dynamics GP, security tasks are assigned to security roles. Mekorma MICR provides twelve (12) security tasks containing sets of related Mekorma MICR windows and reports. The Mekorma MICR security tasks are assigned to a Mekorma MICR security role, and then the role is assigned to a user.

To view the Mekorma MICR windows associated with a specific Mekorma MICR security task, select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ System ☞ Security Roles**. You see the Security Task Setup screen:



Click the lookup icon next to the **Task ID** field to display a list of available security tasks. Scroll down to locate the twelve Mekorma MICR security roles:

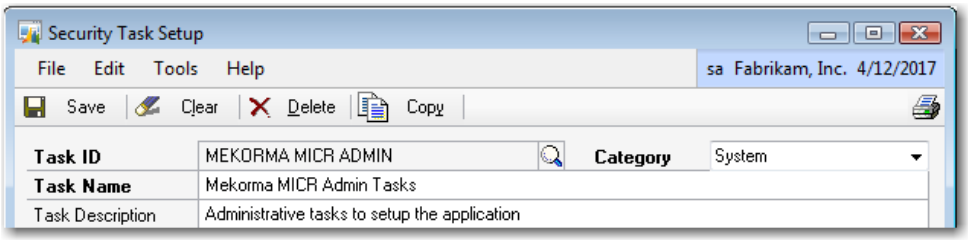


The following table lists the Mekorma MICR security tasks and a description of the tasks:

Task ID	Task Name	Description
MEKORMA MICR POWER USER	Mekorma MICR Power User Tasks	Grants access to all Mekorma windows.
MEKORMA MICR ADMIN	Mekorma MICR Admin Tasks	Grants access to Mekorma MICR setup for payables and payroll, table upgrades and registration.
MEKORMA MICR SETUP	Mekorma MICR Setup Tasks	Grants access to Mekorma MICR setup for payables and payroll only.
MEKORMA MICR REGISTRATION	Mekorma MICR Registration Task	Allows access to the registration window.
MEKORMA MICR EZADDS SETP	Mekorma MICR easyAdds Setup Task	Allows access to easyAdds setup.
MEKORMA MICR SIG SETP	Mekorma MICR Signature Setup Task	Allows access to Mekorma MICR Password and Signature Setup screen.
MEKORMA MICR PM BLNK CHK	Mekorma MICR Payables Blank Checks Printing Task	Allows ability to print payables blank checks.
MEKORMA MICR PM CHK SETP	Mekorma MICR Payables Checks Setup Task	Grants access to Mekorma MICR setup for payables.

Task ID	Task Name	Description
MEKORMA MICR UPR BLNK CHK	Mekorma MICR Payroll Blank Checks Printing Task	Allows ability to print payroll blank checks.
MEKORMA MICR UPR CHK SETP	Mekorma MICR Payroll Checks Setup Task	Grants access to Mekorma MICR setup for payroll.
MEKORMA MICR BATCH RECOVERY	Mekorma MICR Recovery	Allows ability to recover batches.
MEKORMA MICR SUPPORT REQST	Mekorma MICR Support Request	Allows ability to submit support request.

Highlight a task on the Security Task Lookup screen and click **Select.** The **Task ID**, **Task Name** and **Task Description** are displayed.

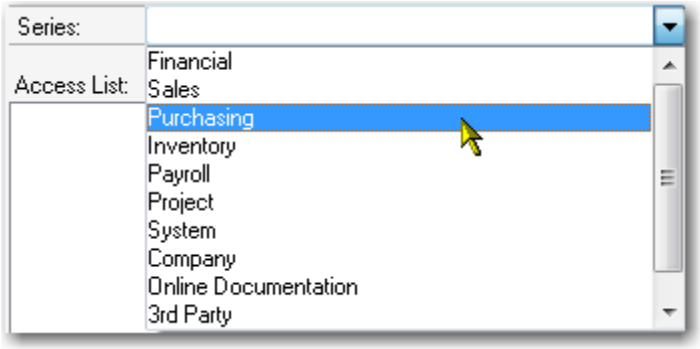


To view the Mekorma MICR windows associated with the task, enter information in the following fields:

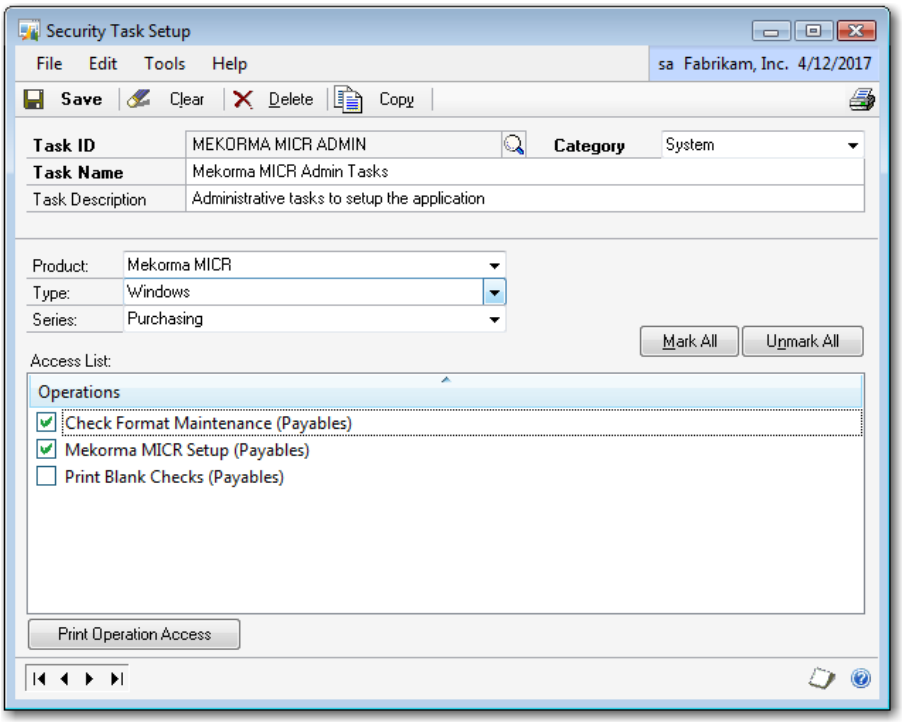
Product: Mekorma MICR

Type: Windows

Series: Choose a series, such as "Purchasing", from the drop-down list.



Under the **Access** List, the Mekorma MICR windows associated with the security task are displayed:



The security task grants acccess to all the checked windows or reports. To add a window to the selected Task ID, check the box to the left. You can click **Mark All** to assign all displayed windows or **Unmark All** to clear all checked boxes.

TIP

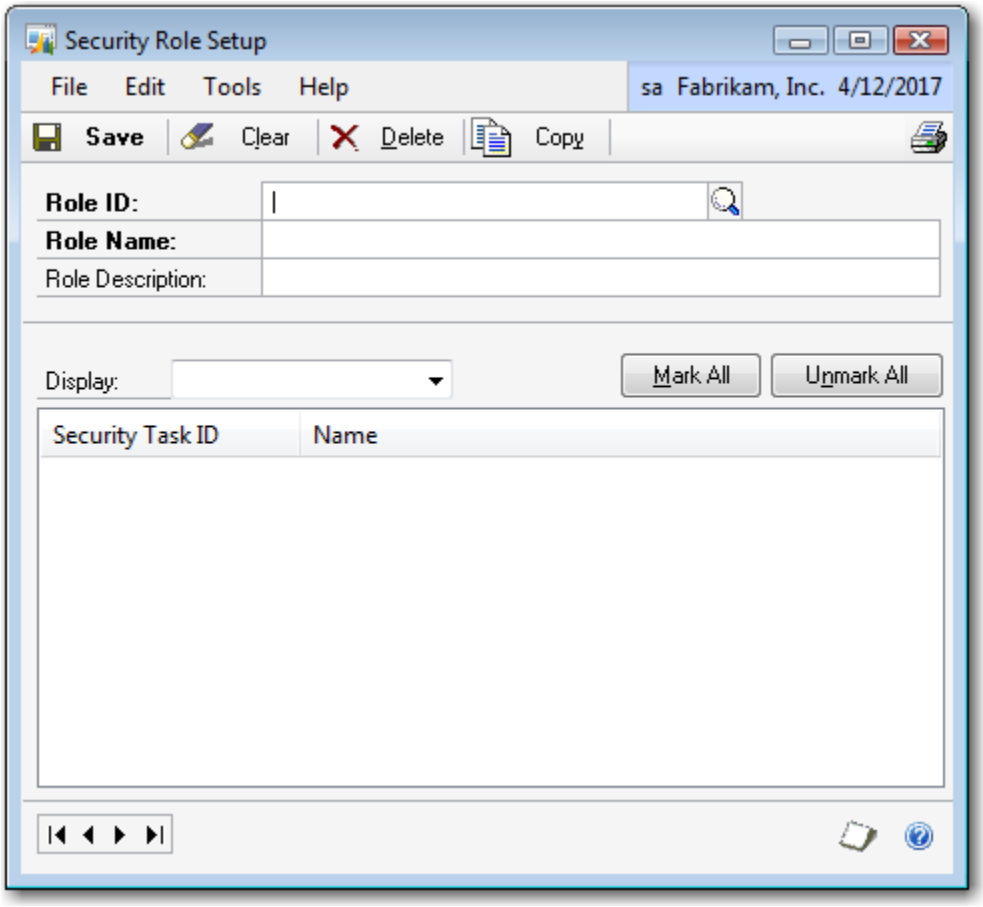
Please see Appendix B for a description of the Mekorma MICR windows and reports associated with the Mekorma MICR Security Tasks.

To view the Mekorma MICR reports associated with a Mekorma MICR security task, in the **Type** field, select "Reports" instead of "Windows".

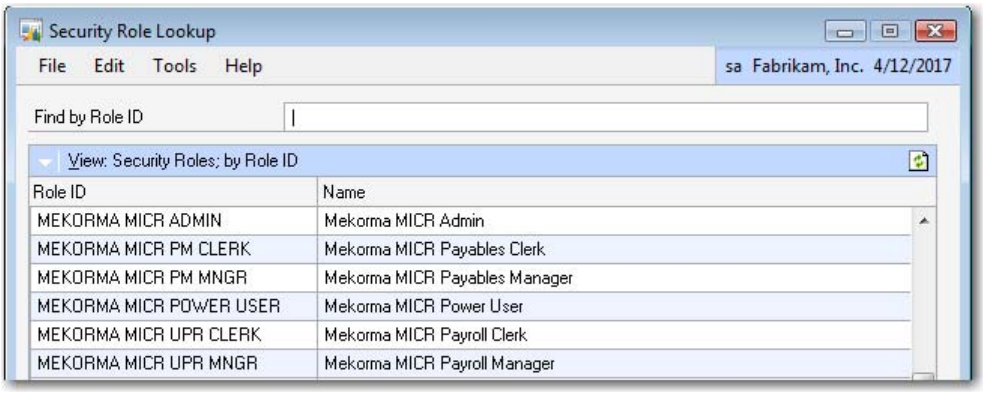
Mekorma MICR Security Roles

Users assigned to specific a Mekorma MICR security role will have access to the specific Mekorma MICR security tasks associated with the role. To access the Mekorma MICR security roles, select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ System ☞ Security Roles**.

You see the Security Role Setup screen:



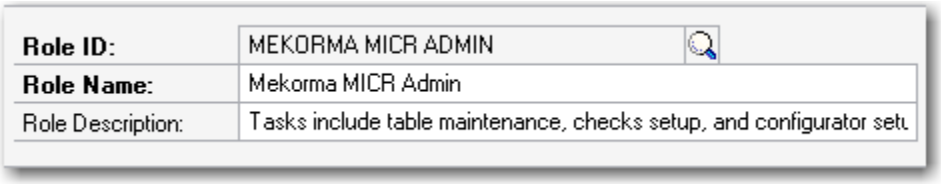
Click the lookup icon next to the **Role ID** field to display a list of available security roles and scroll down to view the six Mekorma MICR security roles:



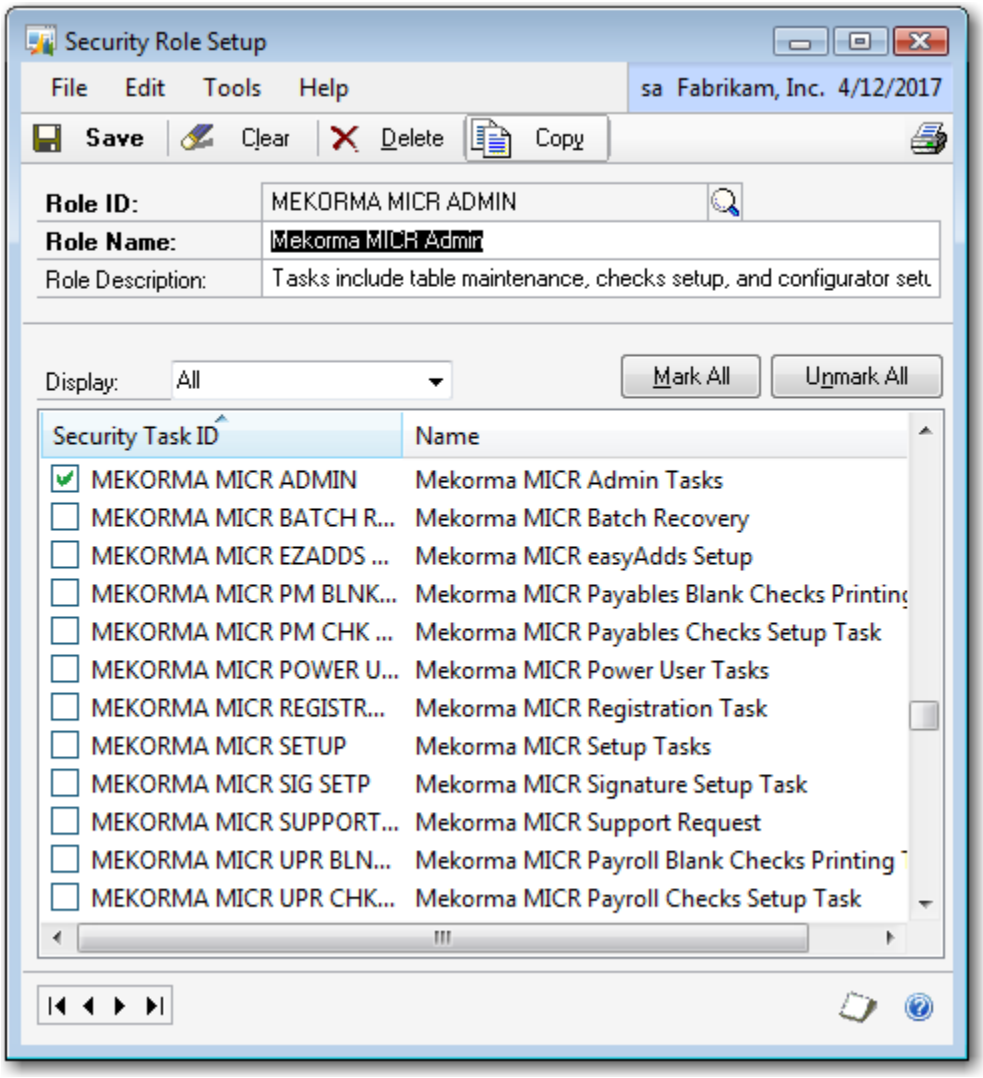
The following table lists the Mekorma MICR role IDs and provides a description of the access granted by the role:

Role ID	Role Name	Description
MEKORMA MICR POWER USER	Mekorma MICR Power User	Full access to all Mekorma MICR processes and windows.
MEKORMA MICR ADMIN	Mekorma MICR Admin	Access to Mekorma MICR table maintenance, check setup and Configurator setup windows and processes.
MEKORMA MICR PM CLERK	Mekorma MICR Payables Clerk	Access to Mekorma MICR payables check printing windows and processes.
MEKORMA MICR PM MNGR	Mekorma MICR Payables Manager	Access to Mekorma MICR payables check setup and printing windows (including Blank Checks) and processes.
MEKORMA MICR UPR CLERK	Mekorma MICR Payroll Clerk	Access to Mekorma MICR payroll check printing windows and processes.
MEKORMA MICR UPR MNGR	Mekorma MICR Payroll Manager	Access to Mekorma MICR payroll check setup and printing windows (including Blank Checks) and processes.

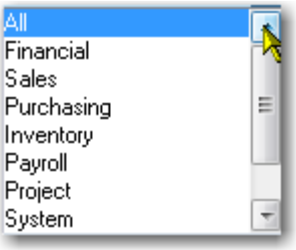
Highlight a role on the Security Role Lookup screen and click **Select.** The **Role ID**, **Role Name** and a **Role Description** which describes the tasks assigned to the role are displayed:



All of the tasks that can be assigned to the role are displayed on the Security Role Setup screen. Security tasks are displayed alphabetically, so you may have to scroll down to view the Mekorma MICR tasks:



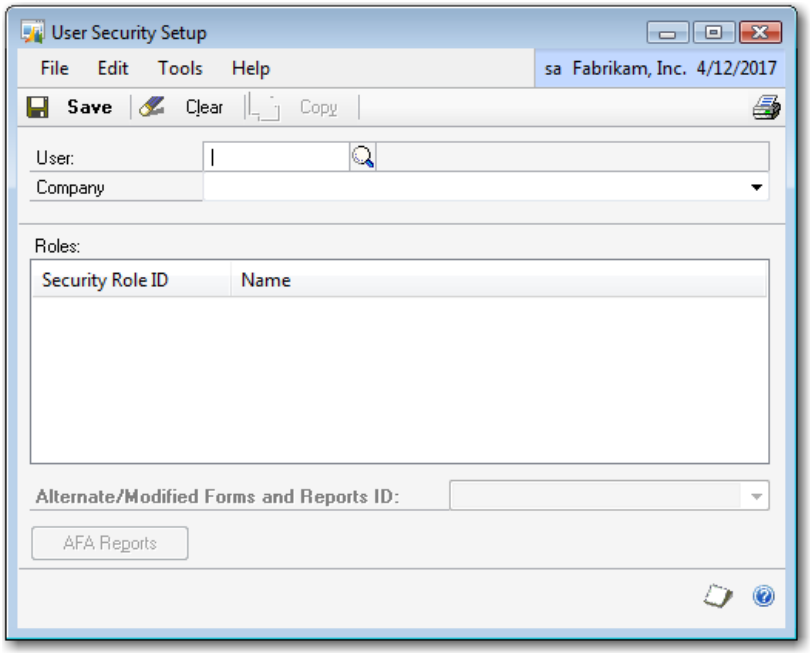
Check the box to the left of a security task to assign it to the selected Role ID. You can click **Mark All** to assign all displayed tasks to the role or **Unmark All** to clear all checked boxes. Use the **Display** drop-down list to change the category of security tasks displayed:



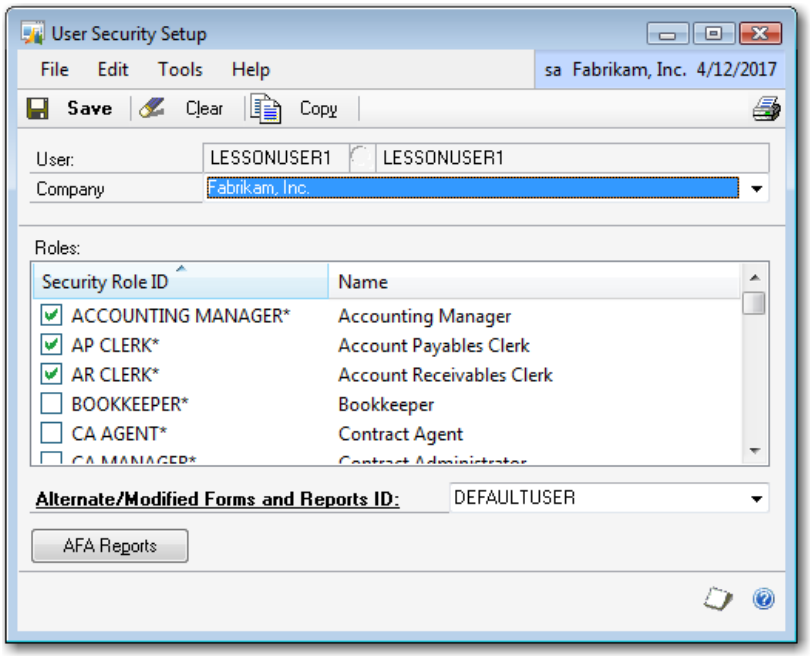
Assigning the Role to a User

After you selected the Mekorma MICR security role and added or modified the Mekorma MICR security tasks assigned to the role, the next step is to assign the role to a user. To assign the role, complete the following steps:

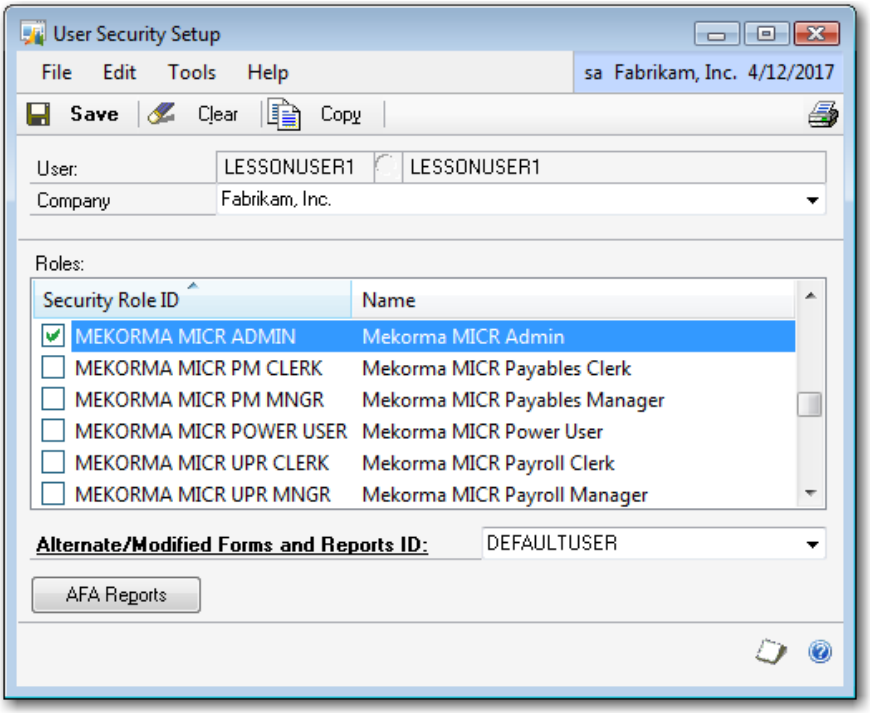
1. Log on as a system administrator. Select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ System ☞ User Security**. You see the User Security Setup screen:



2. Select the **User** and **Company** you want to assign the Role to. After you select a company, the Security Role IDs are displayed.



3. Scroll down and select the Mekorma MICR role/roles you would like to assign to the user:



4. Click **Save** when you are finished.

NOTE

For information in setting up Dynamics GP security roles and tasks, or creating additional roles, please refer to the SecurityPlanning.pdf located in the ***Documentation*** *folder of your Dynamics GP directory (for example, c:\Program Files\Microsoft Dynamics\GP10\Documentation.)*

Setting Up Mekorma MICR

This section provides information on the following topics:

- Overview, following
- The Dynamics GP Checkbook Maintenance Screen
- Implementing Enhanced Security
- Configuring Signatures, Passwords and Thresholds
- Configuring a Checkbook for Mekorma MICR Payables
- Configuring a Checkbook for Mekorma MICR US Payroll
- Printing Test Checks

Overview

Mekorma MICR makes managing multiple checking accounts secure and easy and adds convenience to your check signing processes. You can use unprinted, secure check stock for all your accounts and the program will add the account number, address, MICR line, logo and any other information your check needs.

In this section we review entering online support requests, implementing enhanced security features and the processes involved in setting up signature IDs, passwords, and thresholds. In addition, we discuss how to configure a checkbook for Payables and Payroll and the process of printing test checks.

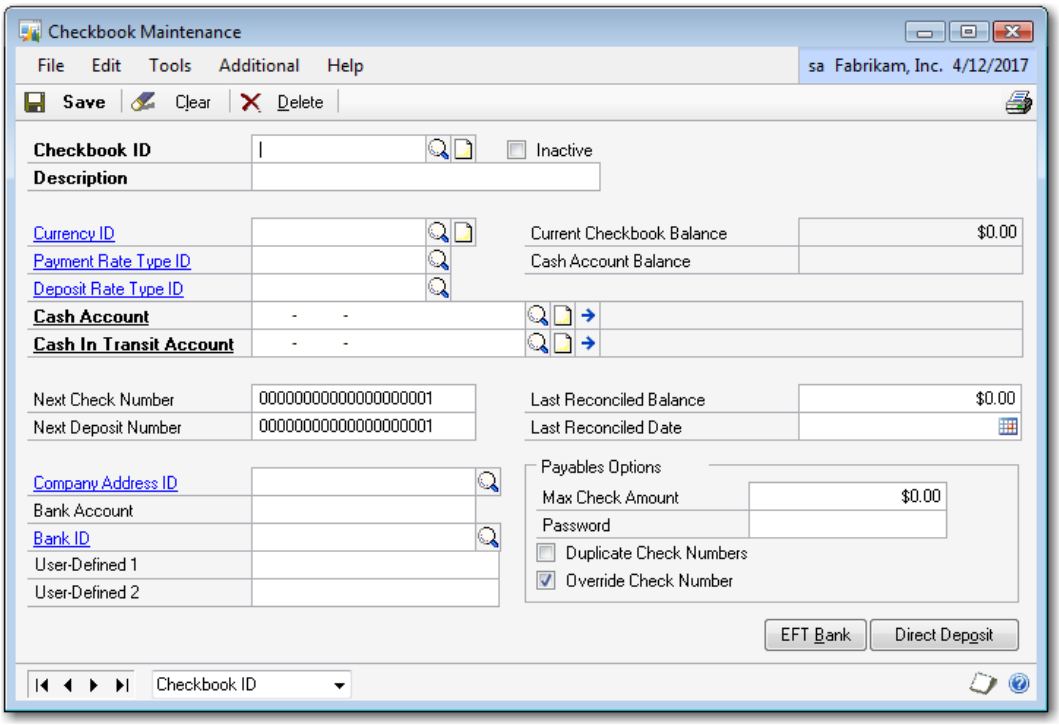
The Dynamics GP Checkbook Maintenance Screen

Before a checkbook is configured for Mekorma MICR, it must exist in Microsoft Dynamics GP. Checkbooks are created and maintained using the Checkbook Maintenance screen.

Although not required, when using Mekorma MICR, enter a **Company Address ID** and **Bank ID** for the checkbook. When Mekorma MICR creates a check, the values from these ID fields are used for the company and bank addresses.

In addition, make sure the length of **Next Check Number** field matches the number of places allotted for it in the MICR line on the Mekorma MICR Setup screen, including leading “0”s.

To view this screen, select **Cards ☞ Financial ☞ Checkbook**.



Implementing Enhanced Security

Enhanced Security adds options to the basic password and signature security options available when you set up a Signature ID.

Because Enhanced Security adds restrictions to the signature and password setup process, it should be configured before setting up the first Signature ID. Signature IDs are set up on the Mekorma MICR Password and Signature Setup screen.

The basic password and security options available on the Mekorma MICR Password and Signature Setup screen include:

- Frequency of signature printing: Always, Never, or based on check dollar amount.
- Conditions requiring a password for check printing: Always, Never or based on check dollar amount.

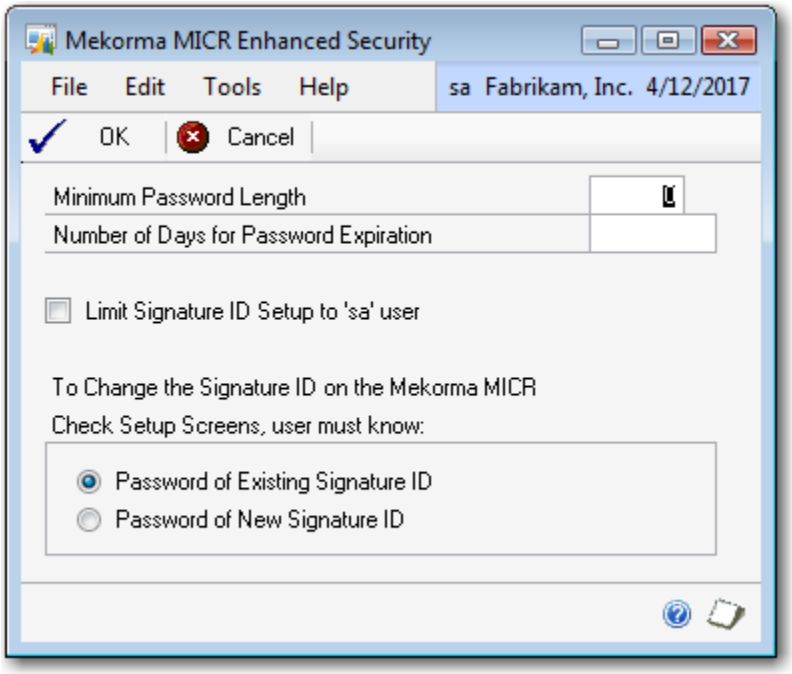
Using the Enhanced Security options, you can add the following restrictions:

- A minimum password length.
- Number of days for password expiration.
- Limiting access to password and signature setup to system administrators.
- Control over which user's password is required to change a Signature ID for a checkbook

NOTE

Access to the Mekorma MICR Enhanced Security screen is restricted to system administrators.

To implement the Enhanced Security options, log on to Dynamics GP as a system administrator and select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing** (or **Payroll**) **☞ Mekorma MICR Payables** (or **Mekorma MICR US Payroll**) **☞ Enhanced Security**.



You see the following fields in the Mekorma MICR Enhanced Security screen:

Minimum Password Length: Use this field to specify a minimum length for a check printing password from 0 to 10 characters. The default value is 0.

Number of Days for Password Expiration: Use this field to require users to create a new check printing password after a specified number of days. The can be set from 0 to 999.

Limit Signature ID Setup to 'sa' user: Use this option to further restrict access to Signature IDs. If checked, you need to be logged into Dynamics GP as the 'sa' user and know the check printing password(s), to access an existing Signature ID. When an existing Signature ID is accessed, if it requires a password for check printing, you need to enter the password to access the Signature ID. If the existing Signature ID does not have check printing passwords or if you are creating a new Signature ID, you only need to be logged in as a "sa" user.

Password of New Signature ID: By default, if a checkbook is assigned a Signature ID with check printing passwords, you need to enter the passwords to be able to assign a different Signature ID to the checkbook. This field allows you to change this functionality to require the password of the new Signature ID being assigned to the checkbook instead of the password of the currently assigned ID.

When you are finished selecting options, click **OK** to save your settings.

TIP

If separate check printing passwords are required for different users, you can create different signature IDs for each user. Check the Limit Signature ID Setup to 'sa' user and the Password of New Signature ID Enhanced Security options. Now each user can select their own Signature ID in the Mekorma MICR Setup screen, without knowing the previous passwords.

Configuring Signatures, Passwords and Thresholds

In Mekorma MICR, you can add security to your check printing by assigning passwords, and define your signature logic using thresholds, signatures and signature lines. All of this information is stored in a *Signature ID*.

The Mekorma MICR Password and Signature Setup screen is used to set up Signature IDs. The options on this screen are not required; however, each checkbook configured for Mekorma MICR must be assigned a Signature ID. You can create an "empty" Signature ID to fulfill this requirement by creating a Signature ID with the default settings.

After setting up a Signature ID, you must add the logical signature field placeholders to the check format using the Configurator layout tool. You can add the logical signature fields when you configure your Mekorma MICR checkbook.

NOTE

*For more information on adding signatures, please see Appendix A: Creating a Digital Signature or review the Mekorma MICR Configuring Check Layouts.pdf document (located in **Mekorma MICR** folder of your Dynamics GP directory).*

On the Mekorma MICR Password and Signature Setup screen, you can configure the following:

- Signature file paths and names (the location and name of the scanned signature image file)
- Signature printing logic (the conditions that determine when signatures print)
- Passwords
- Dollar amount thresholds for signature logic and passwords

The following conditions apply to Signatures:

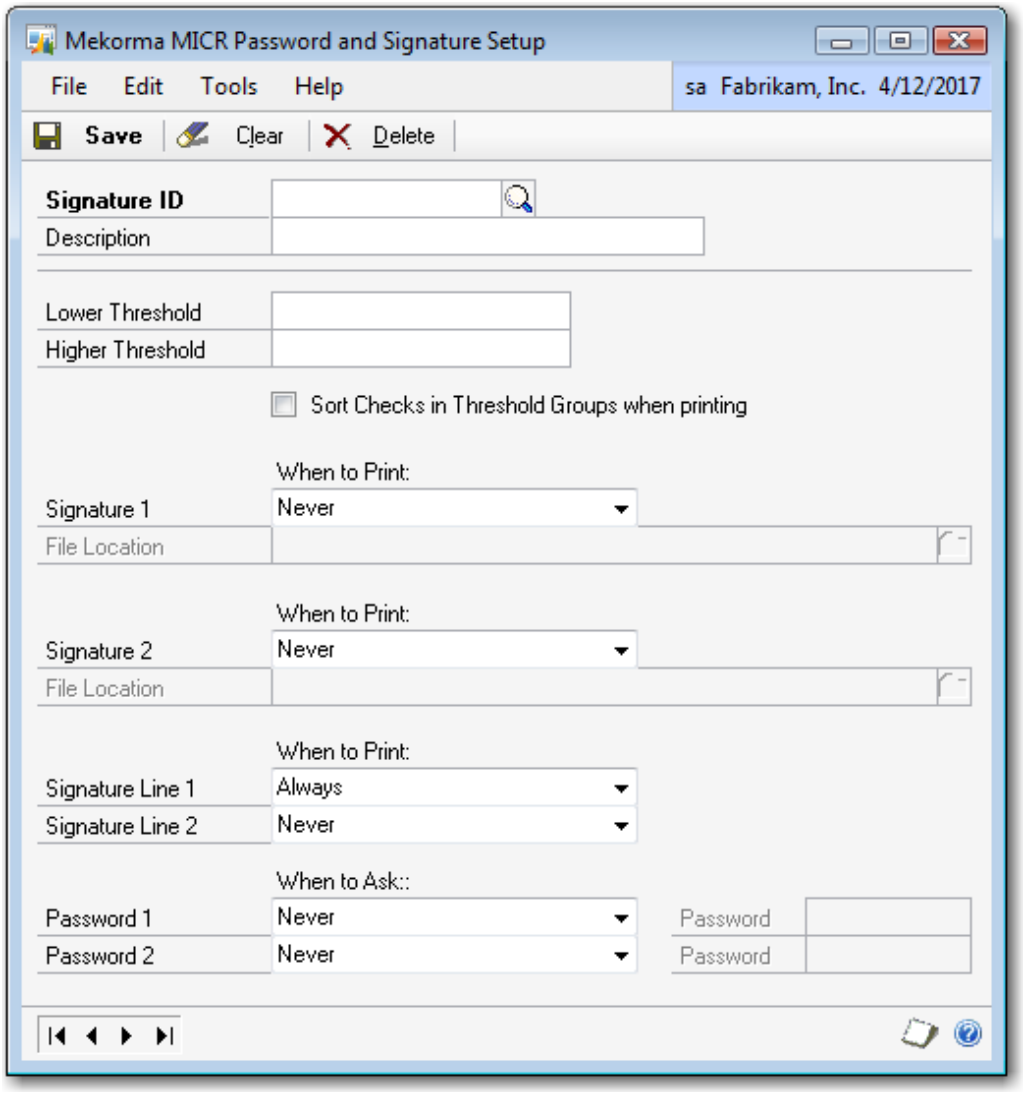
- Images must be accessible at print time. Mekorma MICR will only save the paths to the image files. The files must be present to allow check printing.
- Users printing and configuring checks must have full permissions to the folders containing the images.
- Images should be saved at the same resolution and size they will print at. Any excess area should be cropped. Best performance is achieved by using the smallest file size. You can use the Microsoft Windows Paint application or another graphics program to adjust the image.

TIP

You can store your Signature images to removable media (such as a CD or flash drive) for added security.

To set up a Signature ID, complete the following steps:

1. Select **Microsoft Dynamics GP** ☞ **Tools** ☞ **Setup** ☞ **Purchasing** (or **Payroll**) ☞ **Mekorma MICR Payables** (or **Mekorma MICR US Payroll**) ☞ **Signature ID** to display the Mekorma MICR Password and Signature Setup dialog box.



2. Enter a **Signature ID** and a **Description**.

3. If you are using dollar amount thresholds enter a **Lower Threshold** amount and if desired, a **Higher Threshold** amount. Thresholds are used to determine when signatures and signature lines should print and when passwords are required. If the signature frequency is set to **Always** or **Never**, thresholds are not required.

NOTE

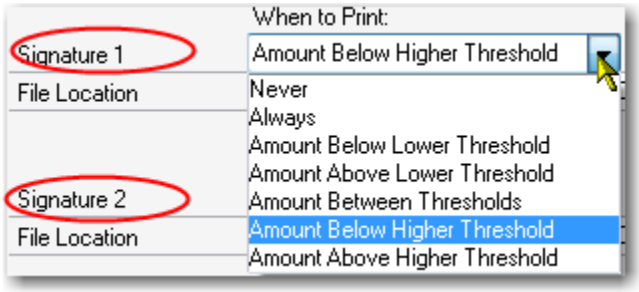
Please see Using Thresholds When Printing for more information on thresholds.

4. Leave the **Sort Checks in Threshold Groups** option unchecked if you would like the checks to print in check number order instead of being sorted by threshold groups.

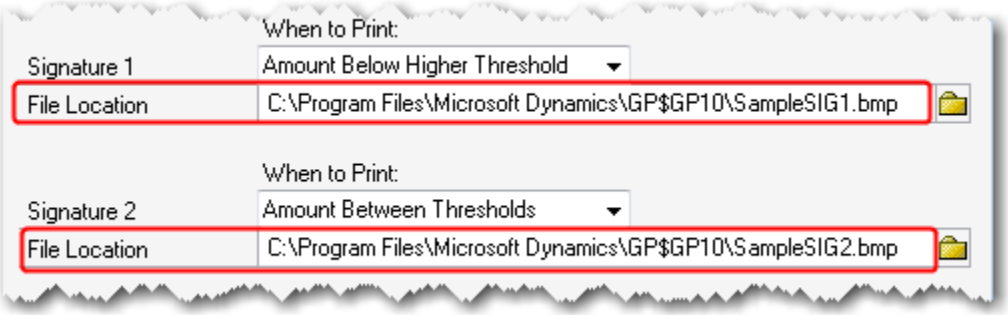
NOTE

*If you are using pre-printed check stock, you cannot use the **Sort Checks in Threshold Groups when printing** option because check numbers are assigned before the checks are sorted into threshold groups, so the check numbers assigned in Dynamics GP will not match the numbers on the printed checks.*

5. Next, set the frequency for **Signature 1** and/or **Signature 2**. You can print none, one or two signatures on each check. For each signature, you can determine how frequently it will print: **Always**, **Never**, or based on the thresholds you entered:



6. Enter the path to each signature .bmp file. The signature .bmp file must be located in the specified path at the time checks are printed. For added security, the path can be set to a removable drive such as a flash drive, floppy disk, or CD.



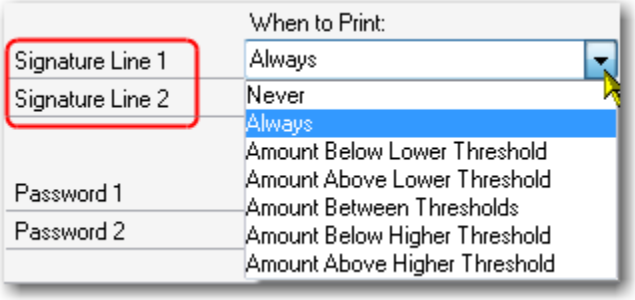
NOTE

If you would like to customize the conditions for signatures, please contact Mekorma at 888-MEKORMA or click here to visit our website and fill out a customization request.

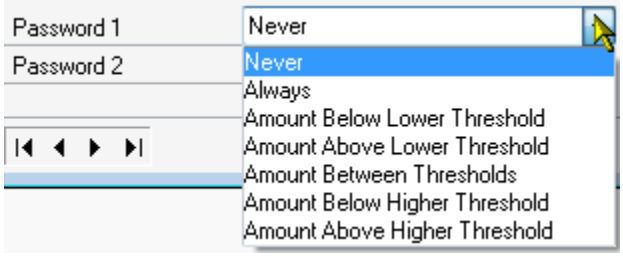
IMPORTANT

In addition to setting up a Signature ID, the logical signature fields must be added to the check format using the Mekorma MICR Configurator layout tool. See Appendix A: Creating a Digital Signature for information about adding signatures.

7. Set the frequency for the Signature lines. These are the lines upon which the signature is printed or manually signed. For each line, you can determine how frequently it will print: **Always**, **Never** or based on the thresholds:



8. If you will require passwords, enter them in the **Password 1** and/or **Password 2** fields. You may require one, two or no passwords. You can set up a password to be required **Always**, **Never**, or based on the thresholds.



9. Click **Save** when you are finished configuring your Signature ID.

IMPORTANT

If you forget your passwords, you must contact Mekorma to override them.

Using Thresholds When Printing

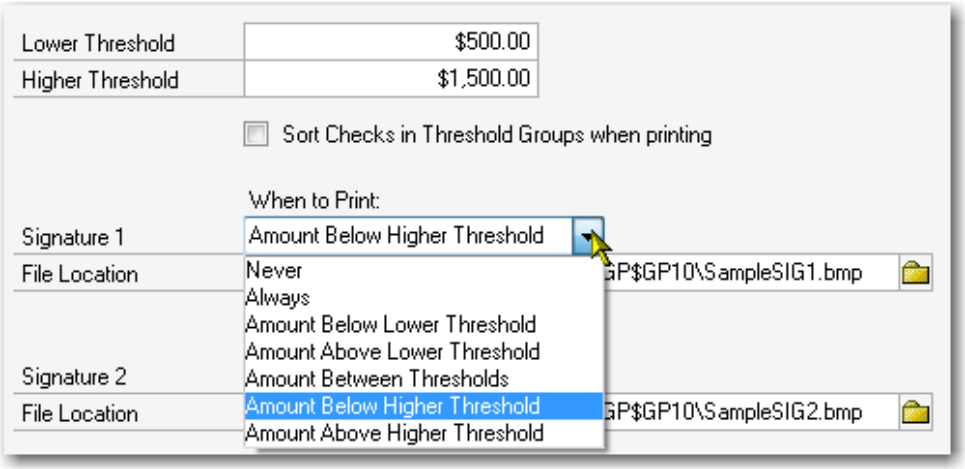
When you print checks in threshold groups, you get a stack of checks with checks above the higher threshold sorted to the top of the stack, checks between the thresholds to the middle of the stack and checks below the lower threshold to the bottom of the stack.

If you want to print using threshold groups, check the **Sort Checks in Threshold Groups when printing** option. This is useful when manually signing higher dollar checks. Some important conditions to note when printing in threshold groups and using signatures and passwords:

- When you select the **Amount Below (**the **lower or higher) Threshold** option for Signatures, Signature Lines and Passwords the exact amount of the threshold value is considered part of the threshold.
- When you select the **Amount Above (**the **lower or higher) Threshold** option for Signatures, Signature Lines and Passwords any amount greater than the threshold value is considered part of the threshold.
- When you select the **Amount Between Thresholds** option for Signatures, Signature Lines, and Passwords, any amount greater than the lower threshold and less than or equal to the higher threshold is considered part of the threshold.
- When printing a batch of invoices, if only one invoice requires a password, you must enter the correct password in order to print all the invoices.
- When the **Sort Check in Threshold Groups when printing** option is checked, the program always looks for an amount greater than the value of threshold. So for example, if the higher threshold is $1000, all checks with a value of $1001 are sorted to the top.
- If you uncheck the **Sort Checks in Threshold Groups when printing** option, checks are sorted based on the sorting option selected.

We have provided the following example to help you to understand how the different threshold options available on the Signature and Password Setup dialog box function.

Example:



If the **Lower Threshold** is $500 and the **Higher Threshold** is $1000, than the following is true:

1. If you select the **Below Lower Threshold** option, than all checks with a value greater than zero and equal to or less than $500 are included in the threshold group.

2. If you select the **Above Lower Threshold** option, than all checks with a value greater than $500 are included in the threshold group.

3. If you select the **Below Higher Threshold** option, than all checks with a value less or equal to $1000 are included in the threshold group.

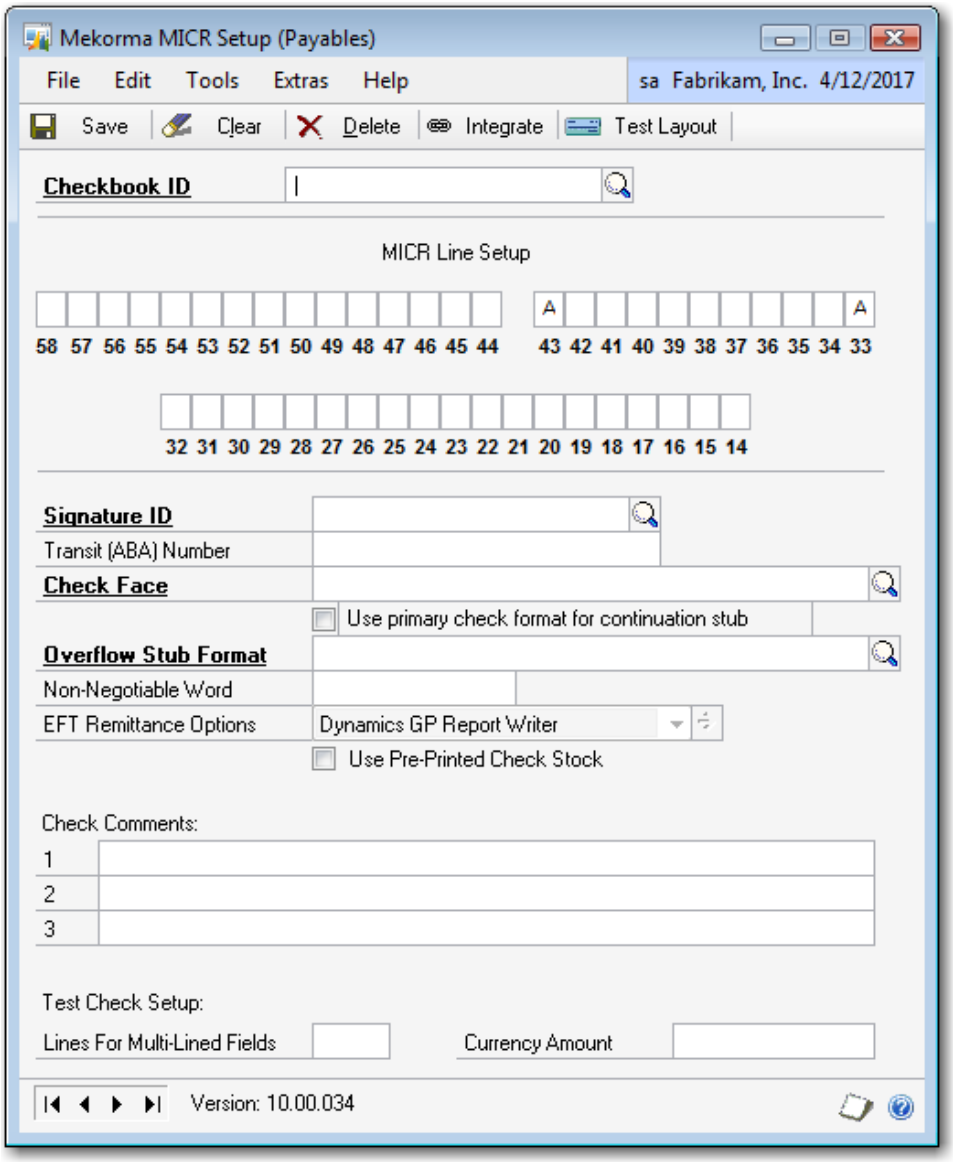
4. If you select the **Above Higher Threshold** option, than all checks with a value greater than $1000 are included in the threshold group.

5. If you select the **Amount Between Thresholds** option, than all checks with a value greater than $500 and less than or equal to $1000 are included in the threshold group.

Configuring a Checkbook for Mekorma MICR Payables

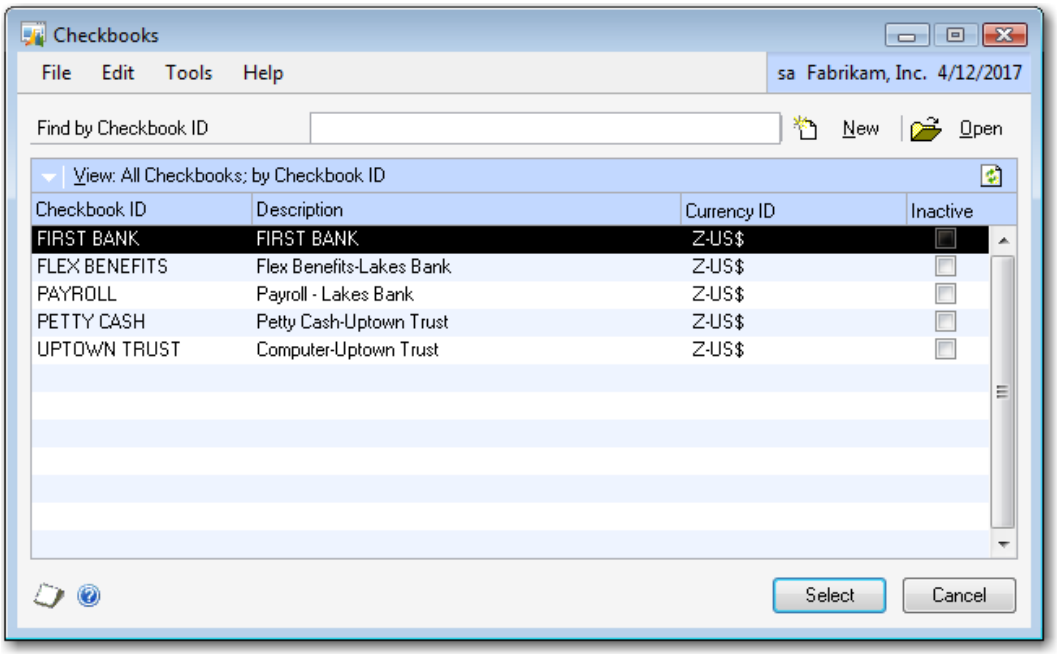
To configure a checkbook for Mekorma MICR payables, you must enter values in the Mekorma MICR Setup (Payables) screen fields. On this screen, you can select a checkbook ID, enter the MICR line values, choose a Signature ID, select a check format, select an EFT remittance option, enter check comments, and more.

To access the Mekorma MICR Setup (Payables) dialog box, select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Mekorma MICR Setup**:



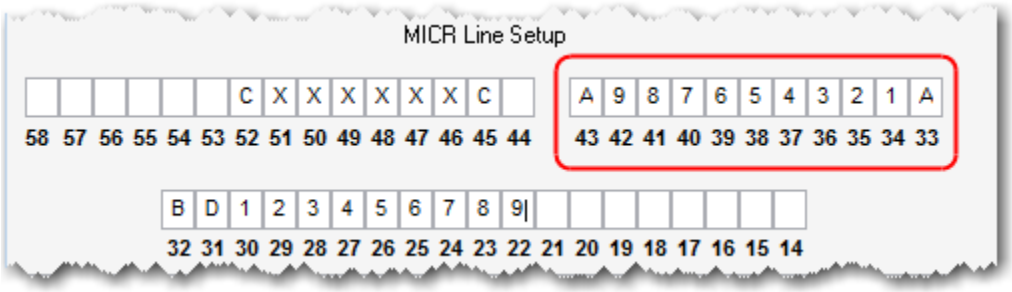
You see the following fields on the Mekorma MICR Setup (Payables) dialog box:

Checkbook ID: Enter or select the Checkbook ID you would like to set up. Click the lookup icon to select from a list of existing checkbooks:



After selecting a checkbook, click the **Checkbook ID** hyperlink to drill-down to the Checkbook Maintenance screen and confirm the checkbook has a **Bank ID** and **Company Address ID**. The bank and addresses printed on the check are based on the Bank and Company Address IDs assigned to the checkbook.

MICR Line Setup: Enter the characters for the MICR line as described in the specifications from your bank. If your bank provided specifications, they should tell you which characters go in each position. Each box in the MICR Configuration fields corresponds to a position number on the MICR line (as highlighted by the red box in the screen shot shown).



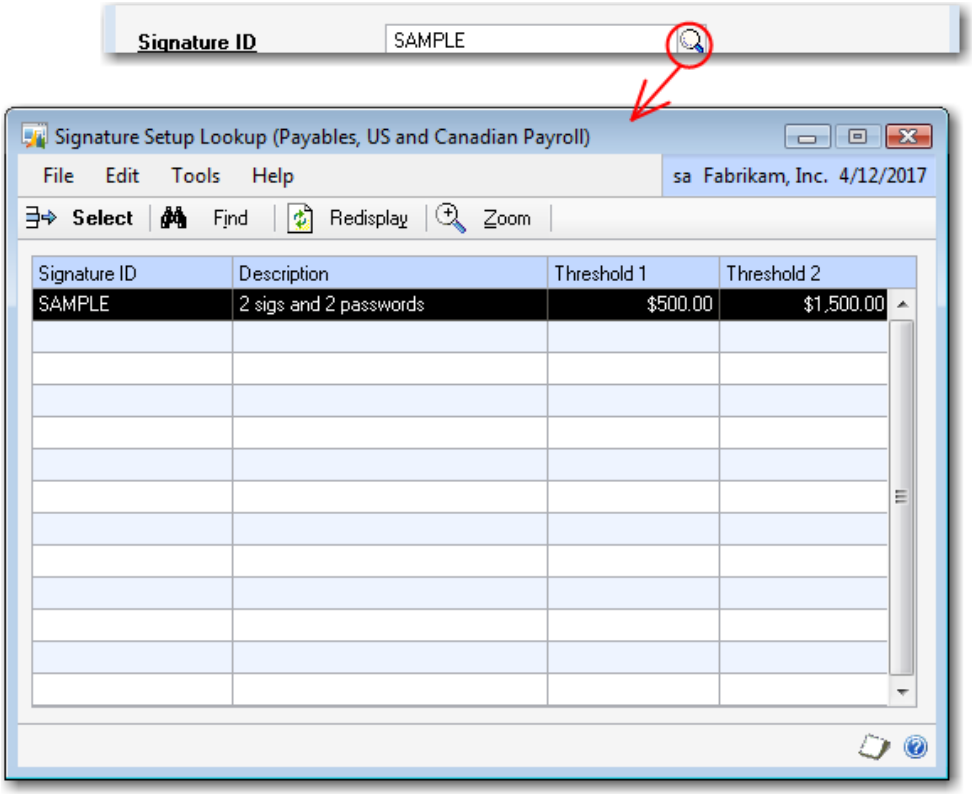
The following table shows which characters to enter for each of the special MICR line symbols:

Keyboard Character	MICR Symbol	Description
A	⑆	Transit symbol character. The Transit symbol always defaults to spaces 33 and 43 in the MICR line. This is standard placement for the United States and Canada. These symbols may be placed in other positions or removed if required by your bank's MICR line specifications.
B	⑈	Dash symbol character.
C	⑉	On-Us symbol character.
D	⑊	Amount symbol.
X	0-9	Placeholder for the Check Number. The X's are replaced with the actual check number when checks are printed. The X's should be entered sequentially and there should only be one group of X's present in the configuration.
Y	0-9	Check Digit character. This is an automatically computed digit based on the check amount and is used to ensure scanner accuracy and improve security. Many US banks now require the inclusion of this digit. Please see Configuring Check Digit Calculations for more information.
	-	Indicates where a space should appear. The system automatically fills in any blank cells with this character.

NOTE

Mekorma MICR Payables only supports printing MICR characters used in the U.S., Canada, and other primarily English-speaking countries.

Signature ID: Select a Signature ID. Every checkbook must be assigned a Signature ID that holds information about passwords, amount thresholds and signature image files. If you have already set up your Signature IDs, click the lookup icon to select an ID from the list. A Signature ID may be shared by more than one checkbook within the same company.



IMPORTANT

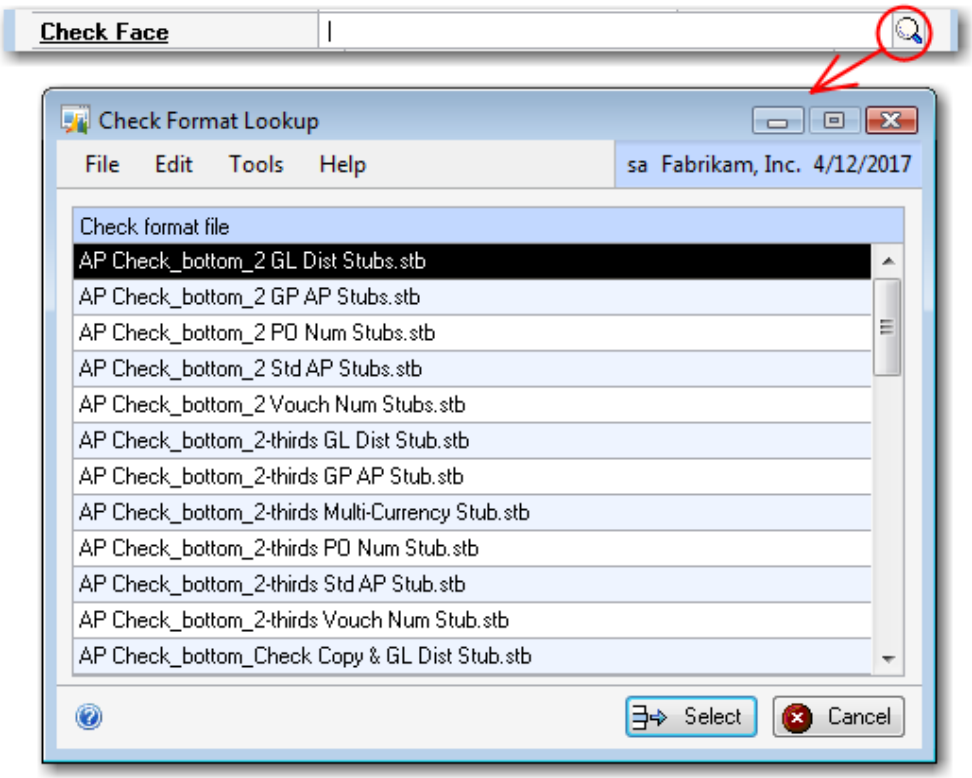
If you are printing signatures on your checks, the logical signature fields must be added to your layout. See Configuring Signatures, Passwords and Thresholds for more information.

Transit (ABA) Number: Enter the Transit (ABA) Number for the checking account. This number is also called the "fractional routing number" and appears in the upper right corner of U.S. checks. Your bank specifications should include this number. In numbers with a horizontal "fraction" (for example, $\frac{12\text{-}22}{1966}$) substitute a forward slash (for example, 12-22/1966). Canadian accounts do not use the Transit (ABA) Number.

NOTE

*You can enter a **Transit (ABA) Number** in either the GP Dynamics Bank Maintenance screen or the Mekorma MICR Setup screen. If you input a **Transit (ABA) Number** in Bank Maintenance, that number is populated initially in Mekorma MICR Setup, but the **Transit ABA Number** entered in the Mekorma MICR Setup screen appears on the check face, regardless of the **Transit ABA Number** entered in the Bank Maintenance screen.*

Check Face: Use the Check Face field lookup to choose the format you will be using for this checkbook.



NOTE

*You should have already set up a folder for the formats and entered the path to the folder either during installation or using Configurator Global Setup screen (**Microsoft Dynamics GP ☞ Tools ☞ Purchasing ☞ Mekorma MICR Payables ☞ Configurator Global Setup**). You cannot save your Mekorma MICR checkbook set up until the path to the formats has been entered.*

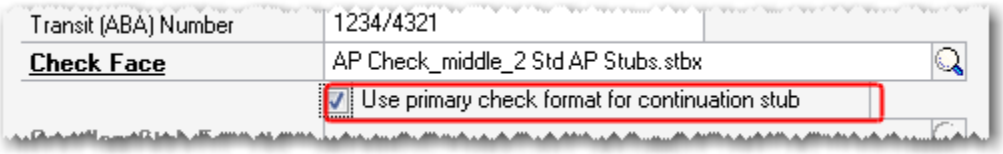
IMPORTANT

The folder containing the Check Format Library files should be a shared network folder that all applicable users have access to.

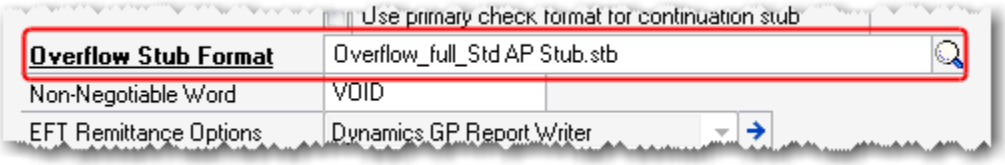
Overflow Stub Format: Use this field to decide how you will print overflow stub information. Overflow stub information may consist of many lines of General Ledger distributions, extensive insurance claim information, several vouchers being paid by a single check or any other information that will not fit on the primary stub.

For overflow information:

- If you check the **Use primary check format for continuation stub** option, information that does not print on the stub attached to the check is printed from the same printer tray as the checks and interspersed with the checks using the same format as the checks except that the check face portion is replaced with a grid.



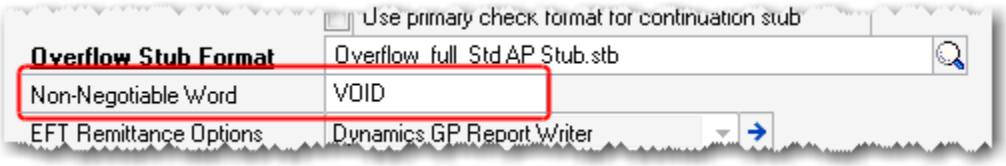
- If you uncheck the **Use primary check format for continuation stub** option, you can select separate overflow format for the excess stub information. The overflow format can be printed to plain paper or other stock using a different printer tray than is used for checks. Using a separate overflow format allows you to print many more lines of text using less paper. The overflow stubs print in the same run as the checks and are automatically interspersed with the appropriate checks.



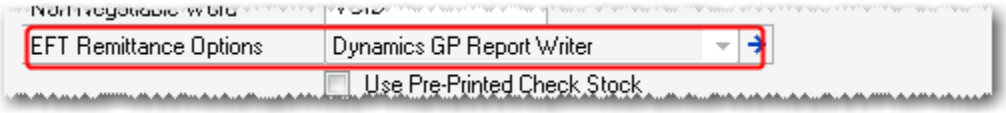
NOTE

*The **Use primary check format for continuation stub** option is useful if you generally do not pay more than 13 invoices with a single check and are not printing general ledger distribution or other extensive stub information. You cannot use this feature if you are using pre-printed check stock. A separate **Overflow Stub Format** must be used to preserve correct check numbering.*

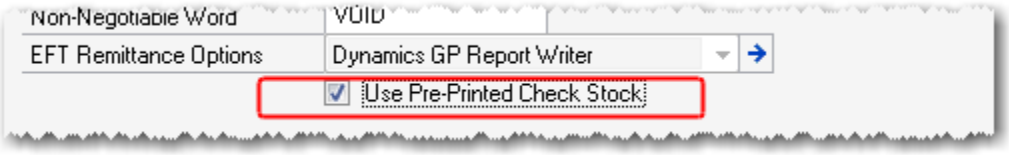
Non-Negotiable Word: Enter the text to print as the background image on check copies. If you are not printing checks copies, you can leave this field blank.



EFT Remittance Options: If you are printing EFTs, click the arrow button to select a remittance option. This option affects the outcome of regular remittances *and* EFT remittances. For example, if the **Check Face/Overflow Stub** option is selected, all remittances—not only the EFT remittances—are printed on the selected check face or overflow stub format. The default option is the Dynamics GP Report Writer (see the Using the EFT Remittance Options section for more information on this field).



Use Pre-Printed Check Stock: If you are using check stock that already has bank and MICR information printed on it, check this option. You can then choose an **Overflow Stub Format** or use separate remittances for overflows.



This option is used to manage check numbering. If the checks are *not* pre-printed, overflow information can be printed directly after the check and the check numbers are not affected. But if pre-printed checks are used, the check numbering would be affected by the overflow information. For EFT remittances, if you check this option, check numbers are used instead of remit numbers.

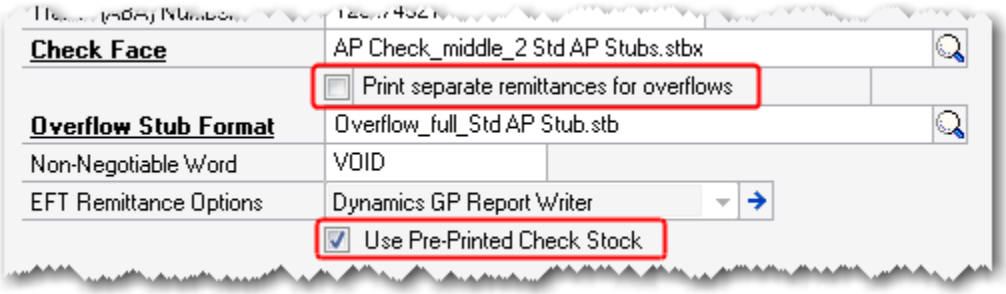
Checking this option does not suppress any Configurator fields. You must manually remove any unnecessary fields from the stub file. Please see the *Mekorma MICR Configuring Check Layouts.pdf* for steps on deleting fields or creating new formats without the unneeded fields.

If you use pre-printed check stock, we recommend that you do not use any sorting options for payables (such as a customization that involves sorting functionality) because it will affect the numbering on the checks.

NOTE

*If the **Use Pre-Printed Check Stock** option is checked, the "Check number length does not match MICR Setup" warning message displayed from the Payables Check Entry screen is suppressed.*

Print separate remittances for overflows: This option is displayed when the **Use Pre-Printed Check Stock** is checked. Please see Printing Separate Remittances in Dynamics GP for more information on this option. This option is dependent on the selection (either **Dynamics GP Report Writer**, **Check Face/Overflow**, or **EFT Remittance Format**) entered in the **EFT Remittance Options** field (see Using the EFT Remittance Options for more information).



IMPORTANT

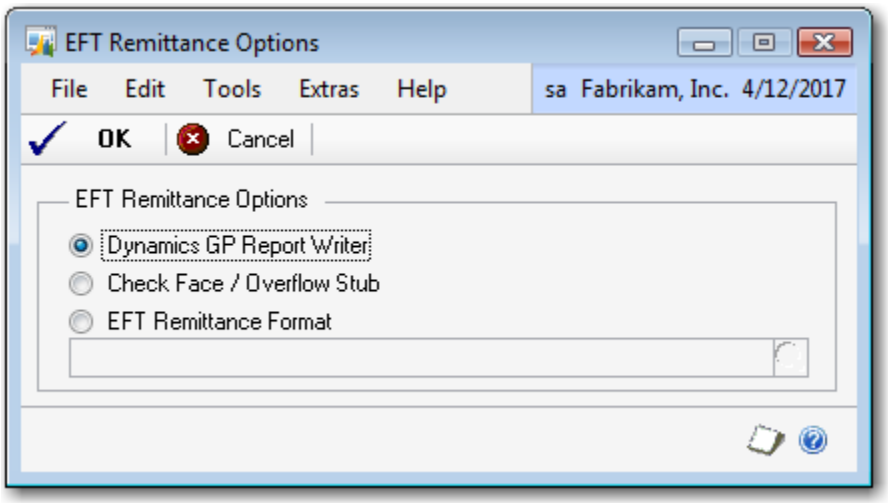
For Pre-Printed checks, if you are using a .stb file from the Mekorma Check Format Library as a base for your checks, you will need to use the Configurator to remove information that is already printed on your checks, such as the bank name, a "Pay to the order of" label, the MICR line, and so on.

Check Comments: Enter check comments if desired. See the Check Comments section for more information on entering check comments.

Click **Save** when you are finished setting up the checkbook.

Using the EFT Remittance Options

Click the arrow button next to the **EFT Remittance Options** field on the Mekorma MICR Setup (Payables) screen to view the EFT Remittance Options dialog box:



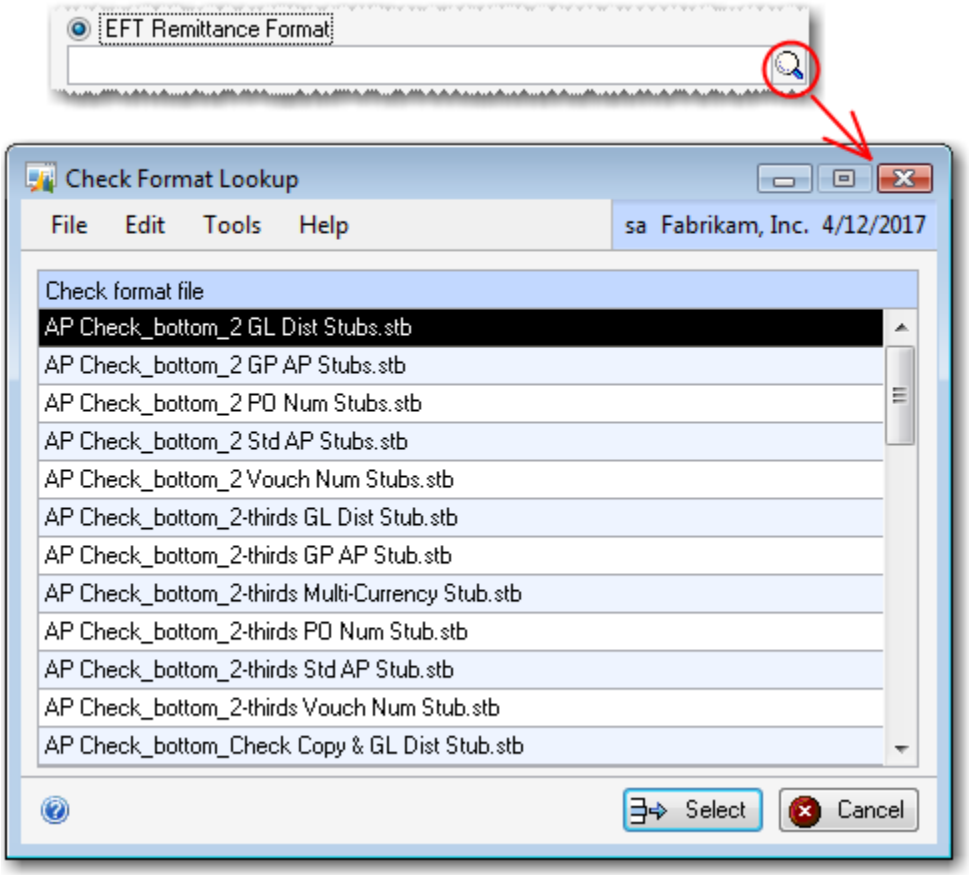
Select

Dynamics GP Report Writer to print EFT Remittances using the Microsoft Dynamics GP Report Writer.

Check Face/Overflow Stub to print EFT Remittances on a Mekorma MICR check or overflow stub format. If you select this option, enter a format in the **Check Face** and/or **Overflow Stub Format** field of the Mekorma MICR Setup dialog box. If you select this option, during the printing process, if you are configured to use passwords, you are prompted to enter the applicable password in order to print the remittances.

EFT Remittance Format to print EFT Remittances using a specific format that you have customized for EFT remittances. When you select this option, the lookup field below it is activated. If you select this option, during the printing process, if you are configured to use passwords, you are prompted to enter the applicable password in order to print the remittances.

If you select the **EFT Remittance Format** option, you can click the lookup icon to select a format from the Check Format Lookup dialog box:



NOTE

*If you select the **Check Face/Overflow Stub** or the **EFT Remittance Format** option and do NOT select an overflow format, overflows are printed on the selected check face/remittance format.*

After selecting an option, click **OK** to close the EFT Remittance Options screen. Your selection is displayed in the **EFT Remittance Options** field. See Printing EFT Remittances for more information on printing remittances.

Check Comments

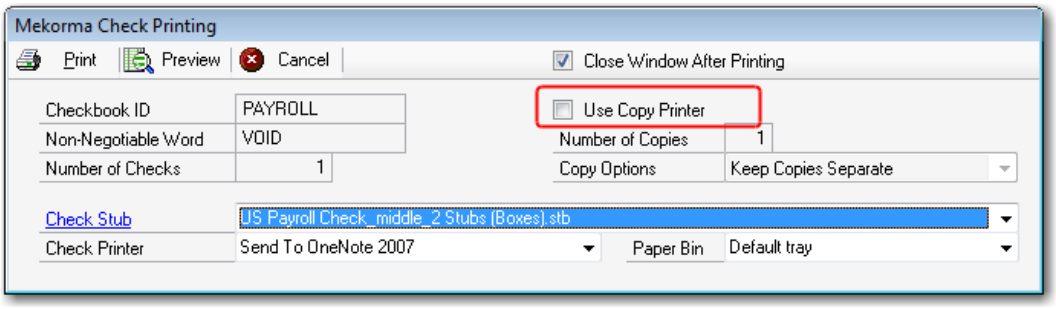
Check comments are an optional way to print text on your checks and stubs. The text in the **Check Comments** fields on the Mekorma MICR Setup dialog box will print on all checks from the checkbook.

If you have text that you want to print on checks from more than one checkbook, it is better to type the information directly on the format. If you want to use check comments, be sure the **Check Comments** fields have been added to the layout. The comment fields are found in the **General Information** category of the Configurator layout tool.

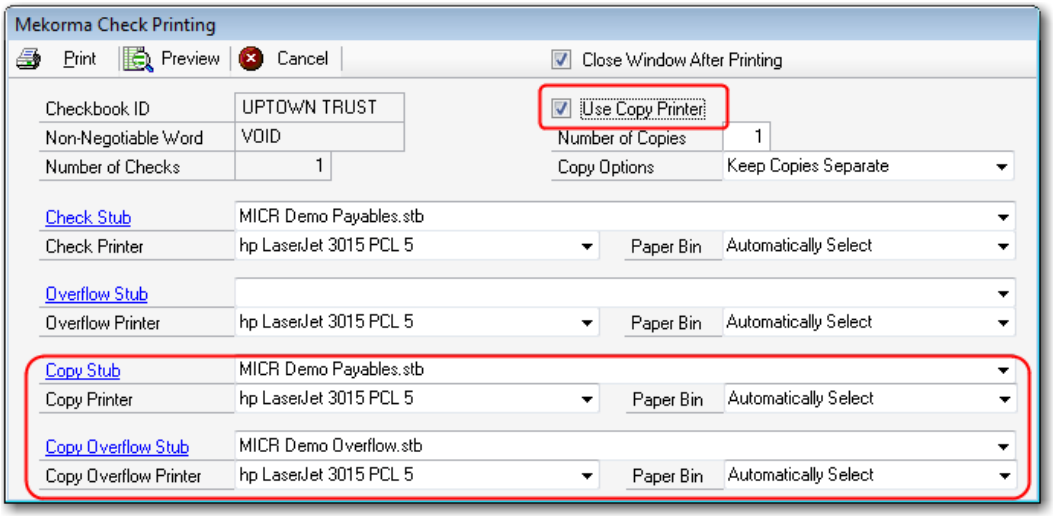
Check Copies

Mekorma MICR has a check copy feature that allows you to print a second run of checks and stubs. The second run prints an exact copy of the stubs and a modified copy of the check. By default, the check copy prints a gray background image of the word "VOID" in large letters across the whole face of the check.

The option to print check copies is located on the Mekorma Check Printing screen that displays when you are ready to print checks. To print copies, check the **Use Copy Printer** option.



When the **Use Copy Printer** option is selected, you see the following additional options on the Mekorma Check Printing screen:



Select the number of copies you want to print. You can also choose to from the following **Copy Options:**

Select

Keep Copies Separate to print copies after checks are printed.

Keep Copies with Checks to print check copies with the checks.

Select the **Copy Stub, Copy Printer** and **Paper Bin** for the check copies using the drop-down lists. If you are printing Overflow copies, you can also select a stub format, printer, and paper bin for overflow copies.

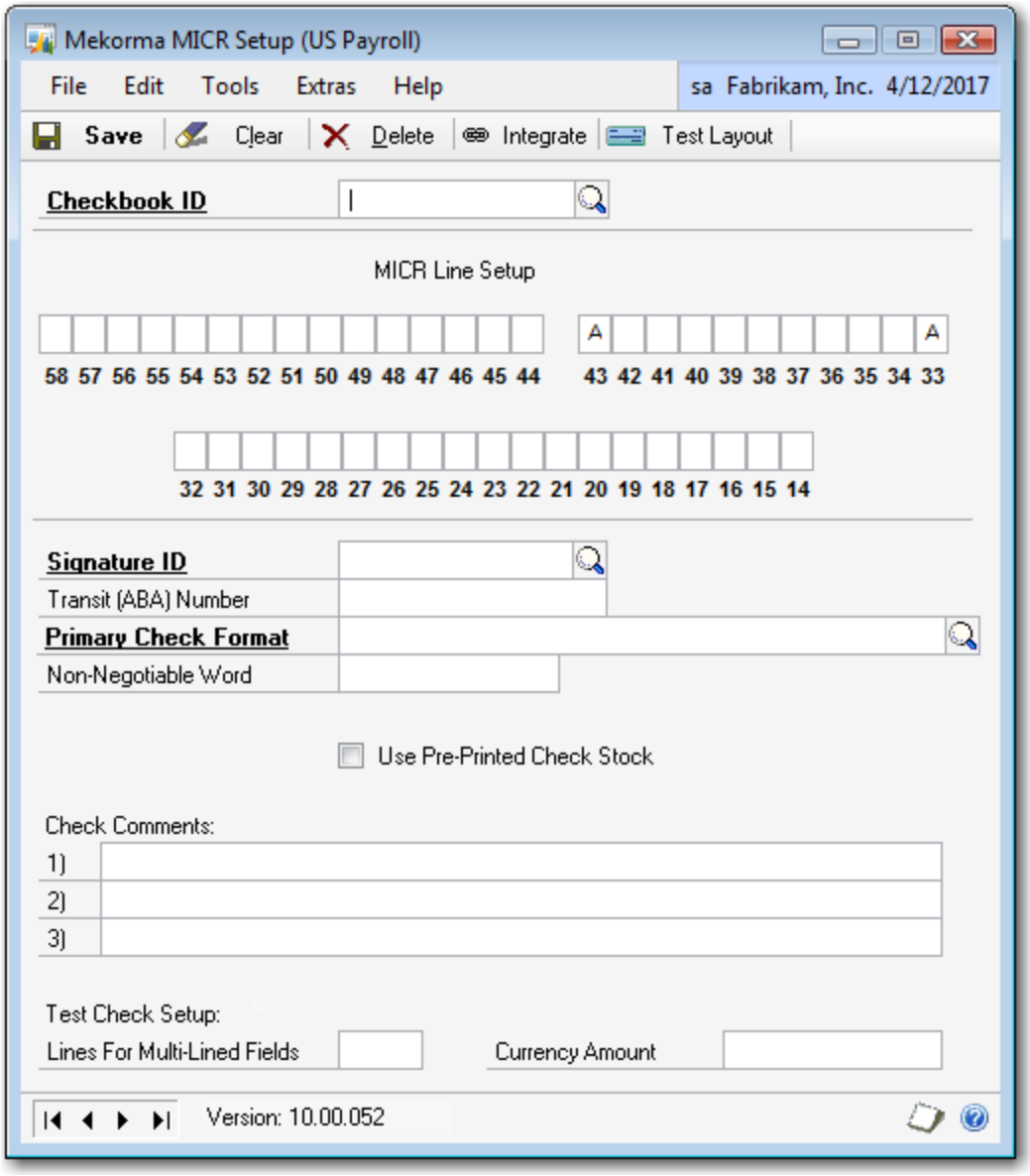
NOTE

*For information on setting the **Use Copy Printer** option to default to the "On" position, please see the Automatic Check Copies section.*

Configuring a Checkbook for Mekorma MICR US Payroll

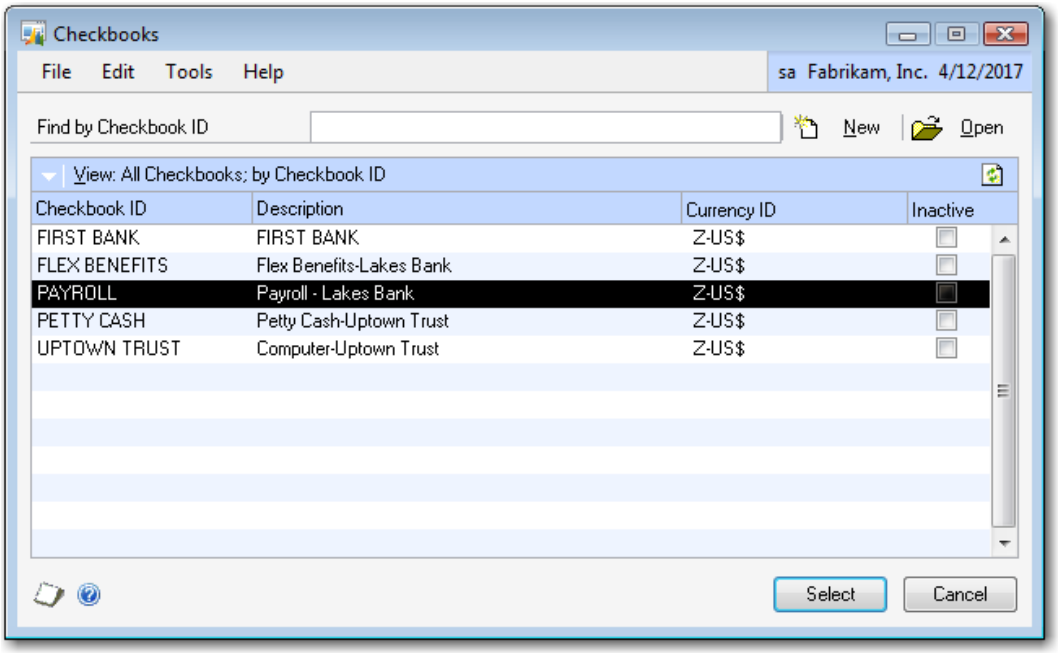
To configure a checkbook for Mekorma MICR US Payroll, you must enter values in the Mekorma MICR Setup (US Payroll) screen fields. On this screen, you can select a checkbook ID, enter the MICR line values, choose a Signature ID, select a check format, enter check comments, and more.

To access the Mekorma MICR Setup (US Payroll) dialog box, select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Payroll ☞ Mekorma MICR US Payroll ☞ Mekorma MICR Setup.**



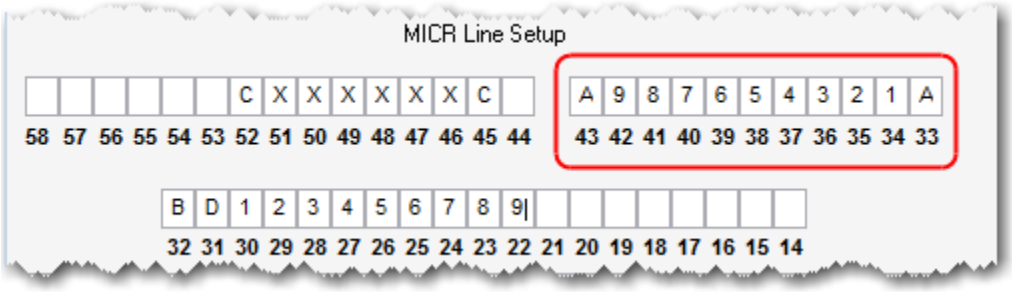
You see the following fields in the Mekorma MICR Setup (US Payroll) dialog box:

Checkbook ID: Enter or select the Checkbook ID you would like to set up. Click the lookup icon to select from a list of existing checkbooks:



After selecting a checkbook, click the **Checkbook ID** hyperlink to drill-down to the Checkbook Maintenance screen to confirm the checkbook has a **Bank ID** and **Company Address ID**. The bank and addresses on the check will print based on the Bank and Company Address IDs assigned to the checkbook.

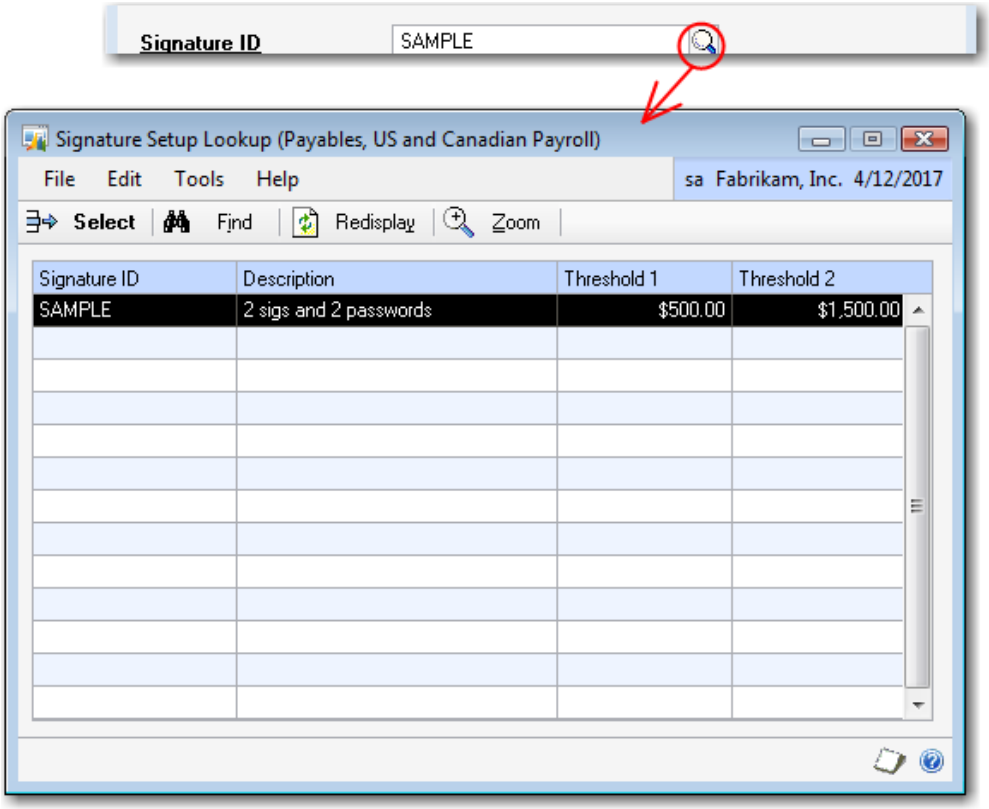
MICR Line Setup: Enter the characters for the MICR line as described in the specifications from your bank. If your bank provided specifications, they should tell you which characters go in each position. Each box in the MICR Configuration fields corresponds to a position number on the MICR line (as highlighted by the red box in the screen shot shown).



NOTE

The table on Page 69 contains descriptions of the MICR line characters.

Signature ID: Select a Signature ID. Every checkbook must be assigned a Signature ID that holds information about passwords, amount thresholds and signature image files. If you have already set up your Signature IDs, you can use the lookup icon to select one from the list. A Signature ID may be shared by more than one checkbook within the same company.



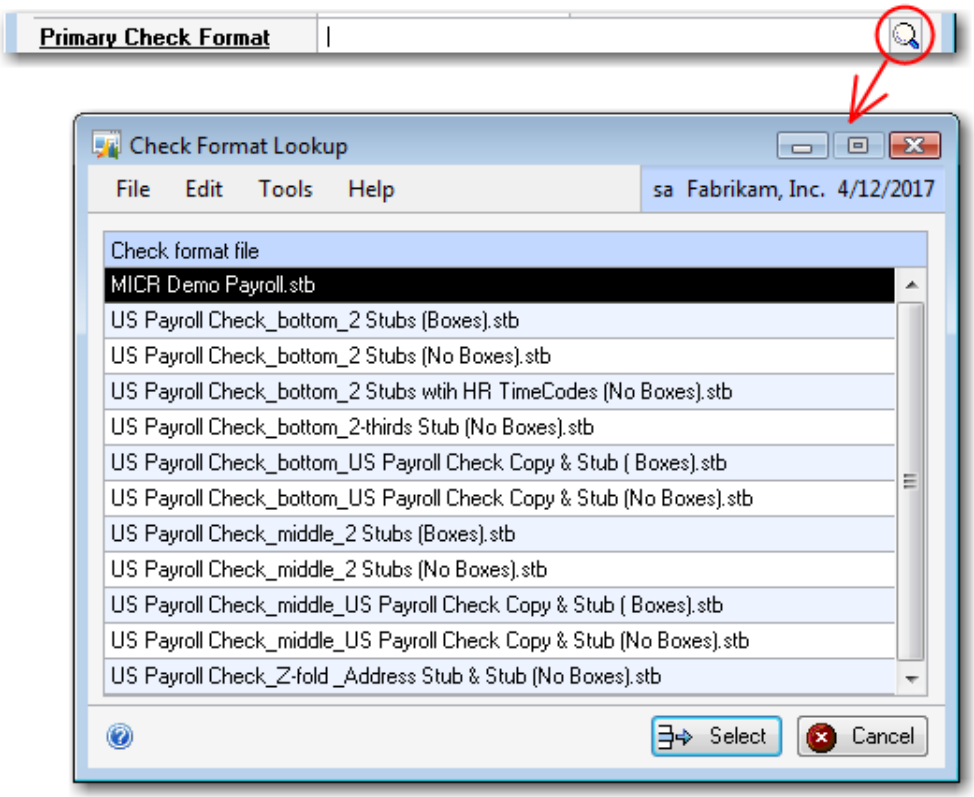
IMPORTANT

If you are printing signatures on your checks, the logical signature fields must be added to your layout. See Configuring Signatures, Passwords and Thresholds for more information.

Transit (ABA) Number: Enter the Transit (ABA) Number for the checking account. This number is also called the "fractional routing number" and appears in the upper right corner of U.S. checks.

Your bank specifications should include this number. In numbers with a horizontal "fraction" (for example, $\frac{12\text{-}22}{1966}$) substitute a forward slash (for example, 12-22/1966). Canadian accounts do not use the Transit (ABA) Number.

Primary Check Format: Click the Primary Check Format field lookup icon to choose the format you will be using for this checkbook.



NOTE

*You should have already set up a folder for the formats and entered the path to the folder either during installation, or using Configurator Global Setup screen (**Microsoft Dynamics GP ☞ Tools ☞ Payroll ☞ Mekorma MICR US Payroll ☞ Configurator Global Setup**). You cannot save your Mekorma MICR checkbook set up until the path to the formats has been entered.*

Non-Negotiable Word: Enter the text to print as the background image on check copies in this field. If you are not printing checks copies, you can leave this field blank.

Use Pre-Printed Check Stock: If you are using check stock that already has bank and MICR information printed on it, check this option.

This option is used to manage check numbering. If checked, any Direct Deposit earning statements printed as "voided checks" through Mekorma MICR will be assigned check numbers rather than "remit" numbers.

Checking this option does not suppress any Configurator fields. You must manually remove any unnecessary fields from the stub file. Please see the *Mekorma MICR Configuring Check Layouts.pdf* for steps on deleting fields or creating new formats without the unneeded fields.

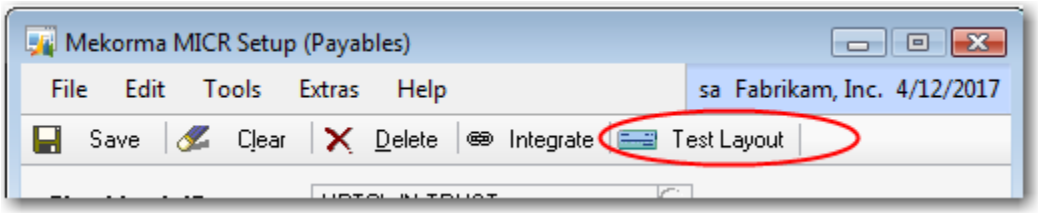
If you use pre-printed check stock, we recommend that you do not use any sorting options for payroll (such as the Sort Payroll by Location ID easyAdd or a customization that involves sorting functionality) because it will affect the numbering on the checks.

Check Comments: Enter check comments if desired. See the Check Comments section for more information on entering check comments.

Click **Save** when you are finished setting up the checkbook.

Printing Test Checks

Mekorma MICR includes a function on the Mekorma MICR Setup screen (for Payables and US Payroll) called **Test Layout** to help you verify the correctness of your check layouts.



The most important thing to verify is the placement of the MICR characters at the bottom of the check face. For this a MICR gauge should be used. Test Layout is used for primary checks, stubs, and overflow stubs.

Test Layout is used to verify:

- Placement of MICR characters
- Alignment of fields
- Field Length
- Page Alignment
- Signature Logic
- Overflow settings
- Logo size, resolution, and placement
- Adherence to legal standards

IMPORTANT

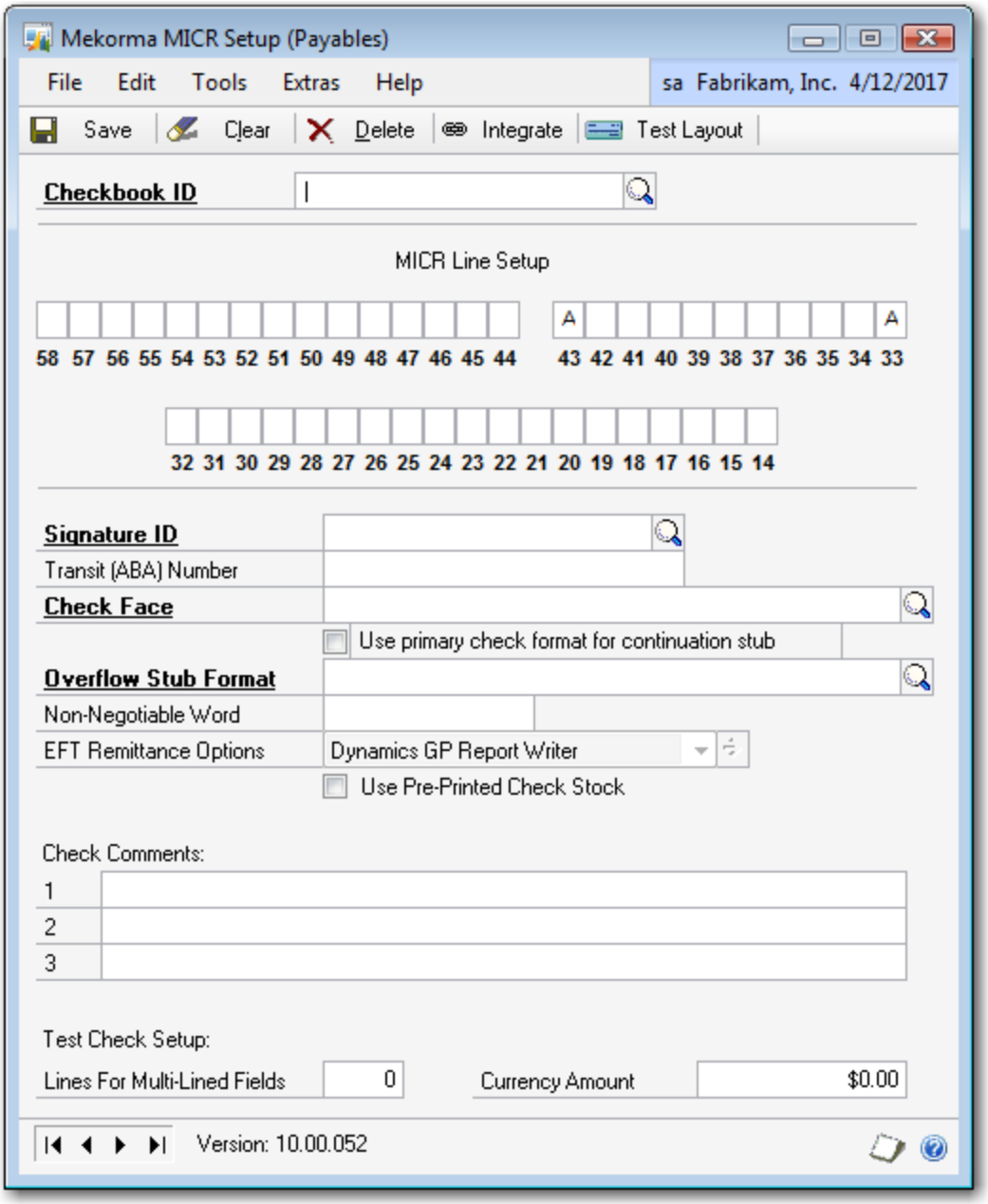
Print the test checks from the same workstation and printer you will be using for live checks. Differences in printers and operating systems can lead to size and placement variations on the printed page.

The following table explains what to look for in each element being tested.

Element Being Tested	How To Test/ What To Look For	How to Address the Issue
Placement of MICR characters	When using a MICR gauge be sure that each character appears in the center of the box at the correct position number. Be sure the gauge is properly aligned with the right and bottom edges of the check.	See the *Mekorma MICR Configuring Check Layouts* guide for steps on adjusting placement of the MICR Line.
Alignment of fields	Check visually to see if grouped data and text fields line up horizontally and vertically, especially with regard to voucher multi-lined fields.	See the *Mekorma MICR Configuring Check Layouts* guide for steps on aligning text and fields with each other.
Field Length	Check visually to see that text and numeric data fields are appearing in full. If Multi-lined fields are used, make sure that the length can accommodate the maximum number of lines you intend to print.	See the *Mekorma MICR Configuring Check Layouts* guide for steps on aligning text and fields with each other.
Signature Logic	Using the **Currency Amount** field, enter various check amounts below and above each threshold setting. You can verify that the printed signature(s) and signature line(s) match your signature logic.	See the Configuring Signatures, Passwords and Thresholds section of this document.
Overflow Settings	In the **Line for Multi-lined Fields** field, enter the number of vouchers required to create an overflow condition, and check to see that the correct overflow stub format is used and the remaining vouchers appear on the overflow stub.	Make sure that **Use Primary check format for continuation stub** option (or the **Print separate remittances for overflows** option if you are using Pre-Printed Check Stock) is unchecked. Make sure that both the **Check Face** and **Overflow Stub Format** fields have similar stub fields. If an Overflow Stub format is defined, save the checkbook setup before printing a test check.
Logo Size, Resolution, and Placement	Check visually to see that the logo is correctly sized and placed, and is not stretched vertically or horizontally.	See the *Mekorma MICR Configuring Check Layouts* guide for steps on adding a logo.

To print a test check complete the following steps (the examples in this section use the Mekorma MICR Setup for Payables):

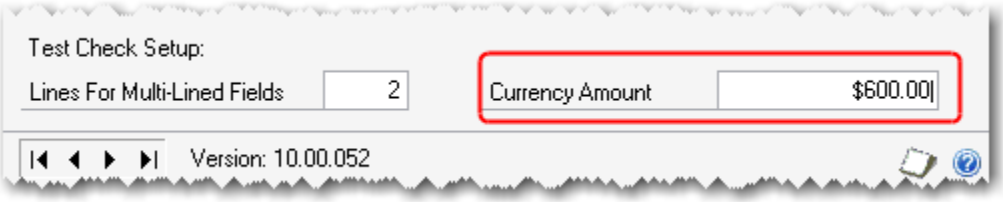
1. Select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Mekorma MICR Setup** to open the Mekorma MICR Setup dialog box:



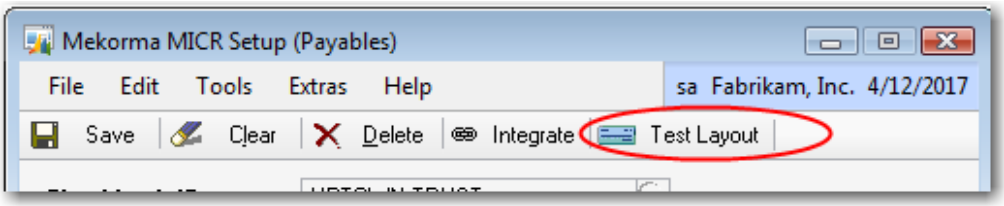
2. Enter or select a **Checkbook ID**.

3. Enter a value in the **Lines For Multi-Lined Fields** field to represent the number of invoice lines that will print on the stub. For example, if you want to see a stub that is paying five invoices, enter "5". If you are using an overflow format, enter a number large enough to force the stub information to overflow to the next page.

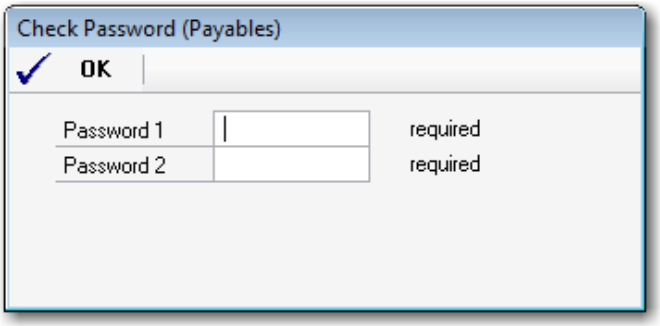
4. In the **Currency Amount** field, enter the amount to print in the currency fields on the check. You can enter different amounts here to test your password and signature logic.



5. Click the **Test Layout** button.

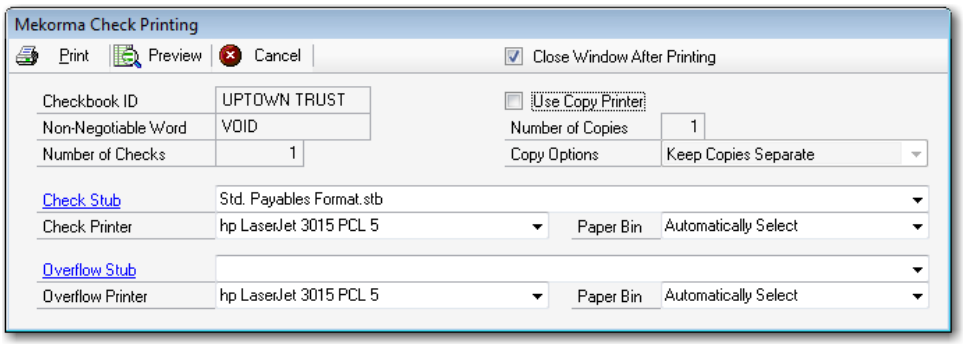


6. Enter any required passwords:



7. If your signature image file resides on removable media (such as a CD or flash drive), you are prompted to insert the media containing the .bmp file. If your signature image is stored on a network or local drive, no prompts are displayed.

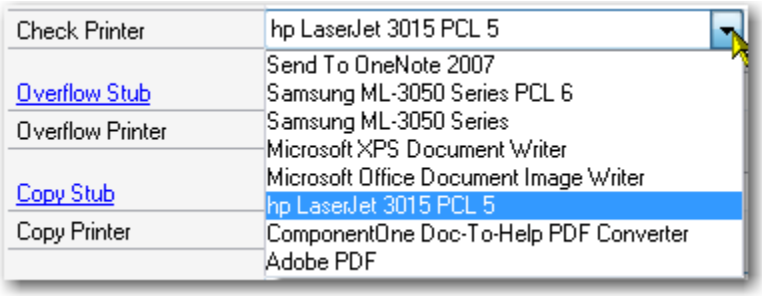
8. After entering any applicable passwords, you see the Mekorma Check Printing dialog box:



NOTE

For more information on this screen, see the [Special Features of the Mekorma Check Printing Screen](#) section of this document.

9. On the Mekorma Check Printing dialog box, confirm that the **Check Printer** is the printer you will be using for checks. If not, select the check printer from the drop-down list of printers:



10. Click the **Print** button to send the check to the printer. Review the check layout.

After printing the test checks, use a [MICR gauge](#) to check the placement of the MICR line. To adjust the MICR line vertically or horizontally, open the check format in the Mekorma MICR Configurator, and follow the directions in the "Adjusting Placement of the MICR Line" section of the *Mekorma MICR Configuring Check Layouts* guide (located in the **Mekorma MICR** folder of your Dynamics GP directory).

TIP

The Vendor and Payment Address data for the Test Layout comes from the first Vendor Remit-To address located in the Dynamics GP Vendor Maintenance screen. If you require testing with unusually long addresses or multiple address lines, please temporarily change the Remit-To address before printing the Test Layout.

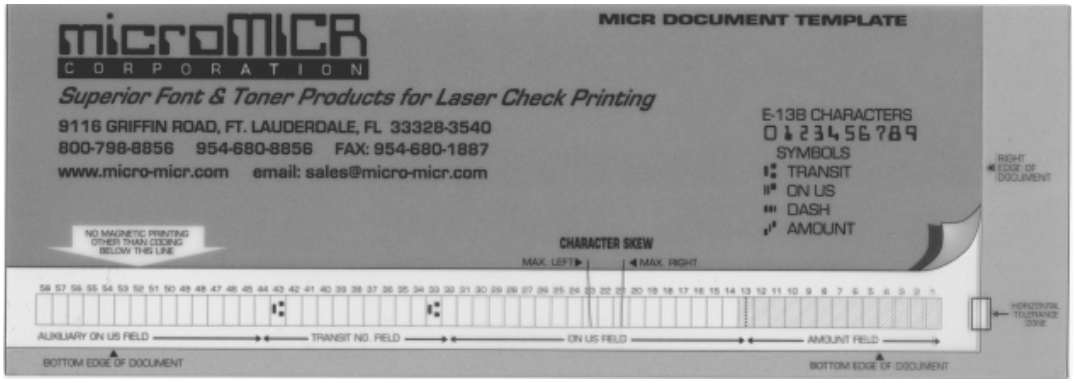
NOTE

EasyAdd fields that are added to a stub format cannot be verified with the ***Test Layout*** *function. Please use sample data to verify these fields are printing correctly.*

Working With a MICR Gauge

Before sending checks to the bank, you should test the accuracy of the MICR line with a MICR gauge. A MICR Gauge is a transparent plastic ruler for checking the placement of the MICR line. If you do not have a MICR gauge you can usually obtain one from your check stock vendor.

Example of a MICR Gauge:



The process for ensuring the correct alignment of the MICR line is:

1. Print a sample check on the check stock you will be using for live checks.

2. Line up the vertical dotted line on the right side of the gauge with the edge of the check.

3. Verify that the characters in the MICR line fit squarely within each box in the position as described by the specifications provided by your bank.

Printing Checks with Mekorma MICR

This section provides information on the following topics:

- Overview, following
- Special Features of the Mekorma Check Printing Screen
- Printing a Payables Transaction Check
- Printing Payables Batch Checks
- Mekorma MICR Batch Recovery
- Printing US Payroll Checks
- Reprinting Checks
- Printing Miscellaneous Checks
- Printing Blank Checks

Overview

Mekorma MICR blends into Dynamics GP to give you the ability to print on blank or pre-printed check stock, print signatures based on the dollar amount of the check, add password protection to the check printing process, and print check copies for your files.

IMPORTANT

Within the same company, you cannot print some checks using Mekorma MICR and others using Dynamics GP.

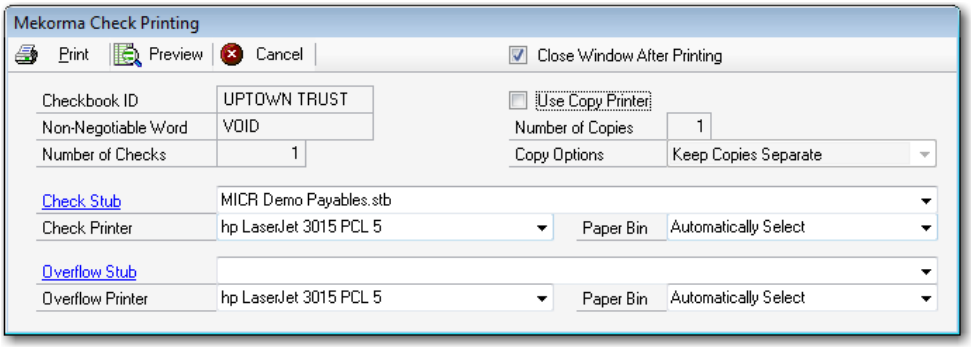
In this section we will review the different check printing processes available using Mekorma MICR for Dynamics GP. It is important to note that any change to your operating system, server, or printer can cause printing variations. Always retest the formatting of your checks and the MICR line if you have altered your system configuration or peripherals in any way.

NOTE

Mekorma MICR check printing is not affected by the Canadian date settings on Multi-lingual checks.

Special Features of the Mekorma Check Printing Screen

When printing checks with Mekorma MICR, the Mekorma Check Printing dialog box replaces the standard Microsoft Dynamics GP printer dialog box. The settings on this window are specific to Mekorma MICR.



The Mekorma Check Printing dialog box contains the following options:

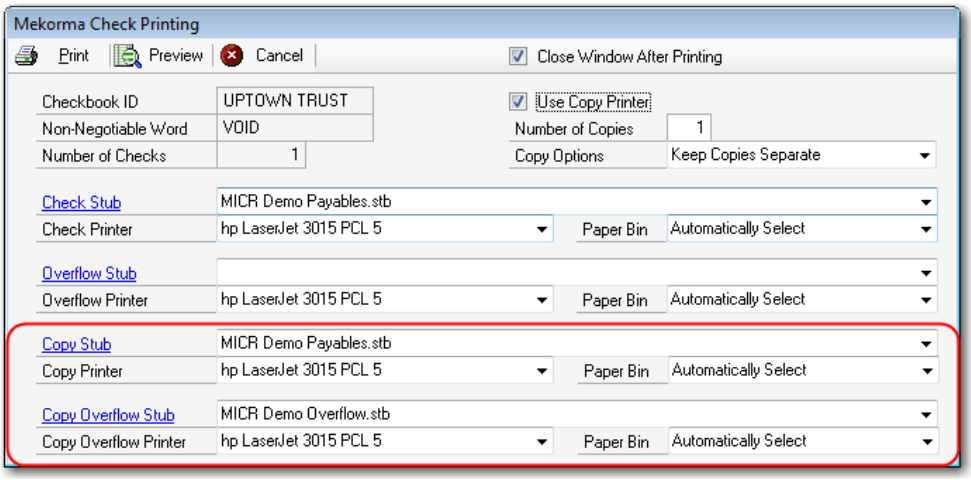
Checkbook ID: Displays the selected checkbook.

Non-Negotiable Word: Displays the non-negotiable word entered in the Mekorma MICR Setup screen (if applicable).

Number of Checks: Displays the number of checks being printed.

Close Window After Printing: Check this option to close the Mekorma Check Printing screen after printing checks. If unchecked, the Mekorma Check Printing screen remains open after printing checks so you can print check copies. The default value is checked.

Use Copy Printer: Check this option to display additional printer selections for printing check and overflow copies at the same time you are printing the checks.



NOTE

The Copy Printer automatically prints the check copies according to the ***Number of Copies*** *specified.*

Number of Copies: Enter the number of check copies you want to print. This field is only enabled if the **Use Copy Printer** option is selected.

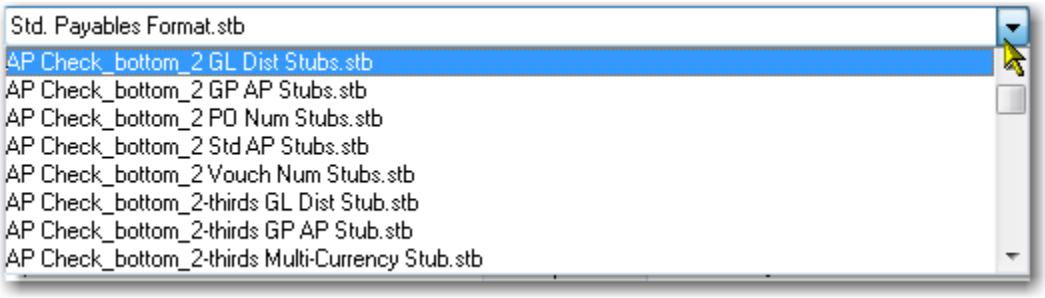
Copy Options: Select an option for printing check copies. This field is only enabled if the **Use Copy Printer** option is selected.

Select

> **Keep Copies Separate** to print copies after checks are printed.
>
> **Keep Copies with Checks** to print check copies with the checks.

Check Stub: Displays the check stub format selected in the **Check Face** field of the Mekorma MICR Setup screen. Click the field hyperlink to launch the Mekorma MICR Configurator layout tool.

Click the drop-down arrow to change the selected check stub format:

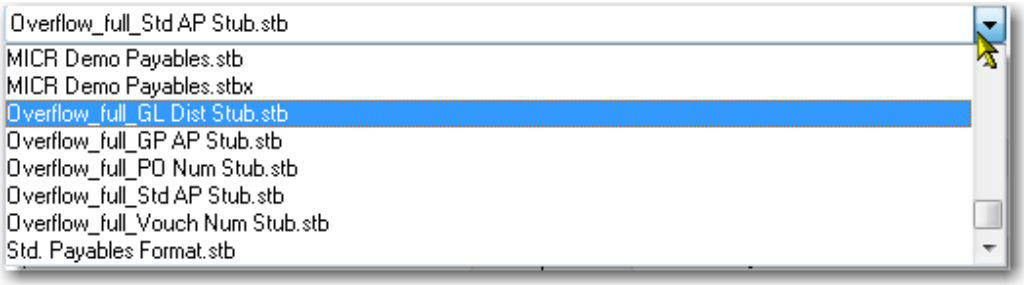


Check Printer: Select a printer for printing checks. The program remembers the last printer selected.

Paper Bin: Select a paper bin for the check printer. The program remembers the last bin selected.

Overflow Stub: Displays the overflow stub format selected in the **Overflow Stub Format** field of the Mekorma MICR Setup screen. Click the field hyperlink to launch the Mekorma MICR Configurator layout tool.

Click the drop-down arrow to change the selected check stub format:

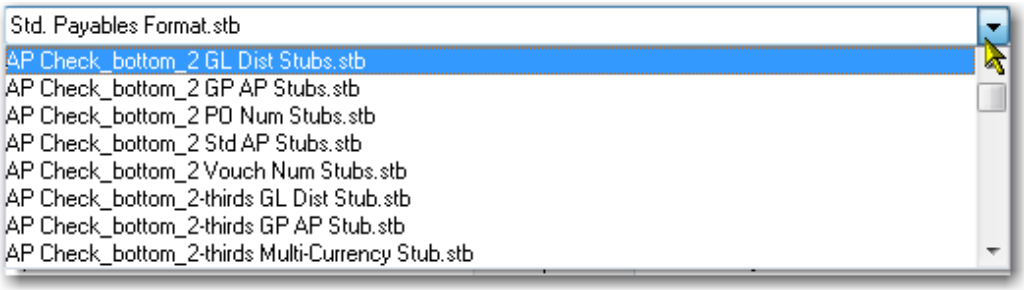


Overflow Printer: Select a printer for printing overflow or remittance information. The program remembers the last printer selected.

Paper Bin: Select a paper bin for the overflow printer. The program remembers the last bin selected.

Copy Stub: Displays the check stub format selected in the **Check Face** field of the Mekorma MICR Setup screen. Click the field hyperlink to launch the Mekorma MICR Configurator layout tool.

Click the drop-down arrow to change the selected check stub format:

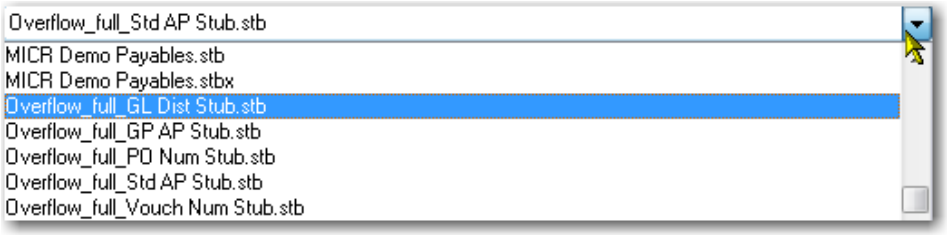


Copy Printer: Select a printer for printing check copies. The program remembers the last printer selected.

Paper Bin: Select a paper bin for the check copy printer. The program remembers the last bin selected.

Copy Overflow Stub: Displays the overflow check stub format selected in the **Overflow Stub Format** field of the Mekorma MICR Setup screen. Click the field hyperlink to launch the Mekorma MICR Configurator layout tool.

Click the drop-down arrow to change the selected check stub format:



Copy Overflow Printer: Select a printer for printing overflow copies. The program remembers the last printer selected.

Paper Bin: Select a paper bin for the overflow copy printer. The program remembers the last bin selected.

Click

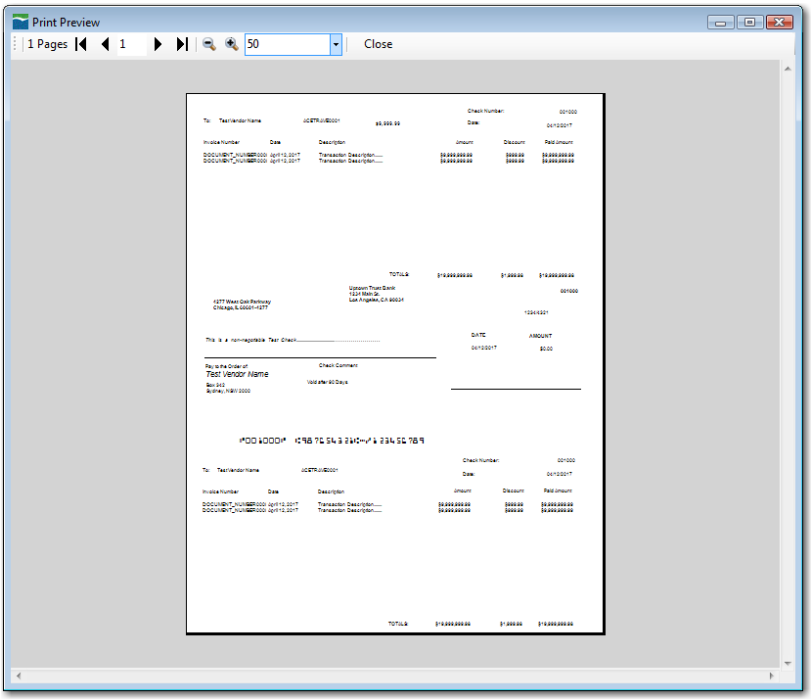
Print to print the selected checks and/or check copies.

Preview to view a preview of the checks you are printing.

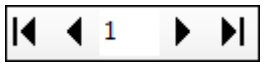
Cancel to close the Mekorma Check Printing dialog box.

The Print Preview Screen

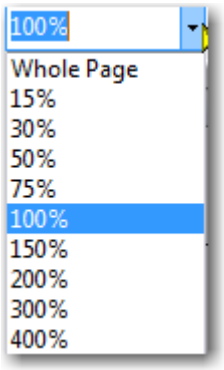
Click the Preview icon to launch the Print Preview screen form the Mekorma Check Printing dialog box:



Use the arrow buttons to navigate forwards and backwards on multiple page check runs.



You can change the magnification using the zoom options or selecting a magnification size from the drop-down list:



Click **Close** to close the Print Preview screen.

Printing a Payables Transaction Check

The process for printing payables transaction checks with Mekorma MICR follows the same steps as printing standard Dynamics GP payables transaction checks with the exception of using the alternate Print Mekorma MICR Payables Transaction Checks screen rather than the standard Dynamics GP Print Payables Transaction Checks screen.

Dynamics GP security must be set to the Mekorma MICR alternate windows for each user printing payables transaction checks in the company. Please the Dynamics GP Security Setup of this guide.

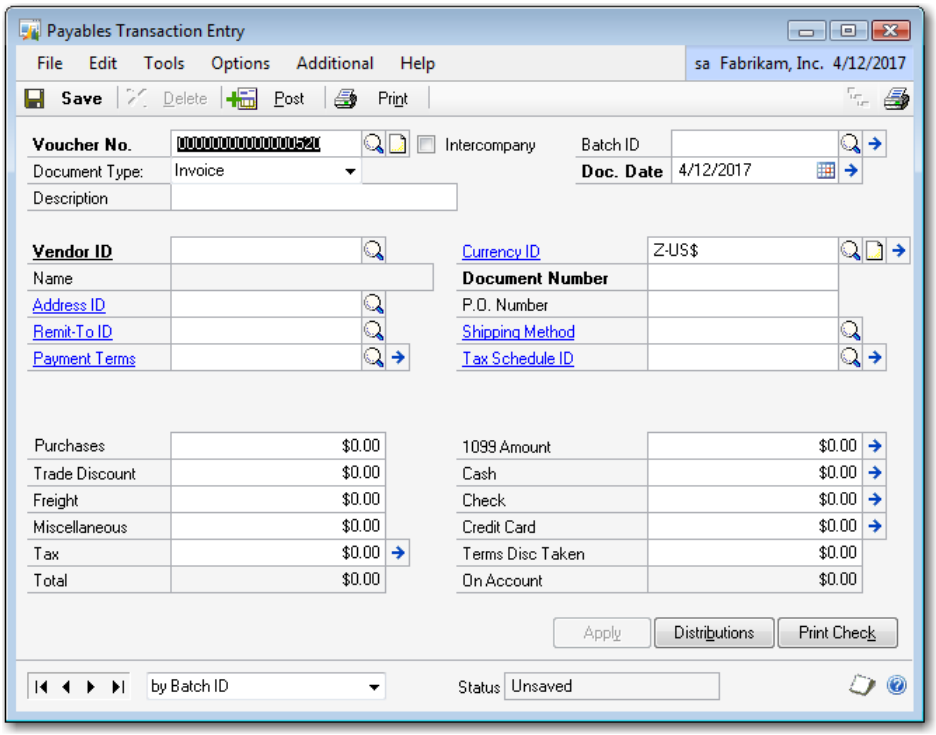
NOTE

When using Mekorma MICR to print payables checks, the ***Separate Remittance*** *option found on the Dynamics GP Payables print screen is not displayed because we have the overflow stubs option which replaces that GP feature.*

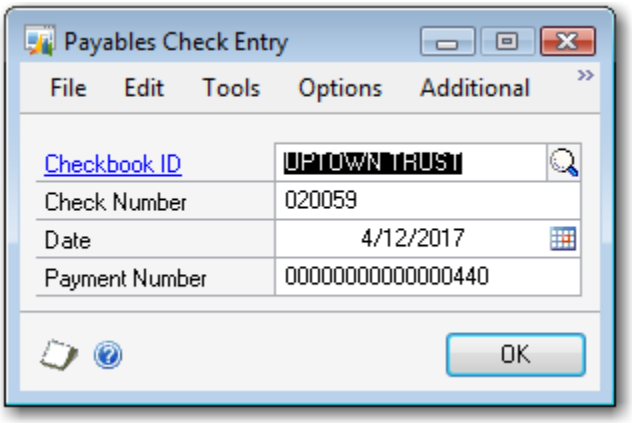
To print a payables transaction check:

1. Select **Transactions ☞ Purchasing ☞ Transaction Entry**.

2. You see the Payables Transaction Entry dialog box. Enter information for the invoice you are paying:



3. Enter the check amount in the **Check** field. If you click the Detail button next to the **Check** field, or when you tab out of the field, you see the Payables Check Entry dialog box:



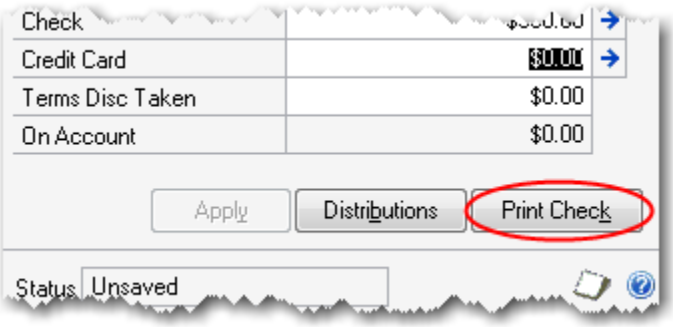
4. This is a standard Microsoft Dynamics GP screen. If desired, you can change the selected **Checkbook ID**. Click **OK** to close this screen and proceed.

IMPORTANT

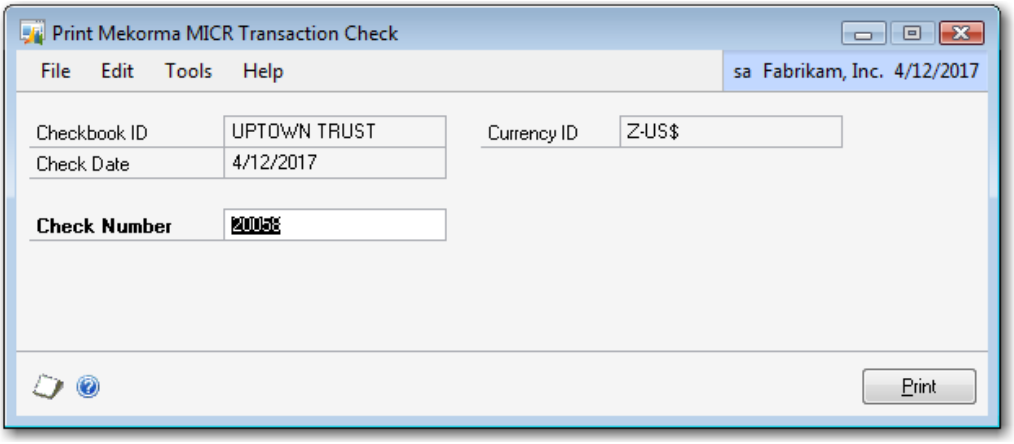
To print Mekorma MICR checks from the Payables Transaction Entry screen, the checkbook must be configured for Mekorma MICR and

security must set to the Alternate MICR Print Transaction Check window.

5. After entering the transaction information, click **Print Check** on the Payables Transaction Entry dialog box:



6. You see the Print Mekorma MICR Transaction Check dialog box:

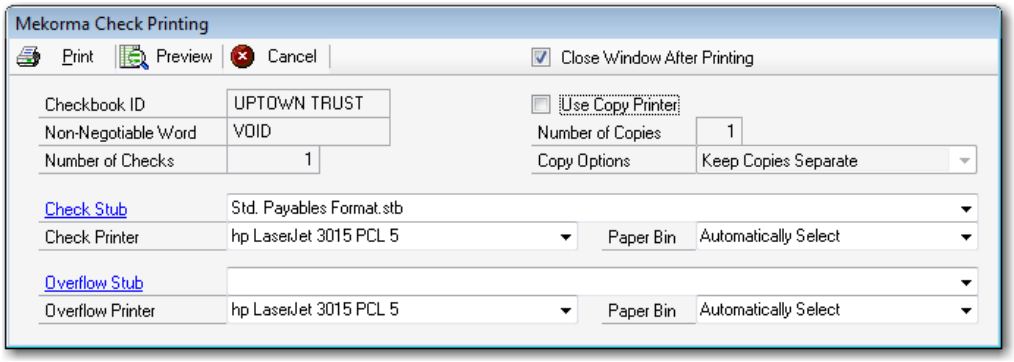


7. Verify that the title of the screen includes the words "Mekorma MICR". If not, abort the procedure and set up security to the Alternate Print Mekorma MICR Transaction Checks window.

NOTE

If you did not suppress warning messages, the Security Settings for Mekorma MICR dialog box displays stating that you must setup security to the Mekorma MICR alternate print check windows. If this message appears, click ***OK*** *on the screen and set security to the alternate windows.*

8. Click **Print**. After entering any required passwords, the Mekorma Check Printing dialog box is displayed:



9. Click the Print icon to print checks.

IMPORTANT

If you would like to use a different format for your check copies, change the check format file in the Check Face field of the Mekorma Check Printing screen before printing your check copies.

Printing Payables Batch Checks

The process for printing payables batch checks with Mekorma MICR follows the same steps as printing standard Dynamics GP payables batch checks with the exception of using the alternate Print Mekorma MICR Payables Checks screen rather than the standard Dynamics GP Print Payables Checks screen.

Dynamics GP security must be set to the Mekorma MICR alternate windows for each user printing payables batch checks in the company. See the Granting Security Access to Alternate Windows section of this guide.

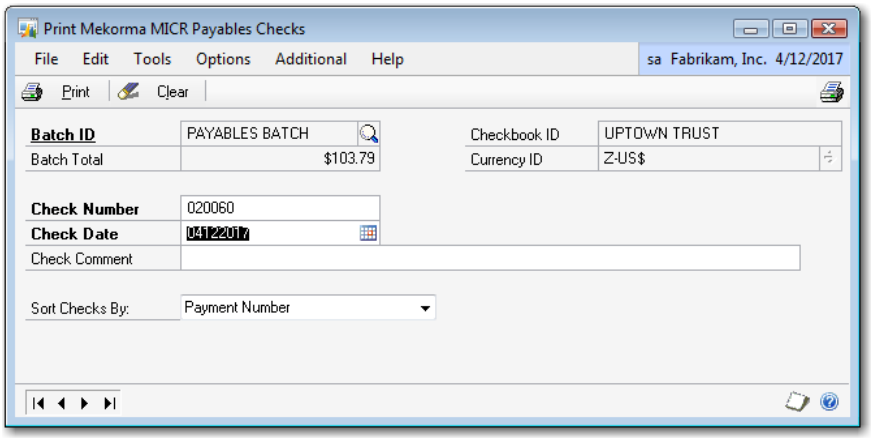
NOTE

*You can use the **Applied Order** option of the **List Document** field on the Select Payables Checks screen with any stub fields except for the GL Distribution fields. This option lists credit memos directly after the invoice they were applied to instead of in the order the documents were entered.*

*Because the **Applied Order** option does not work with the GL distribution and the multi-currency stub contains GL distribution fields, this option should not be used with the Multi-currency stub file provided in the Mekorma Check Format Library.*

To print payables batch checks:

1. Build the check batch using regular Microsoft Dynamics GP procedures. Click **Print Checks** to display the Print Mekorma MICR Payables Checks screen:



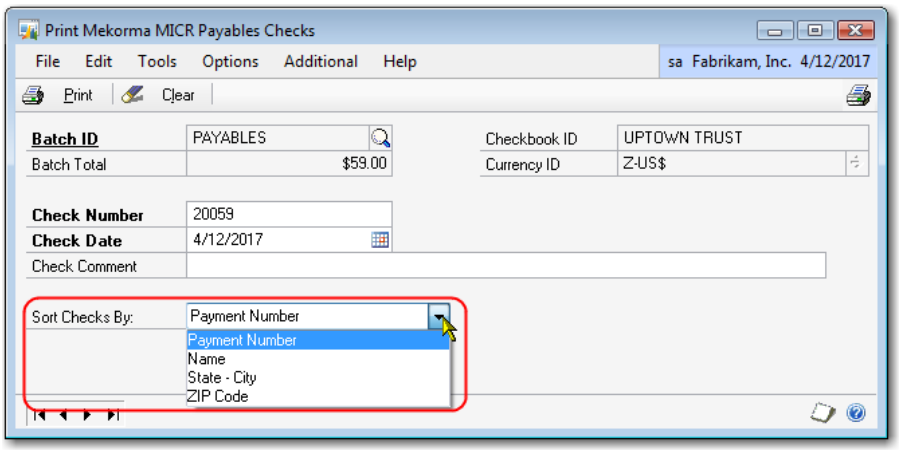
2. Verify that the title of the window includes the words Mekorma MICR. If not, abort the procedure and set up security to the Alternate Mekorma MICR Print Payables Checks window.

NOTE

*If you did not suppress warning messages, the Security Settings for Mekorma MICR dialog box displays stating that you must setup security to the Mekorma MICR alternate print check windows. If this message appears, click **OK** on the screen and set security to the alternate windows.*

3. If desired, you can change the **Check Number**, **Check Date** and **Check Comment**. The Check Comment for each check will print in the **Payment::Check Comment** field.

4. Select a sort order using the **Sort Checks By** drop-down list:



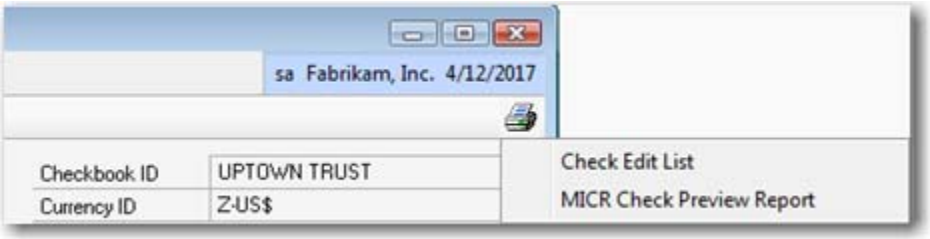
IMPORTANT

Checks will be numbered after being sorted in the order specified in the drop-down list. However, if checks are being printed in threshold groups, they will be grouped after being numbered so the checks will not print sequentially by number. For this reason, threshold group sorting cannot be used with pre-printed checks.

TIP

If you would like a different sort order than the choices given, Mekorma can create a custom sort order for you. Please contact us at 888-MEKORMA or click here to visit our website and fill out a customization request.

5. Click the Print icon to view the report options.



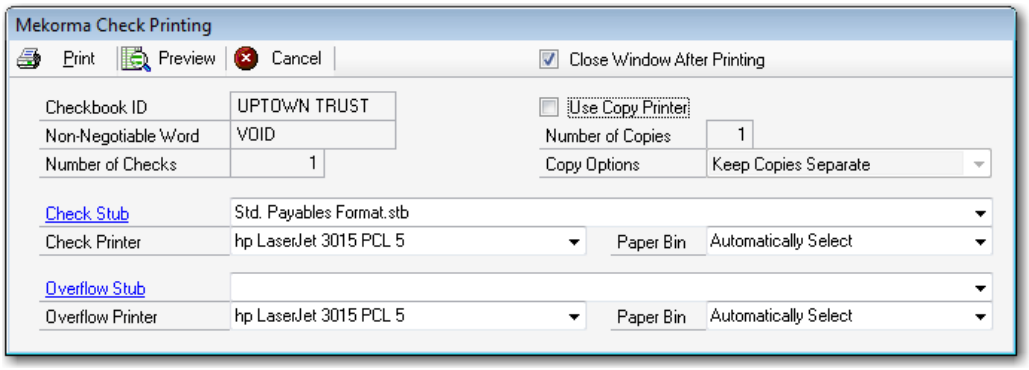
The **Check Edit List** report displays the standard Microsoft Dynamics GP Check Edit List report.

The **MICR Check Preview** report displays the order the checks will print after being resorted into threshold groups in addition to the payments being made by Electronic Fund Transfer.

NOTE

*The checks are only resorted into threshold groups if the **Sort Checks in Threshold Groups when Printing** option is marked on the Signature Setup screen for the Signature ID assigned to the checkbook.*

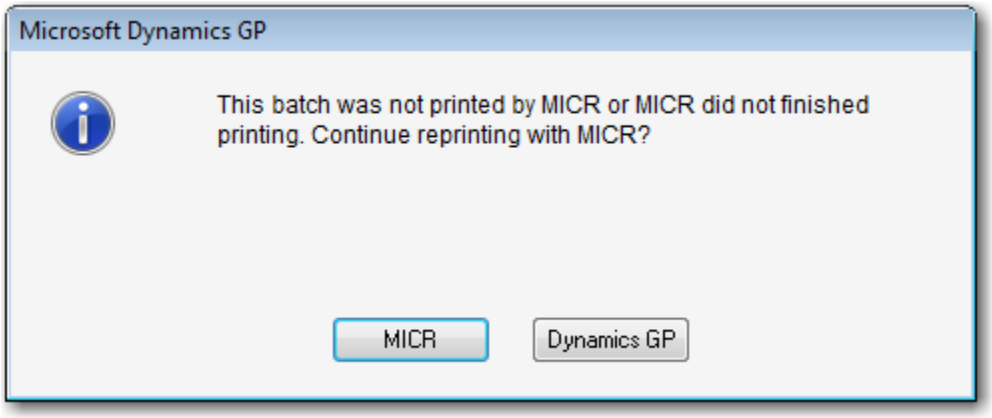
6. Click **Print** to proceed. After entering any required passwords, you see the Mekorma Check Printing dialog box:



7. Click the **Print** icon to print checks.

Mekorma MICR Batch Recovery

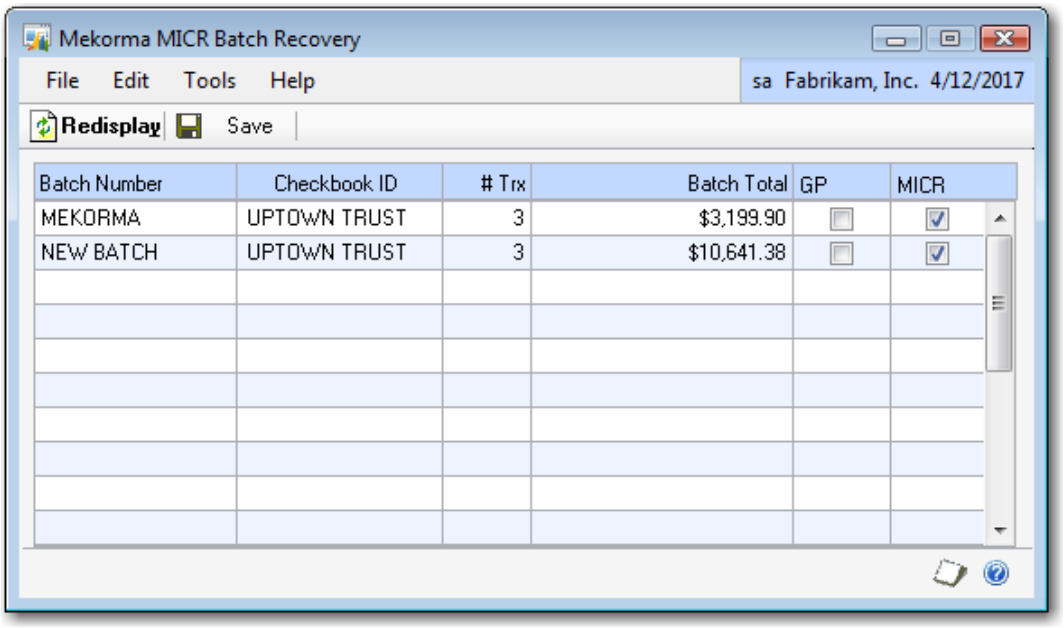
If an interruption occurs during printing of a payables batch, such as a power failure, printer jam, or other stoppage, you can use the Mekorma MICR Batch Recovery screen to select to reprint your checks using Mekorma MICR instead of Dynamics GP. If the check printing process is interrupted, when you try to reprint the checks, the following message is displayed:



Select **MICR** to reprint checks using Mekorma MICR or **Dynamics GP** to use GP to reprint your checks.

To access the Mekorma MICR Batch Recovery screen, select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Check Batch Recovery**.

You see the Mekorma MICR Batch Recovery screen:



To reprint the batch using Mekorma MICR, check the **MICR** checkbox for the applicable **Batch Number**. The screen displays all payables batches that are not marked for posting. Only batches with the following batch status are displayed:

- Check Printing
- Check Processing
- Check Reprinting
- Remittance Printing
- Remittance Processing

Click **Redisplay** to refresh the screen and display any additional batches made available for recovery after the screen was opened.

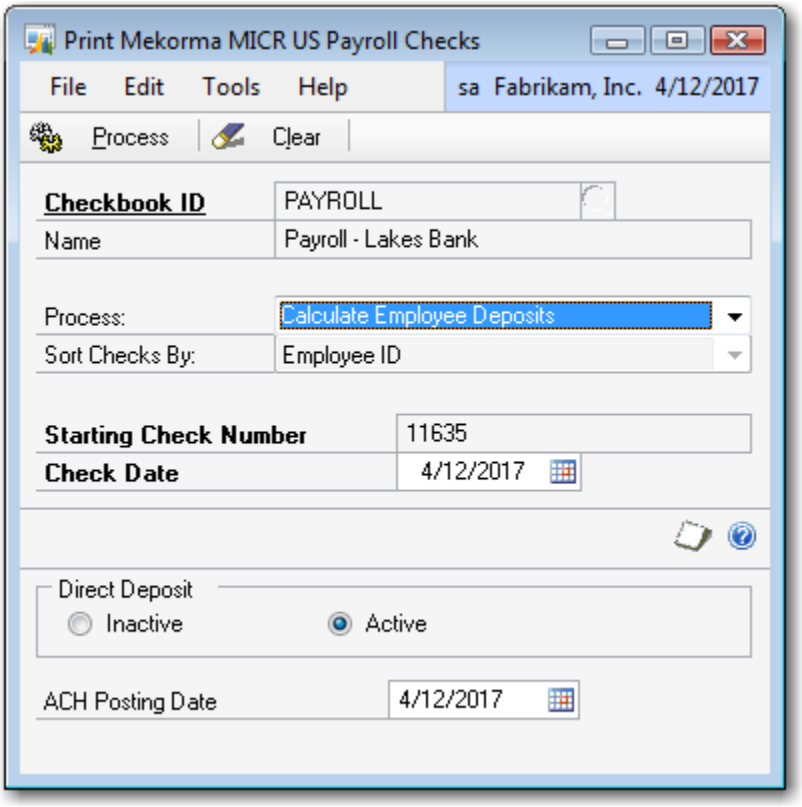
Click **Save** to close this screen and then select **Transactions ☞ Purchasing ☞ Post Checks** to process the batches that were interrupted or did not finish printing.

Printing US Payroll Checks

The first step is to create a US payroll batch using the standard Microsoft Dynamics GP procedures. After you have built your checks and calculated them, you are ready to print.

To print US Payroll checks:

1. Select **Transactions ☞ Payroll ☞ Print Checks** to display the Print Mekorma MICR US Payroll Checks dialog box:

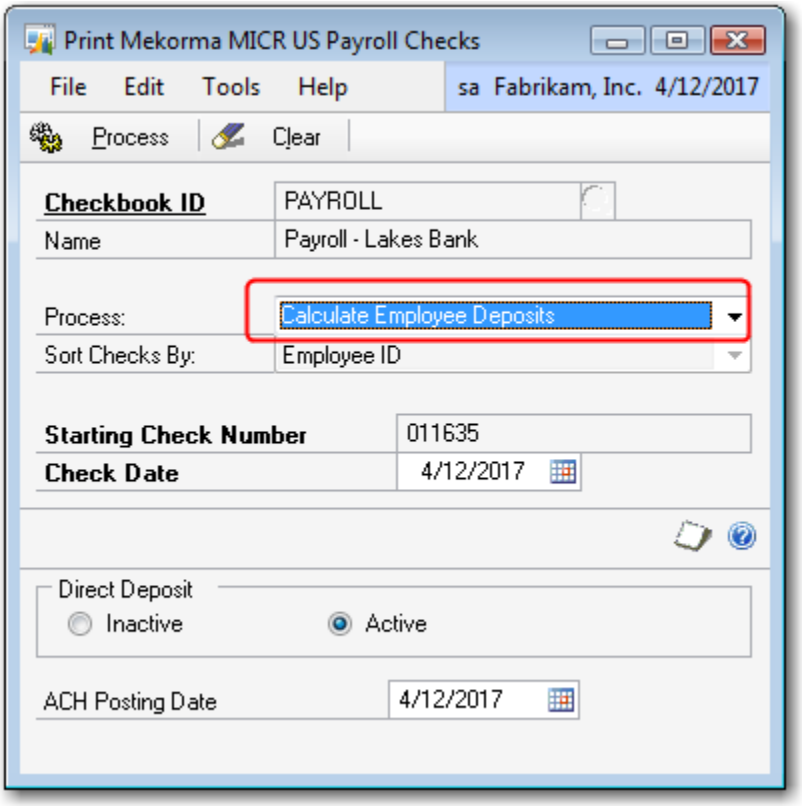


2. Verify that the title of the screen includes the words Mekorma MICR. If not, abort the procedure and set up security to the Alternate Mekorma MICR Print Payables Checks window.

NOTE

If you did not suppress warning messages, the Security Settings for Mekorma MICR dialog box displays stating that you must set up security to the Mekorma MICR alternate print check windows. If this message appears, click ***OK*** *on the screen and set security to the alternate windows.*

3. For Direct Deposit, select the **Calculate Employee Deposits** option for the **Process** field.



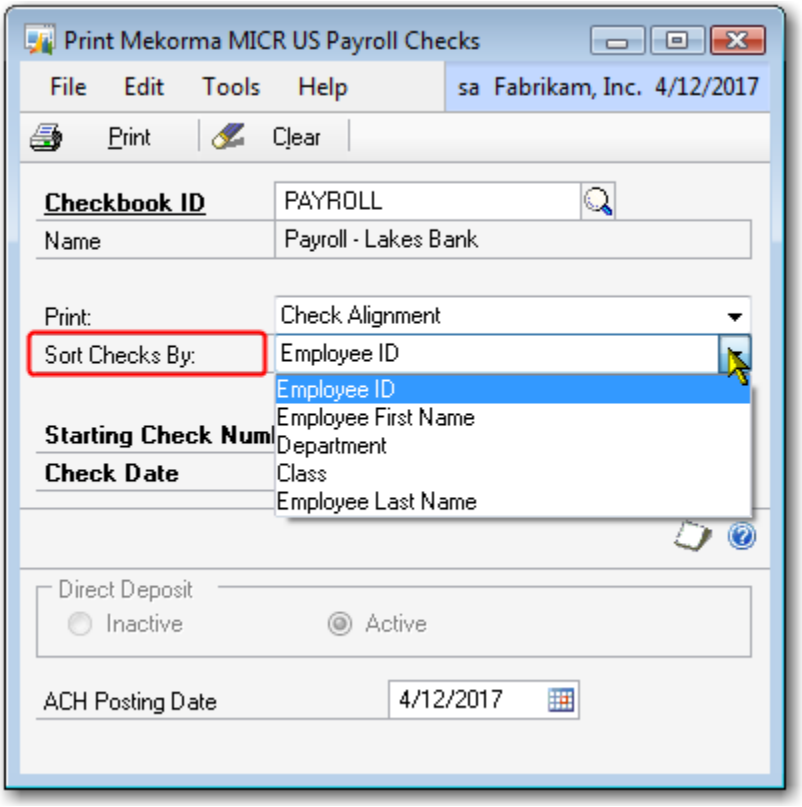
NOTE

If you are printing Direct Deposit Earnings Statements "As Voided Checks", they will print interspersed with the checks using the Mekorma MICR format. If printing Direct Deposit Earnings Statements "Separate From Checks", they will print after the checks using the standard Microsoft Dynamics GP report.

TIP

See the Integrating MICR with Dynamics GP EFT and Direct Deposit section for more information on printing Direct Deposits.

4. Click **Process** to process the Direct Deposits. After calculating the Direct Deposits or if you are not running Direct Deposits, from the Print Mekorma MICR US Payroll Checks screen, select a sort order using the **Sort Checks By** drop-down list:

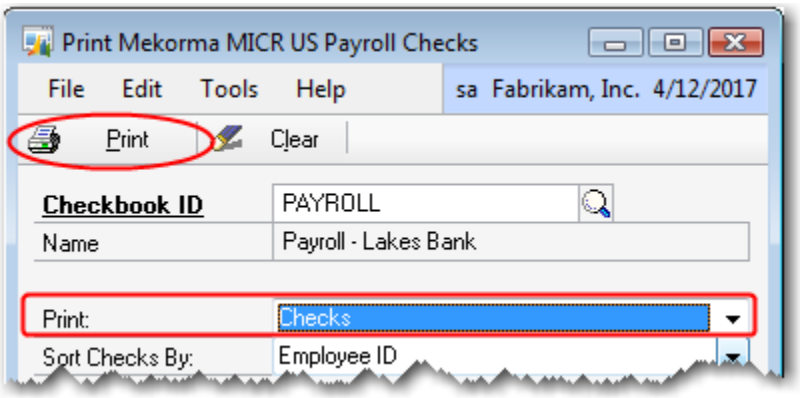


IMPORTANT

Checks will be numbered after being sorted in the order specified in the drop-down list. However, if checks are being printed in threshold groups, they will be grouped after being numbered so the checks will not print sequentially by number. For this reason, threshold group sorting cannot be used with pre-printed checks.

5. If desired, change the **Starting Check Number** and **Check Date**. To change the **Starting Check Number**, the **Override Check Number** option on the Checkbook Maintenance screen must be selected.

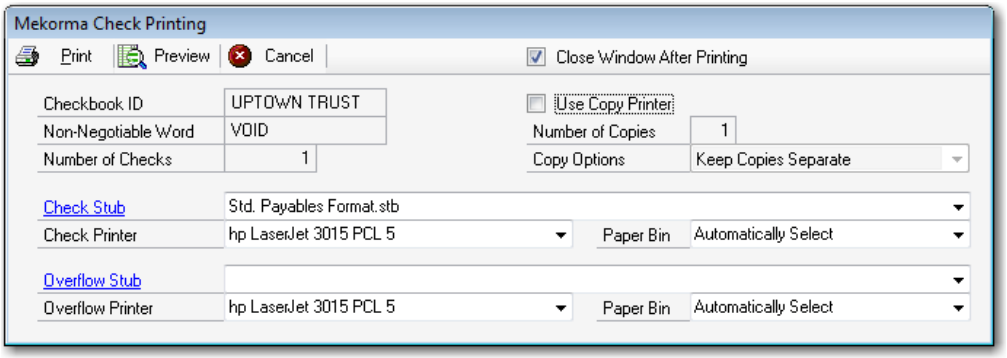
6. Verify the **Print** field is set to "Checks" and click **Print** to print the checks.



NOTE

If you would like a different sort order than the choices given, Mekorma can create a custom sort order for you. Please contact us at 888-MEKORMA or click here to visit our website and fill out a customization request.

7. After entering any required passwords, you see the Mekorma Check Printing dialog box:

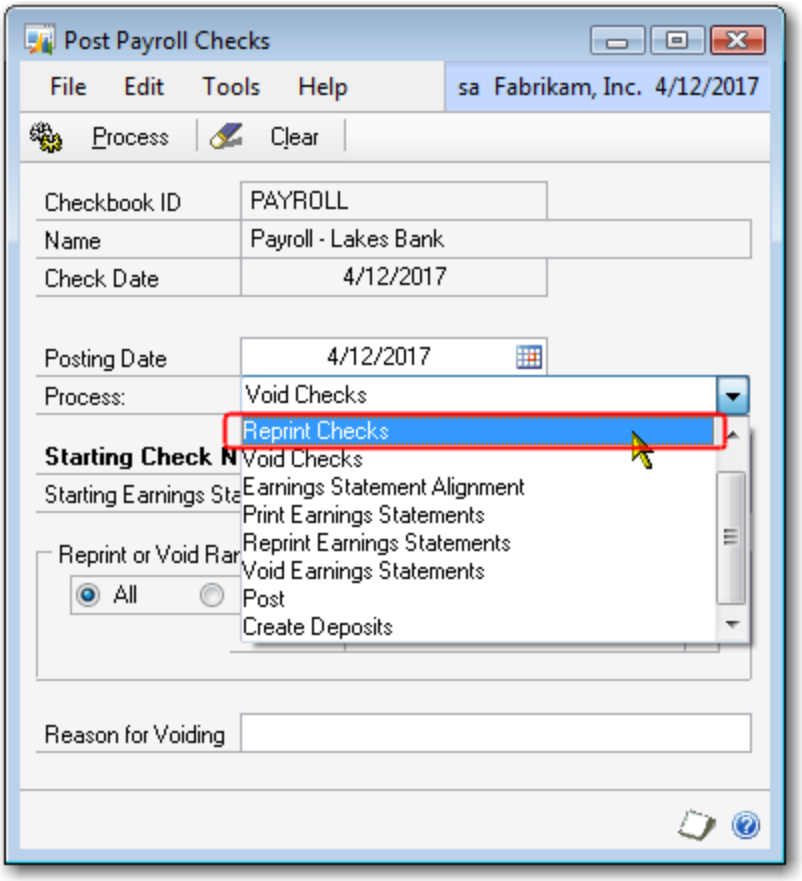


8. Define your print settings and click the Print icon when you are ready to print checks.

Reprinting Checks

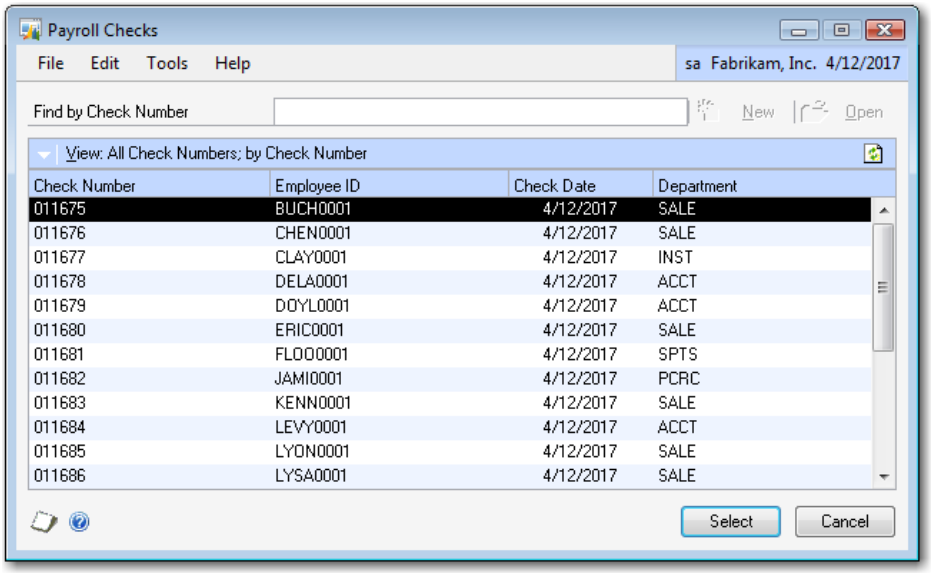
When reprinting checks, the regular Microsoft Dynamics GP Post Payroll Checks screen is used. You can reprint all the checks or a selected range of checks.

1. To reprint checks, on the Post Payroll Checks dialog box, set the **Process** field drop-down list to **Reprint Checks**.

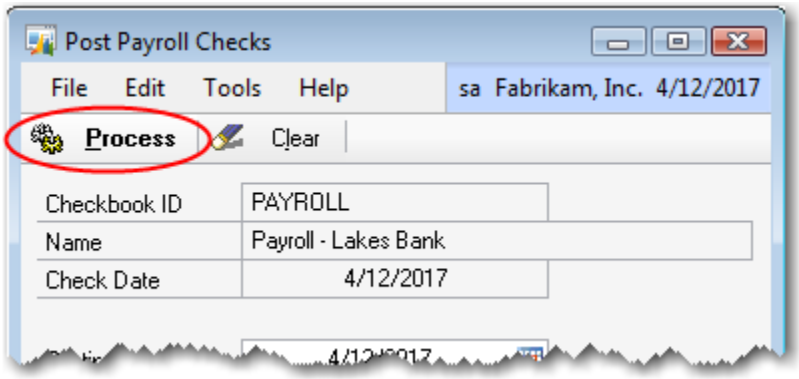


2. Select a range for reprinting checks. Click the lookup icon on the **From** option to display a list of checks:

3. You see the standard Payroll Checks lookup screen (if the **Sort Checks in Threshold Groups** option was checked on the Signature Setup screen, proceed to the following section).



4. Enter a check range and click **Process** to reprint the checks.

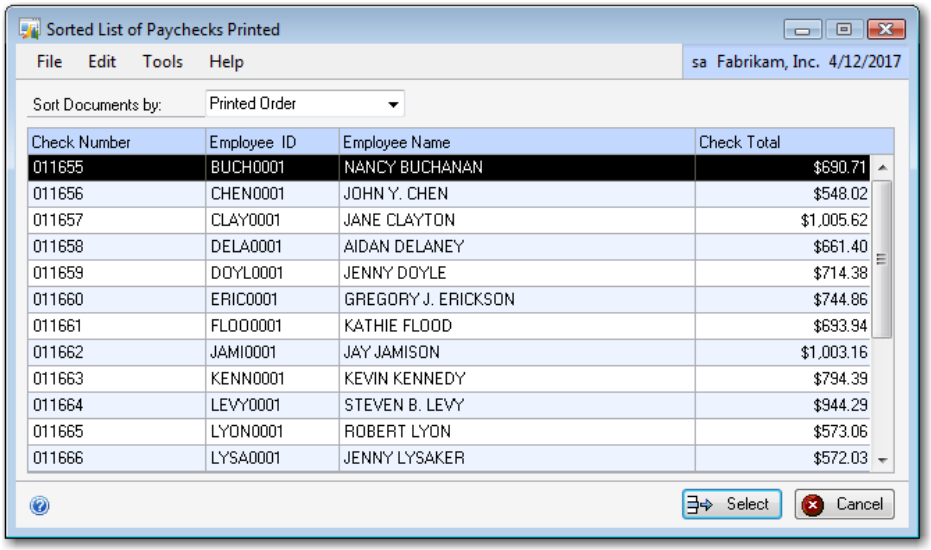


Threshold Groups and Reprinting Checks

If you are printing your checks sorted into threshold groups, there is a special lookup screen to help you choose the correct range. Because checks are numbered before they are sorted into threshold groups, a range from lowest number to highest number may not reprint all the checks. It is important to use the Sorted List of Checks Printed screen to select the reprint range.

1. To access this screen, select the **From** option under the **Report or Void Range** section and then click the lookup icon.

2. You see the Sorted List of Paychecks Printed screen:



Check Number	Employee ID	Employee Name	Check Total
011655	BUCH0001	NANCY BUCHANAN	$690.71
011656	CHEN0001	JOHN Y. CHEN	$548.02
011657	CLAY0001	JANE CLAYTON	$1,005.62
011658	DELA0001	AIDAN DELANEY	$661.40
011659	DOYL0001	JENNY DOYLE	$714.38
011660	ERIC0001	GREGORY J. ERICKSON	$744.86
011661	FLOO0001	KATHIE FLOOD	$693.94
011662	JAMI0001	JAY JAMISON	$1,003.16
011663	KENN0001	KEVIN KENNEDY	$794.39
011664	LEVY0001	STEVEN B. LEVY	$944.29
011665	LYON0001	ROBERT LYON	$573.06
011666	LYSA0001	JENNY LYSAKER	$572.03

3. The Sorted List of Checks Printed screen is automatically displayed *only* if the **Sort Checks in Threshold Groups** option is checked on the Signature Setup screen.

4. Select a check number range and click **Process** to reprint the checks.

Printing Miscellaneous Checks

The Dynamics GP Miscellaneous Check feature allows you to print a check to any entity without creating the entity as a vendor. Mekorma MICR uses the Dynamics GP Miscellaneous Check screen to print Miscellaneous checks, but intercepts the check printing process and prints the checks using the Mekorma MICR format (.stb file) assigned to the checkbook.

Unlike payables batch checks, payables transaction checks and payroll checks, there is no alternate window for Miscellaneous Checks when using Mekorma MICR and no security settings to configure.

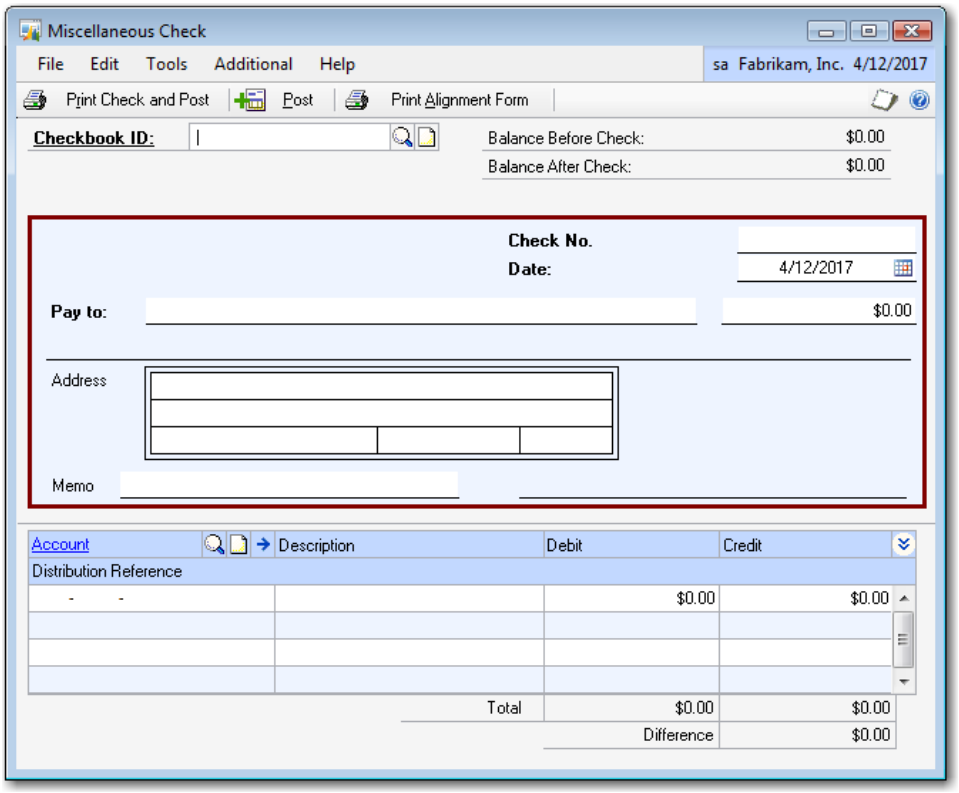
If Mekorma MICR is installed and registered, Miscellaneous Checks print using Mekorma MICR. If you do not want to use Mekorma MICR to print Miscellaneous Checks, you can turn off this feature by checking the "Payables" box on the Mekorma MICR Suppress Warnings screen.

NOTE

The Miscellaneous checks feature is not available if you are using the Numeric method in Mekorma MICR.

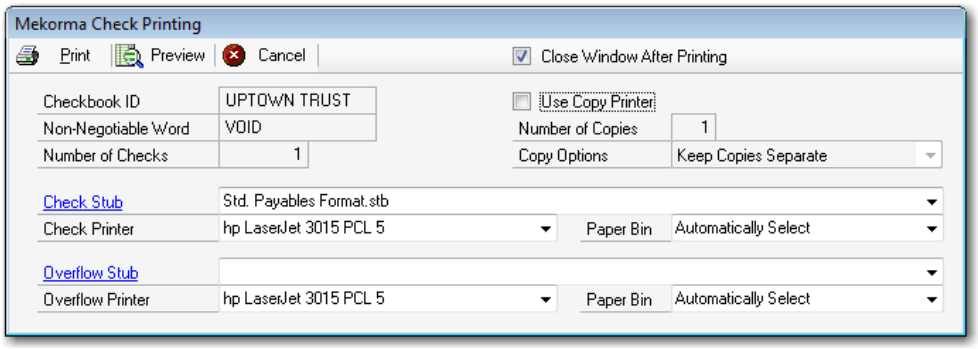
To print a Miscellaneous Check:

1. Select **Transactions ☞ Financial ☞ Miscellaneous Check**. You see the Miscellaneous Check dialog box:



2. When you are finished entering values in all required fields, click **Print Check and Post**.

3. After entering any required passwords, you see the Mekorma Check Printing dialog box.



4. If you are printing checks copies, be sure to click the **Use copy Printer** option.

5. Click **Print**.

TIP

You can use the Voucher::Transaction Description field in the Configurator to display information entered in the Miscellaneous Check's Memo field on a Mekorma MICR check.

Printing Blank Checks

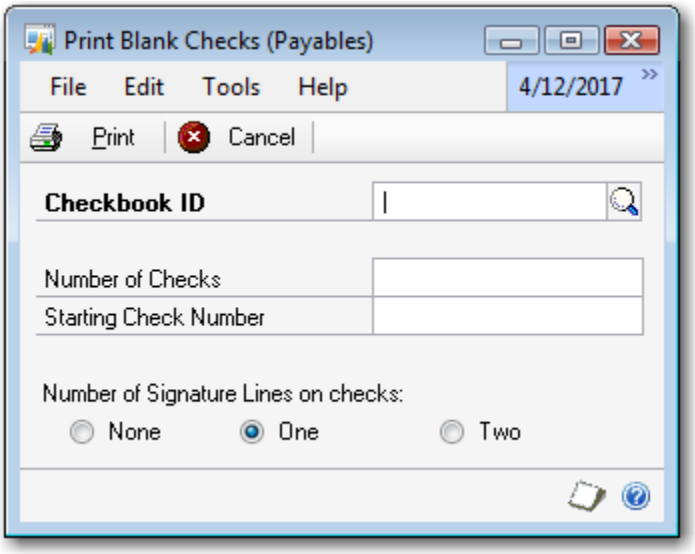
Blank checks are not posted to the General Ledger when they are printed. To record them, they must be entered later as manual payments. Though the blank checks are not recorded at the time of printing, if the default starting check number is used, the **Next Check Number** field for the checkbook will be advanced by the number of checks printed.

This can led to missing check numbers if one or more of the blank checks are never entered as manual payments. To avoid this, change the starting check number for the blank check batch. This prevents the **Next Check Number** from advancing.

To print blank checks:

1. Select **Microsoft Dynamics GP** ☞ **Tools** ☞ **Setup** ☞ **Purchasing** (or **Payroll**) ☞ **Mekorma MICR Payables** (or **Mekorma MICR US Payroll**) ☞ **Print Blank Checks**.

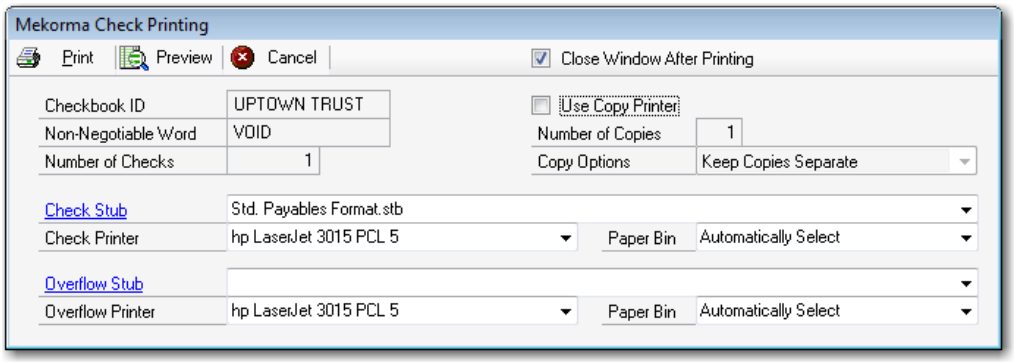
2. You see the Print Blank Checks dialog box:



3. Enter the **Checkbook ID** and the **Number of Checks** you would like to print. If desired, enter a different **Starting Check Number** for the batch of blank checks you plan on printing.

4. Select the number of Signature lines to print on each check. Signature lines are blank lines upon which a signature can be written.

5. Click **Print**. After you enter any required passwords, you see the Mekorma Check Printing dialog box:

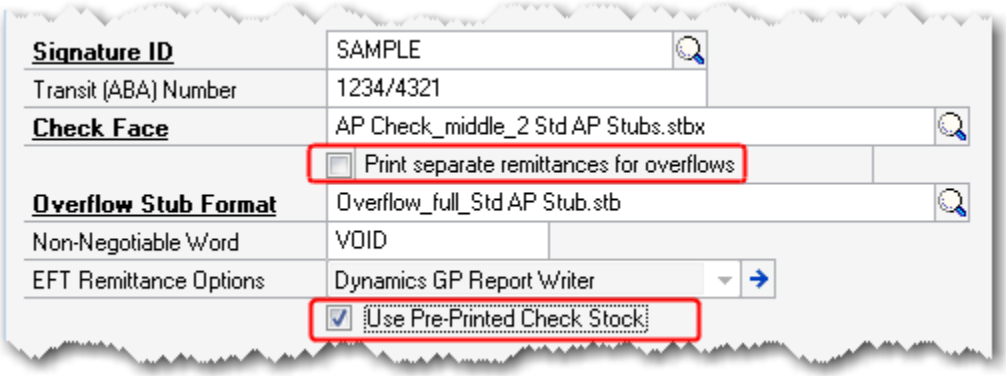


6. Enter your print settings and click the Print icon when you are ready to print checks.

Printing Separate Remittances in Dynamics GP

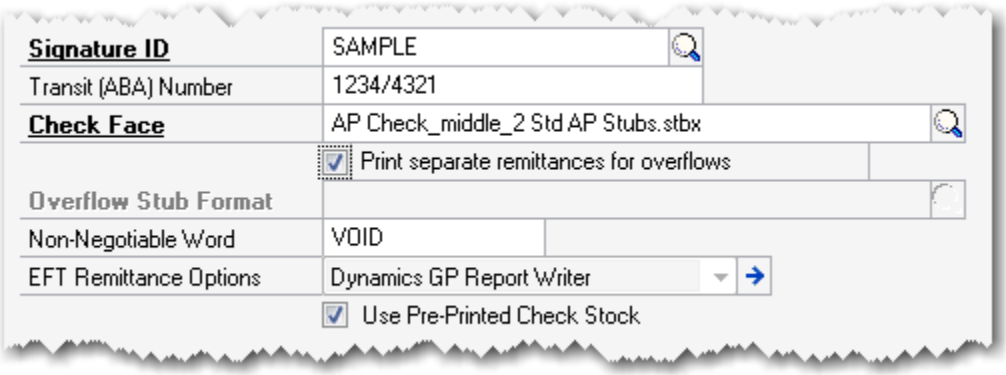
To print separate remittances using the Dynamics GP Report Writer, check the **Use Pre-Printed Check Stock** option on the Mekorma MICR Setup (Payables) dialog box.

When you check this option, the option under the **Check Face** field changes from **Use primary check format for continuation stub** to **Print separate remittance for overflows**.



Check this option to print separate remittances using the Dynamics GP Report Writer.

If checked, the **Overflow Stub Format** field is automatically disabled and separate remittances are used for overflows.



NOTE

*If the **Use Pre-Printed Check Stock** option is checked, when you print a check containing more than 12 invoices, the separate remittance prints automatically. If you have less than 12 invoices, you must check the **Separate Remittance** option on the Print Mekorma MICR Payables Checks screen to get remittances to print.*

Printing EFT Remittances

If you are printing EFT remittances, you can select the format for printing the remittances by entering an option in the EFT Remittance Options field. The selected format is displayed in the Mekorma Print Setup screen when you go to print the remittances. Before printing EFT remittances, verify that you have completed the following processes:

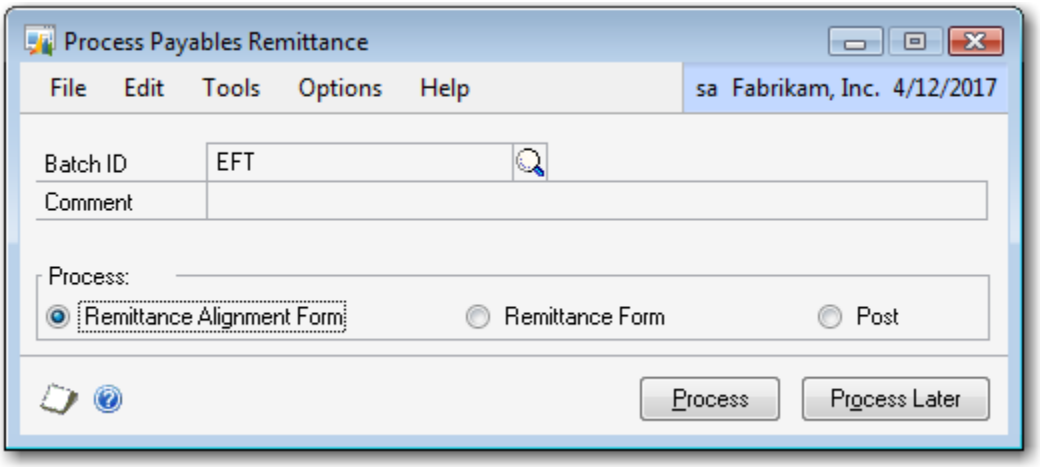
- Enabled EFT in Dynamics GP.
- Configured a checkbook for EFT.
- Set up pre-notes (if applicable).
- Configured a vendor for EFT (please see your Dynamics GP documentation for more information).

NOTE

*The **EFT Remittance Options** field is not displayed unless your Microsoft Dynamics GP license includes the Electronic Fund Transfer for PM module.*

To print EFT remittances after you have created an EFT batch:

1. Click the **Process** or the **Print** button on the Print Mekorma MICR Payables Checks screen or select **Transaction ☞ Purchasing ☞ Process Remittance** to display the Process Payables Remittance dialog box:



2. Verify that **Remittance Form** is selected click **Process** or **Process Later**.

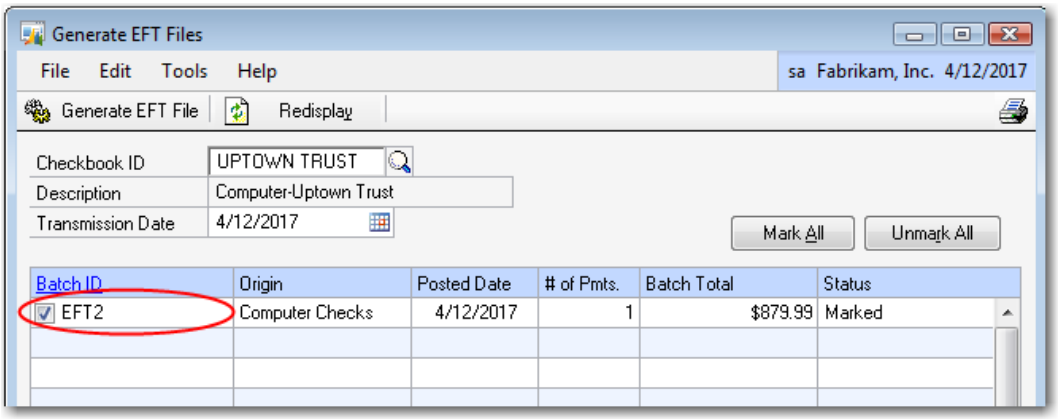
If you print EFT remittances using check numbers (zero dollar checks), the following is true:

- The program checks for passwords when you print checks from the Print Mekorma MICR Payables screen. How many passwords are determined by the threshold amounts entered on the Mekorma MICR Password and Signature Setup screen.
- The program checks for passwords when you print the **Remittance Form** but not when you **Post** the remittance.

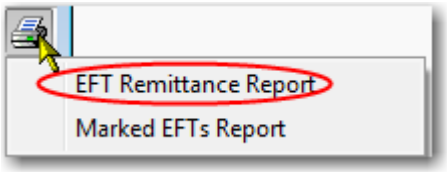
If you print EFT remittances using EFT numbers, the following is true:

- The program does NOT check for passwords when you process EFTs from the Print Mekorma MICR Payables window.
- The program checks for passwords when you print the **Remittance Form** but not when you **Post** the remittance.

You can also print EFT Remittances using the Dynamics GP Report Writer by selecting **Transactions ☞ Purchasing ☞ Generate EFT Files**. On the Generate EFT Files screen, select a checkbook and the batch you want to print the EFT remittance for.



Click the Printer icon and select the **EFT Remittance Report** option:



Integrating MICR with Dynamics GP EFT & Direct Deposit

This section provides information on the following topics:

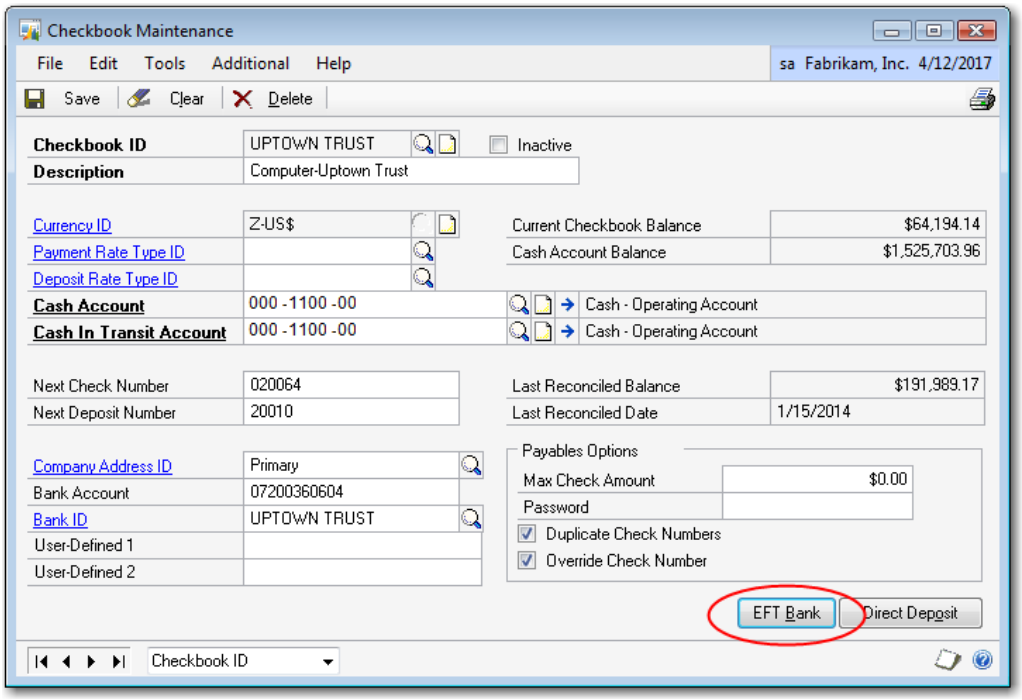
- Setting up EFT Remittances and EFT Checks, following
- Printing Direct Deposit Earnings Statements

Setting up EFT Remittances and EFT Checks

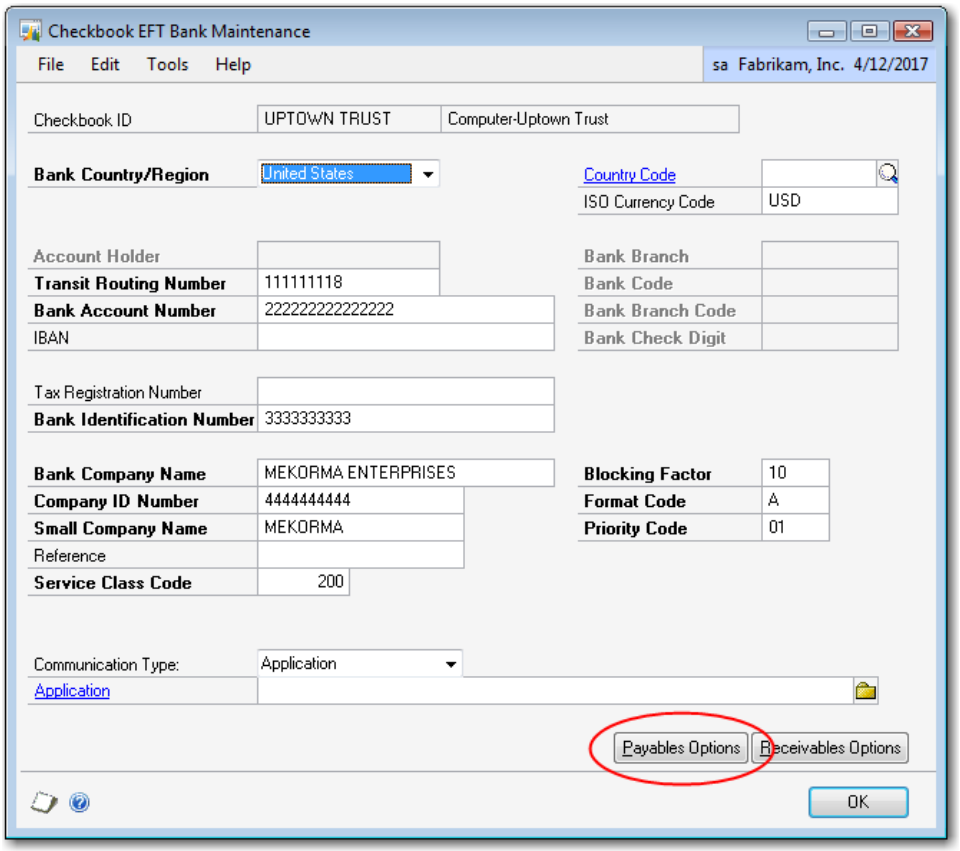
In Dynamics GP 10.0, you must specify at the batch level if you are paying checks or EFTs. You must also specify if you want the EFTs to receive check numbers or remit numbers.

To specify check or remit numbers:

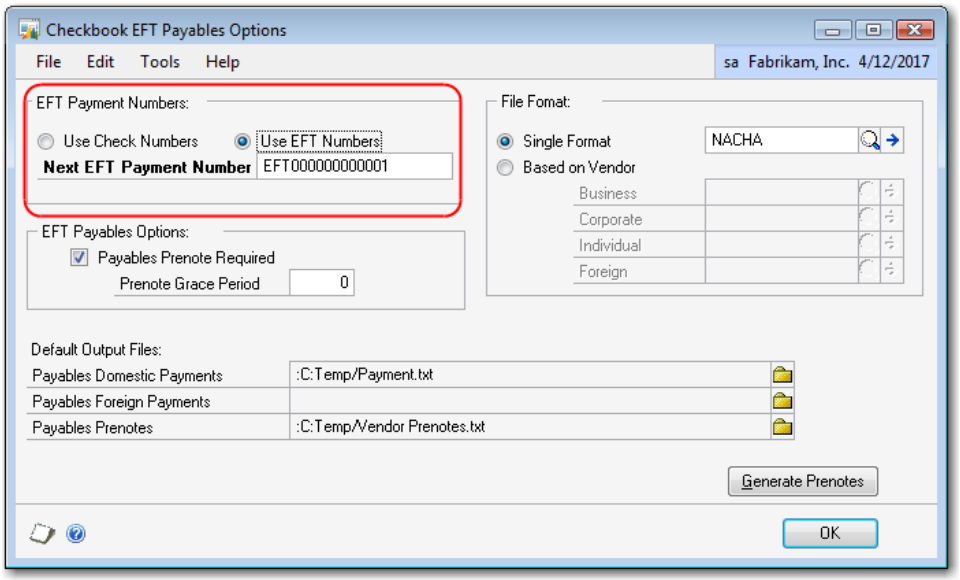
1. Select **Cards ☞ Financial ☞ Checkbook.** On the Checkbook Maintenance screen, Select a **Checkbook ID** and click the **EFT Bank** option.



2. You see the Checkbook EFT Bank Maintenance dialog box. Select the **Payables Options** button:



3. You see the Checkbook EFT Payables Options dialog box:



4. Select an **EFT Payment Number** option based on the following:

If you select the **Use Check Numbers** option:

- Using *blank check stock*, EFTs will print with check numbers as non-negotiable checks using Mekorma MICR and as reports based on the EFT Remittance Option selected (see Printing EFT Remittances).
- Using *Pre-Printed check stock*, EFTs will print with check numbers as non-negotiable checks using Mekorma MICR and reports based on the EFT Remittance Option selected (see Printing EFT Remittances). In this case, you must select **Dynamics GP Report Writer** as the EFT Remittance option.

If you select the **Use EFT Numbers** option:

- Using *blank check stock*, EFTs will print with remittance numbers as non-negotiable checks using Mekorma MICR or reports based on the EFT Remittance Option selected (please see Printing EFT Remittances).
- Using *Pre-Printed check stock*, EFTs will print with remittance numbers as non-negotiable checks using Mekorma MICR or reports based on the EFT Remittance Option selected (please see Printing EFT Remittances). We recommend using regular paper when printing EFT remittances.

5. Click **OK** when you are finished and close any open screens.

If you are printing EFT checks, the following occurs on the check face:

- The MICR line drops off
- Signatures and signature lines drop off
- Check Amount is zero
- The Logical Fields **Void** and **Non-Negotiable** appear
- Amount in words says "funds paid by electronic funds transfer"

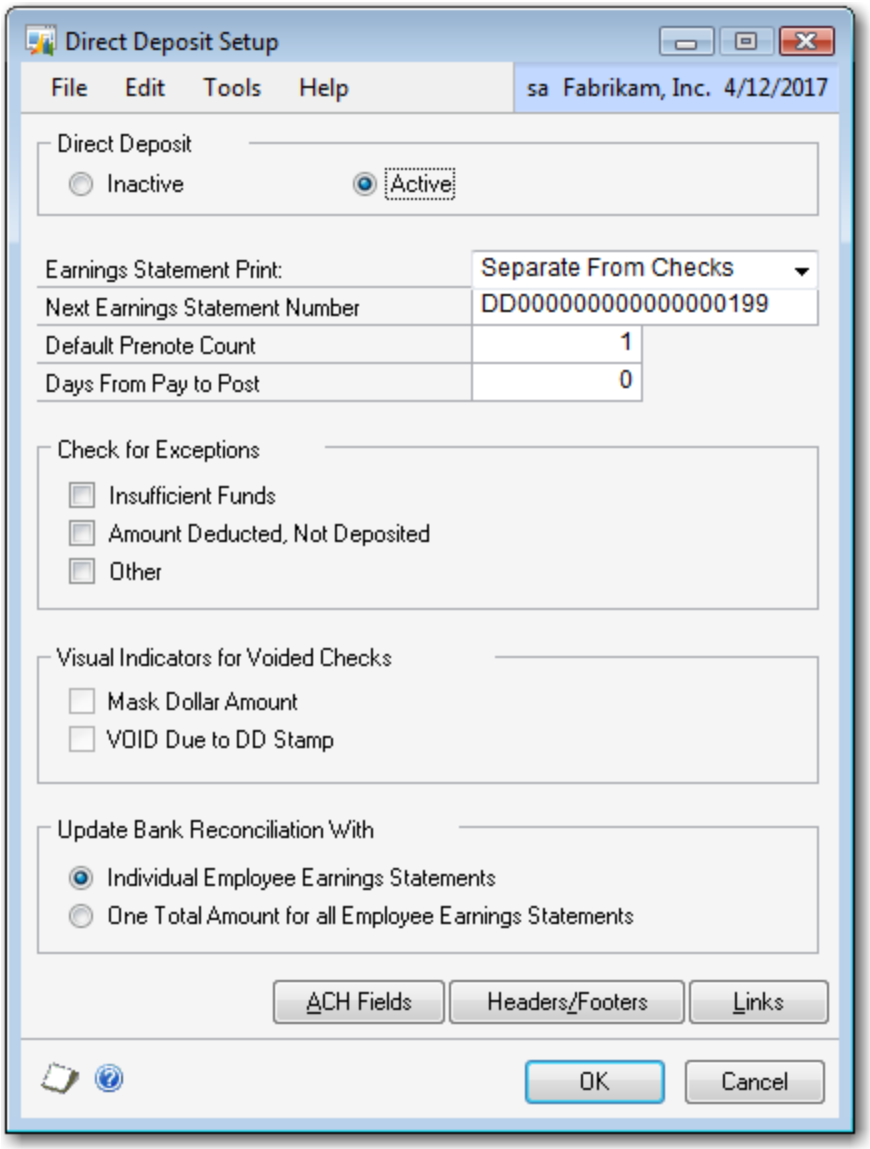
Because you cannot print checks and EFTs in the same batch, the Check preview report displays transactions in threshold groups only. The top of the report indicates whether the batch is a check batch or an EFT batch.

Mekorma MICR provides the following EFT fields for vendors:

- Vendor::Account Type
- Vendor::Bank Account Number
- Vendor::Bank Transit Number
- Vendor::Bank Name

Printing Direct Deposit Earnings Statements

Use the Direct Deposit Setup screen to determine how the Earnings Statements will print. Select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Payroll ☞ Direct Deposit**. You see the Direct Deposit Setup screen:



To print Earnings Statements with the checks using the Mekorma MICR format, select "As Voided Checks" in the **Earnings Statements Print** drop-down list.

To print Earnings Statements after the checks using the standard Microsoft Dynamics GP report, select the "Separate From Checks" option.

For information about Direct Deposit set up, please refer to the Microsoft Dynamics GP documentation. If you are printing Direct Deposit Earning Statements as checks, the following occurs on the check face:

- The MICR line drops off
- Signatures drop off
- Signature Lines drop off
- Check Amount is zero
- Amount in words says *** TRANSFERRED BY ELECTRONIC FUNDS TRANSFER***

When printing Earnings Statements as voided checks, the Earnings Statements will print interspersed with the checks according to the sort order chosen on the Print MICR Payroll Checks screen.

Since the amount on the check is $0, the **Net Wages/Pay Run** (Stub Only) field must be included in the stub to print the total transferred. The field is found in the Direct Deposit category of the Configurator check layout tool. The Payroll formats in the Configurator Format Library already include this field.

Earning Statement Numbers

If using *blank check stock*, the Earnings Statements are given numbers based on the number in the **Next Earnings Statement Number** field of the Direct Deposit Setup dialog box. When printing Direct Deposit Earnings Statements as voided checks on pre-printed check stock, the Earnings Statements are assigned regular check numbers.

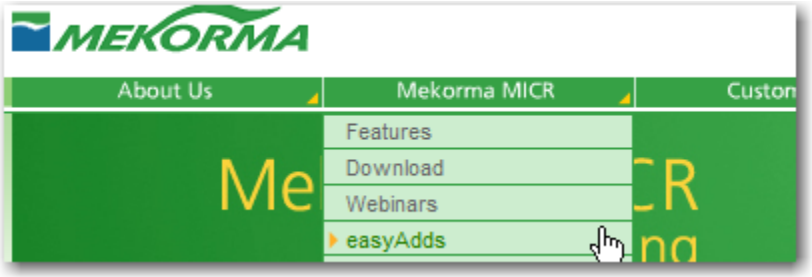
Mekorma MICR easyAdds

Mekorma MICR easyAdds are optional program features that appeal to select groups of users.

Mekorma MICR easyAdds include functionality for printing specialized **Note** fields on your checks, sorting payroll checks by Location ID, printing special comments on Payables EFT remittances, assigning a voucher or vendor to a checkbook so the voucher or vendor can only be paid from that checkbook, using Named Printers, and more.

These optional features are contained in separately installed .dic files so these specialized features can be utilized without encumbering the feature set for organizations that are not interested in one or more of these particular features.

You can install easyAdds using the Mekorma MICR installation wizard or you can download any easyAdd at www.mekorma.com by selecting **Mekorma MICR ☞ easyAdds:**



There is no cost to download and install a Mekorma MICR easyAdd. The following easyAdds are now available:

For Payables

Named Printers: Allows users to specify in advance which printer to use for printing Mekorma MICR checks and check copies.

Purchase Order Security: Print signatures on checks only if all the invoices being paid are associated with fully received purchase orders.

Vendor Class Security: Set signature image files and signature printing thresholds based on Vendor Class.

UK Cheques: Support requirements for printing U.K. compliant cheques.

POP and Project Series Fields: Add Purchase Order Processing and Project Series fields to checks and stubs.

Assign Checkbooks: Allows users to assign vouchers or vendors to specific checkbooks. Easily pay each voucher or vendor only from the right account.

Print Employee Notes: Allows users to print extensive employee-specific information on checks using the Dynamics GP **Employee Note** field.

Print EFT Comments: Allows users to print a special image and/or text on payables EFT non-negotiable stub remittances.

Print Voucher Notes: Allows users to print extensive voucher-specific information on AP checks using the Dynamics GP **Voucher Note** field.

For US Payroll

Print Employee Notes: Allows users to print extensive vendor-specific information on AP checks using the Dynamics GP **Vendor Note** field.

Sort Payroll by Location: Allows users to sort US Payroll Checks by Dynamics GP Employee Location ID.

Direct Deposits after Checks: Allows users to sort US Payroll Direct Deposit non-negotiable zero dollars checks to the end of the check batch.

Additional Features

This section provides information on the following topics:

- Enhancing Mekorma MICR Payables Performance, following
- Check Numbering
- Automatic Check Copies
- Individual Date Digits
- Configuring Check Digit Calculations

Enhancing Mekorma MICR Payables Performance

By default, Mekorma MICR processes GL Distribution data on all Mekorma MICR checks. If GL Distribution information is not required on your Mekorma MICR checks, you can increase Mekorma MICR Payables check processing performance by adding an entry into the Dex.ini file.

This entry must be made manually into the dex.ini file for all workstations requiring the performance enhancement. Follow the steps in this section to activate and deactivate the MEKORMA_MICR_Disable_GL_Distribution_Printing flag.

To Disable GL Distribution Printing (activate)

1. Close Microsoft Dynamics GP. Make a copy of your Dex.ini file located in the **Data** folder of your Microsoft Dynamics GP launch directory (for example, C:\program files\Microsoft Dynamics\GP\Data) in case you need to refer back to it.
2. Open the Dex.ini file and add the GL Distribution flag information to the bottom of the file:

   ```
   MEKORMA_MICR_Disable_GL_Distribution_Printing=TRUE
   ```

3. Save the Dex.ini file and launch Microsoft Dynamics GP.

Enabling GL Distribution Printing (deactivate)

1. Close Microsoft Dynamics GP. Make a copy of the current Dex.ini file located in the **Data** folder of your Microsoft Dynamics GP launch directory (for example, C:\program files\Microsoft Dynamics\GP\Data) in case you need to refer back to it.

2. Open the Dex.ini file and edit the GL Distribution flag information at the bottom of the file to read as follows:

   ```
   MEKORMA_MICR_Disable_GL_Distribution_Printing=FALSE
   ```

3. Save the Dex.ini file and launch Microsoft Dynamics GP.

Check Numbering

Mekorma MICR will shorten or lengthen the Next Check Number in the Dynamics GP Checkbook Master file based on the number of check number place-holders (X) in the MICR configuration on the Mekorma MICR Setup screen.

This change is noticeable on the Checkbook Maintenance dialog box, check printing screens and printed checks. If there are more "X"s in the MICR configuration than digits n the **Next Check Number** field on the Checkbook Maintenance screen, leading zeros are added to the Next Check Number.

If there are fewer X's in the MICR configuration than digits in the **Next Check Number** field, leading zeros are eliminated from the next check number until the number of digits matches the number of X's. The next check number must match number of placeholder digits.

If all leading zeros have been eliminated and there are still more digits in the **Next Check Number** field than X's in the MICR configuration, the number will not be further reduced. Instead, the check number will be truncated from the left when printed on the checks.

Automatic Check Copies

You can create non-negotiable check copies using the **Use Copy Printer** option on the Mekorma Check Printing screen. The Automatic Check Copies setting tells the system to assume that the user wants to create check copies.

The effect of adding this setting is that the **Use Copy Printer** option on the Mekorma Check Printing dialog box will default to the "On" position rather than the "Off" position (see the Special Features of the Mekorma Check Printing Screen section for more information on this screen). If you do *not* want to print check copies, uncheck the **Use Copy Printer** option.

To activate the Automatic Check Copies setting and set the **Use Copy Printer** option to "On" by default, complete the following steps:

1. Close Microsoft Dynamics GP. Make a copy of your current Dex.ini file, located in the **Data** folder of your Microsoft Dynamics GP launch directory, in case you need to refer back to it.

2. Open the Dex.ini file. Add the Automatic Check copy flag information to the bottom of the file:

   ```
   ME_CopySwitchDown=TRUE
   ```

3. Save the Dex.ini file and launch Microsoft Dynamics GP.

TIP

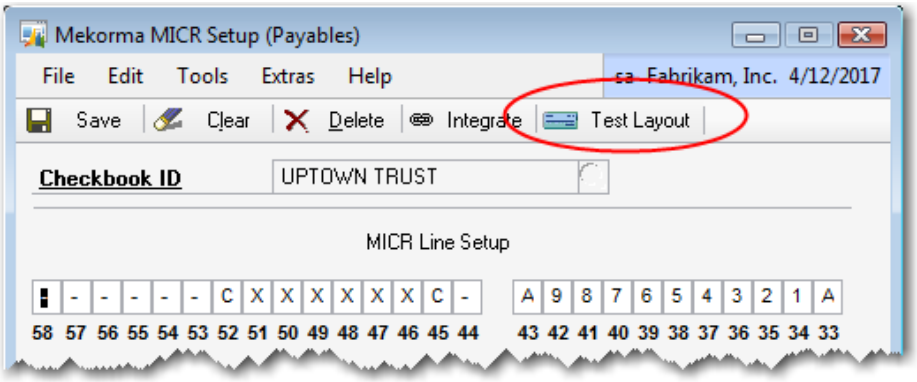
If you are having trouble locating your Dynamics GP folder, right-click on the Dynamics GP shortcut and select "Properties". On the Shortcut Tab of the Properties dialog box, click "Find Target". The Dynamics GP folder should open in a browser window. Refer to the address field at the top of the browser window for the path to the folder.

Individual Date Digits

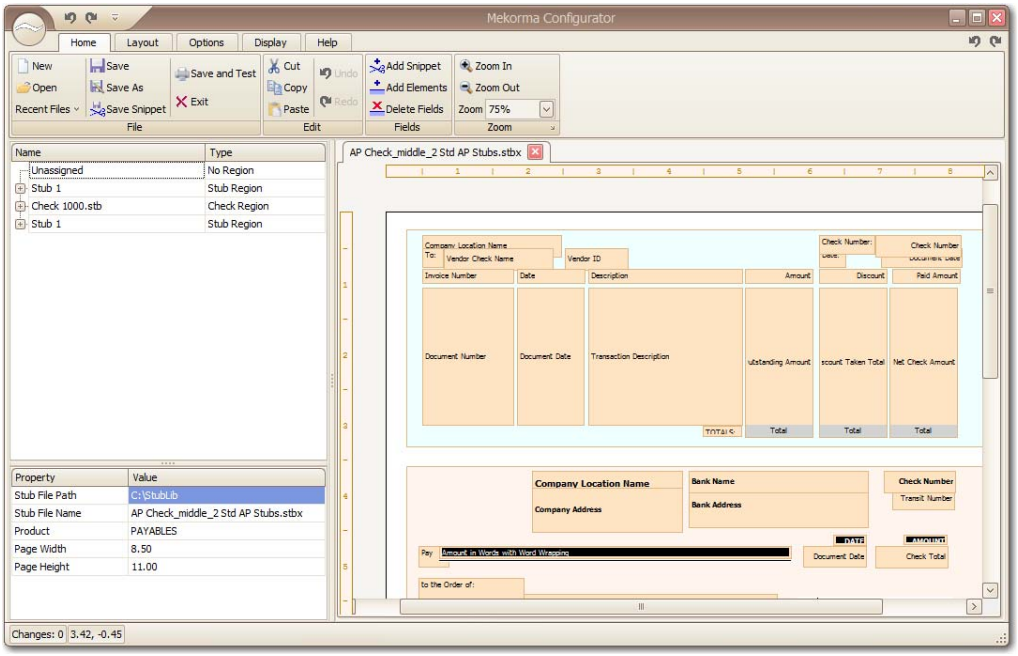
Some check stocks include boxes for individually positioning date characters or other date alignment characters such as MMDDYYYY. Mekorma MICR provides an alternative to the standard check date field that allows individual control over the positioning of each check date character, giving you complete flexibility in aligning the check date digits to any check stock. The Mekorma MICR Setup (Payables) screen is used in this example. To set up individual date digits:

1. Select **Microsoft Dynamics GP** ☞ **Tools** ☞ **Setup** ☞ **Purchasing** (or **Payroll**) ☞ **Mekorma MICR Purchasing** (or **US Payroll**) ☞ **Mekorma MICR Setup**.

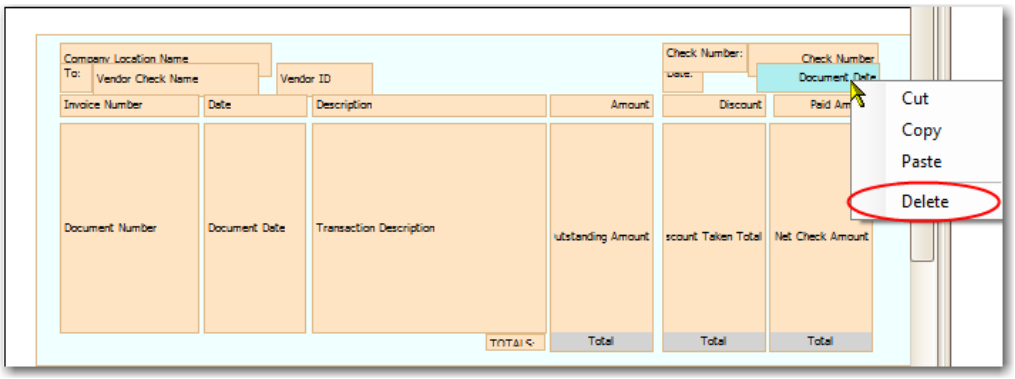
2. On the Mekorma MICR Setup dialog box, select a **Checkbook ID**:



3. Click the **Check Face** field hyperlink to open the Mekorma MICR Check Layout Configurator:

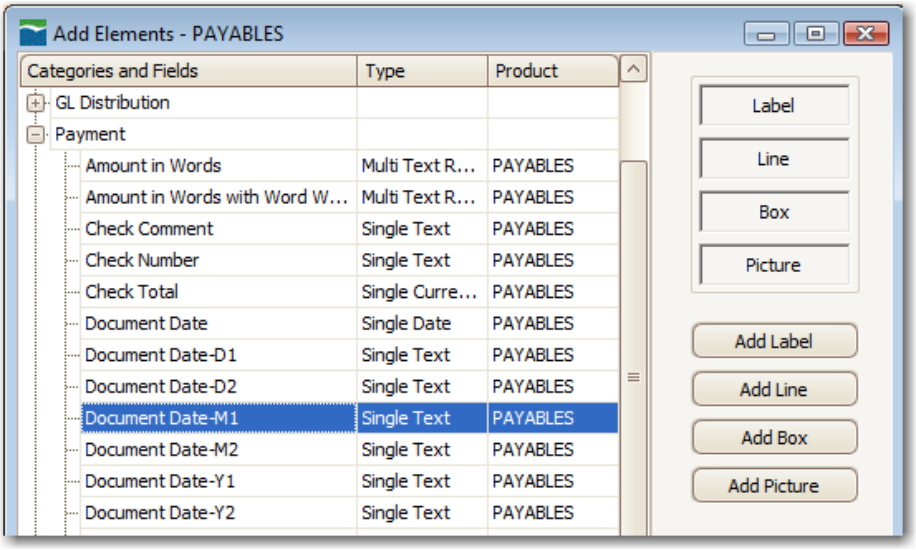


4. Locate the Check Region and click on the "Payment::Document Date" in Purchasing or the "Check::Check Date" in Payroll. Right-click to display a context menu and select **Delete** to delete the field.



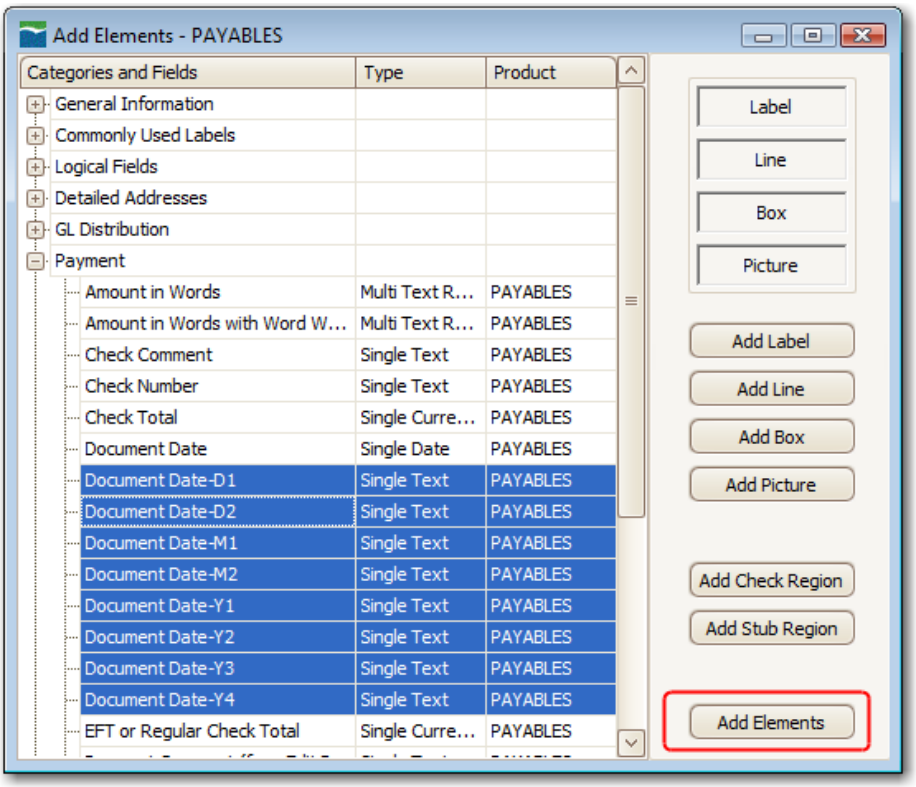
5. Click the **Add Elements** option the Home toolbar:

6. On the Add Elements dialog box, expand the **Payment** category for Purchasing or the **Check** category for Payroll.



7. Select "Document Date-M1, M2, D1, D2, Y1, Y2, Y3, Y4" fields for Purchasing or the "Check Date-M1, M2, Y1, Y2, Y3, Y4" fields for Payroll. To select multiple fields, press the **CTRL** key.

8. After all the fields are selected, click the **Add Elements** button on the bottom of the Add Elements screen.



All of the date fields are placed on your check stub. They can be repositioned, sized and aligned using the tools of the Mekorma MICR Check Layout Configurator. See *Mekorma MICR Configuring Check Layouts* guide for more information.

Configuring Check Digit Calculations

A "check digit" is a digit that is calculated based on a series of other numerals. In the context of check processing, a mathematical formula is applied to the digits that comprise the check number and a single digit is calculated. Both the check number and the single digit check digit are printed as part of the MICR line.

NOTE

This is an optional feature and is not required for printing checks or using Mekorma MICR.

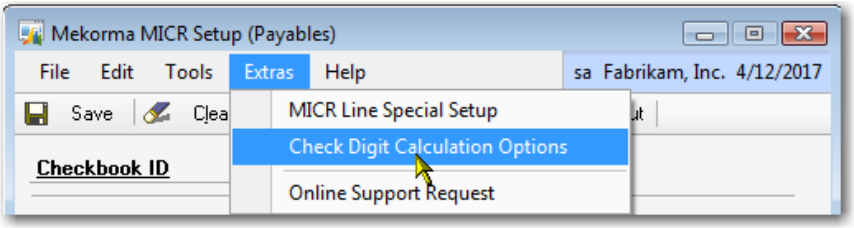
The purpose of the check digit is to add security and reliability to the bank's check processing. You only need to enter a check digit if your bank requires it. The bank's MICR scanner reads the check number, calculates the check digit and then reads the check digit.

If the check digit the scanner calculated number is different than the check digit that is printed in the MICR line, either the scan was faulty or the document that is being processed is invalid.

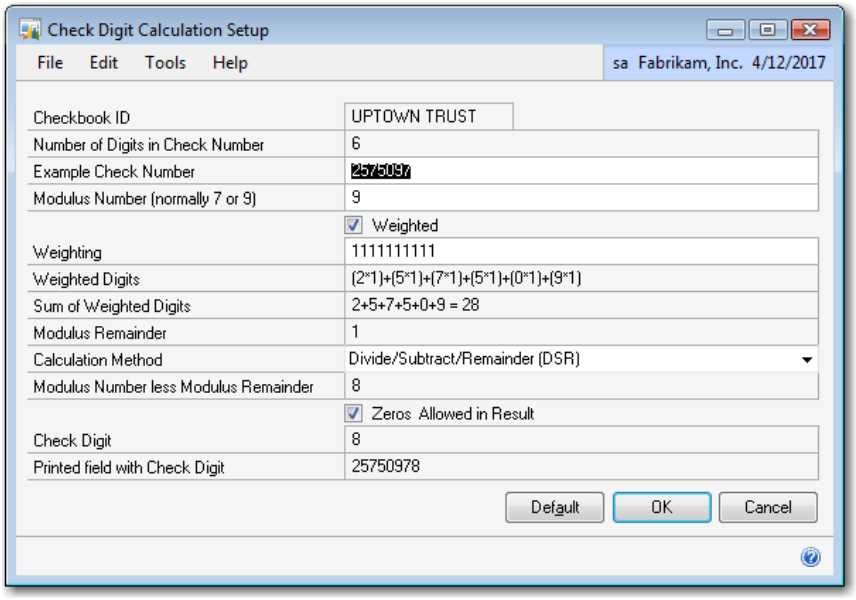
There are many formulas available for calculating check digits. If you want to use a check digit, you must determine if your bank uses check digits and what formula is used to calculate the check digit.

We have set up our default check digit calculation to follow the standard used by most banks. Since some banks use different formulas, Mekorma allows you to adjust the way the check digit is calculated.

1. Select **Microsoft Dynamics GP** ☞ **Tools** ☞ **Setup** ☞ **Purchasing** (or **Payroll**) ☞ **Mekorma MICR Purchasing** (or **US Payroll**) ☞ **Mekorma MICR Setup** and then select **Extras** ☞ **Check Digit Calculation Options:**



2. You see the Check Digit Calculation Setup dialog box:



The following table explains the fields used to calculate the check digit:

Field	Description
Checkbook ID	Defaults in from the Mekorma MICR Check Setup screen. Different formulas can be set for each checkbook to meet individual bank requirements.
Number of Digits in Check Number	Defaults in from the MICR Check Setup screen. It is the number of placeholders (X's) that you have keyed in on the MICR line. If this is not the correct number of digits in your check number, then you should close this screen, change the X's in your setup and open this screen again.
Example Check Number	Usually when the bank gives you a specification, it will give you sample check numbers to show you how the calculation works. You can use this field to type in an example from your bank. Then you can compare the results in the **Check Digit** field to confirm that you have set up the formula properly.
Modulus Number	This is a number specified by your bank to divide the check number by to get a "mod". A modulus operation is as follows: divide one number by another and calculate a remainder. The remainder is your answer. For example, 15 mod 7 equals 1. In the banking industry, this number is usually a 7 or a 9.
Weighted	This checkbox lets you specify whether the calculation should simply divide the check number by the modulus number or whether it should sum the digits together first and then divide that sum by the **Modulus Number**. Most banks use weighted check digits.

Field	Description
Weighting	This field will be shown if the **Weighted** field is checked. The weighting code allows each digit of the check number to be multiplied by a particular value before being summed. For example, the check number 123 weighted by the weighting value 121 would product a calculation (1*1) + (2*2) + (3*1) which would then be divided by the **Modulus Number**. Most banks use a weighting of 111111 which gives equal value to each of the digits and is the same as simply summing the digits together.
Weighted Digits	If the **Weighting** field is checked, this field will show you the formula it is going to use to weight and sum the digits. This field is for informational purposes.
Sum of Weighted Digits	If the **Weighting** field is checked, this field will show you the next step in the summation process and the result of summing the weighted digits. This field is for informational purposes.
Modulus Remainder	If Weighting is not used, this field will equal the remainder of the **Check Number** divided by the **Modulus Number**. If Weighting is used, this field will equal the remainder of the **Sum of Weighted Digits** divided by the **Modulus Number**. This field is for informational purposes.
Calculation Method	This field may be one of the following two values. Your bank should specify whether it uses the DSR or the DR method of calculation. **Divide/Subtract/Remainder (DSR)**: With this method the **Modulus Remainder** is subtracted from the **Modulus Number** to calculate the **Check Digit**. **Divide/Remainder (DR):** With this method the **Modulus Remainder** is used as the **Check Digit**.
Modulus Number Less Modulus Remainder	If you are using the DSR calculation method, this informational field will show you the next step in the process: **Modulus Number – Modulus Remainder**.
Zeros Allowed in Result	Some banks specifications do not allow 0's in the result. In this case, if the result of the last calculation is equal to 0, the **Modulus Number** will be used as the **Check Digit**.
Check Digit	Finally, the system shows you what it has calculated as the check digit for your example check number. You can try different examples to see if they all come out the way that you expect.
Printed field with Check Digit	This informational field shows you your check number followed by the **Check Digit** so you see how it would look when printed.
Set Default	This option resets the screen back to the original defaults that ship with the Mekorma MICR product. The defaults are shown in the screen shot preceding this chart.

Modifying Mekorma MICR

This section provides information on the following topics:

- Application Extensibility and Customization, following
- Suppress Warnings for Mekorma MICR in One or More Companies
- Restricting Access to Mekorma MICR Setup Windows
- Removing Security to Alternate Windows
- Disabling MICR Dictionary for Current Session
- Launching Microsoft Dynamics GP Without Mekorma MICR
- Using the Uninstall Wizard

Application Extensibility and Customization

If you would like to modify or customize Mekorma MICR, the following options are available to you:

- You can configure dialog boxes using the standard Dynamics GP modifier tool (for more information, please see the *ModifierQuickStart.pdf* file located in the **Documentation** folder of your GP directory).
- You can configure your check output format using the Mekorma MICR Configurator tool (for more information, see the *Mekorma MICR Configuring Check Layouts.pdf* file located in the **Mekorma MICR** folder of your GP directory).
- You can contact Mekorma and submit a customization request.

Suppress Warnings for Mekorma MICR in One or More Companies

If Mekorma MICR is installed and registered, the default assumption is that Mekorma MICR will be used for all check printing. Mekorma MICR can be deactivated, on a per company basis, by removing the security to alternate Mekorma MICR Print Checks windows.

IMPORTANT

If you do not want to use Mekorma MICR Miscellaneous check functionality, you must suppress the Payables warnings in the applicable company or companies.

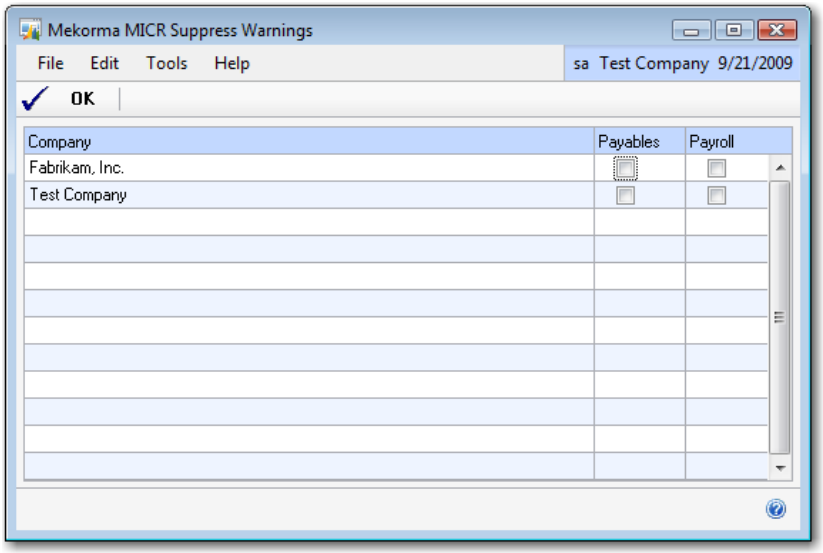
If security is not set (or deactivated) to the Mekorma MICR Alternate Check printing windows, a warning will appear informing the user that Mekorma MICR is installed but that security is not set to the alternate windows. This message will appear each time any of the check printing windows is opened.

If you are purposely not using Mekorma MICR in one or more of your companies, you can suppress this warning.

To suppress the warnings:

1. Click the Help icon and select **About Microsoft Dynamics GP ☞ Additional ☞ Mekorma MICR ☞ Register**.

2. On the Mekorma MICR Registration screen, select **Options ☞ Suppress Warnings**. You see the Mekorma MICR Suppress Warnings dialog box:

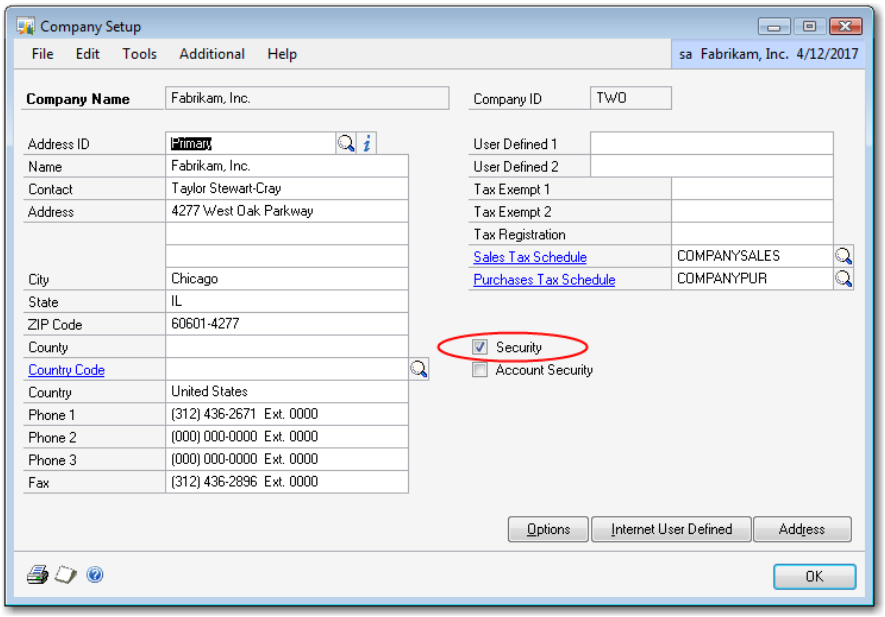


3. For each company for which you would like to suppress the warning, check the Payables and/or the Payroll checkbox(s).

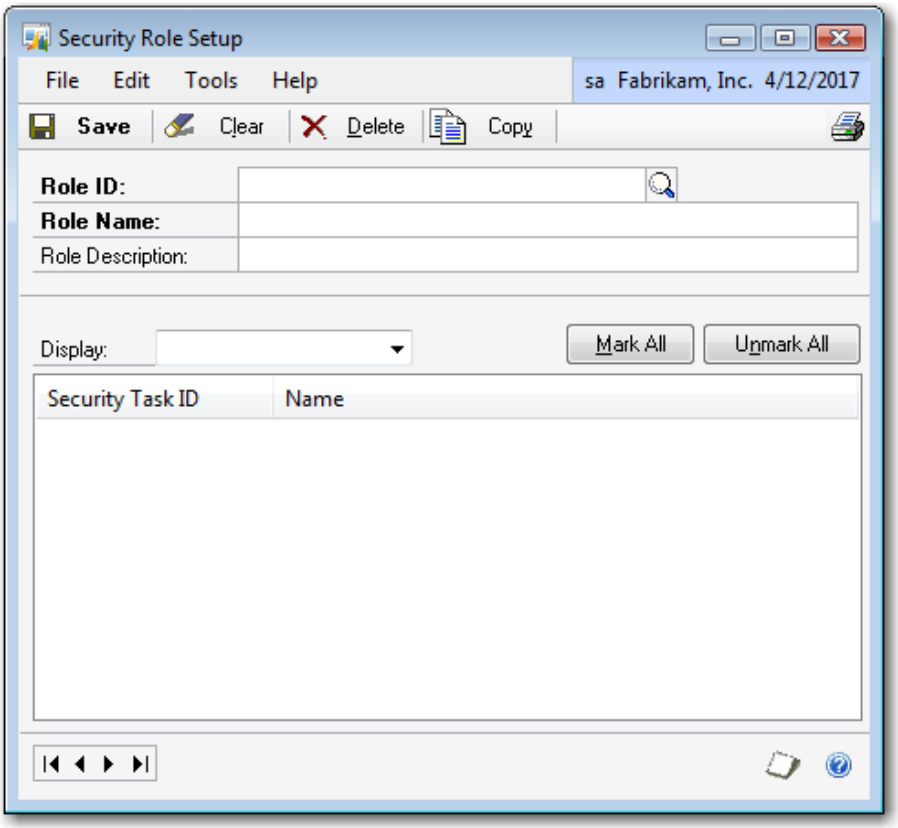
Restricting Access to Mekorma MICR Setup Windows

You can restrict access to the MICR setup windows by removing the applicable Mekorma MICR security tasks assigned to the user(s). To do so, security must be activated for the company.

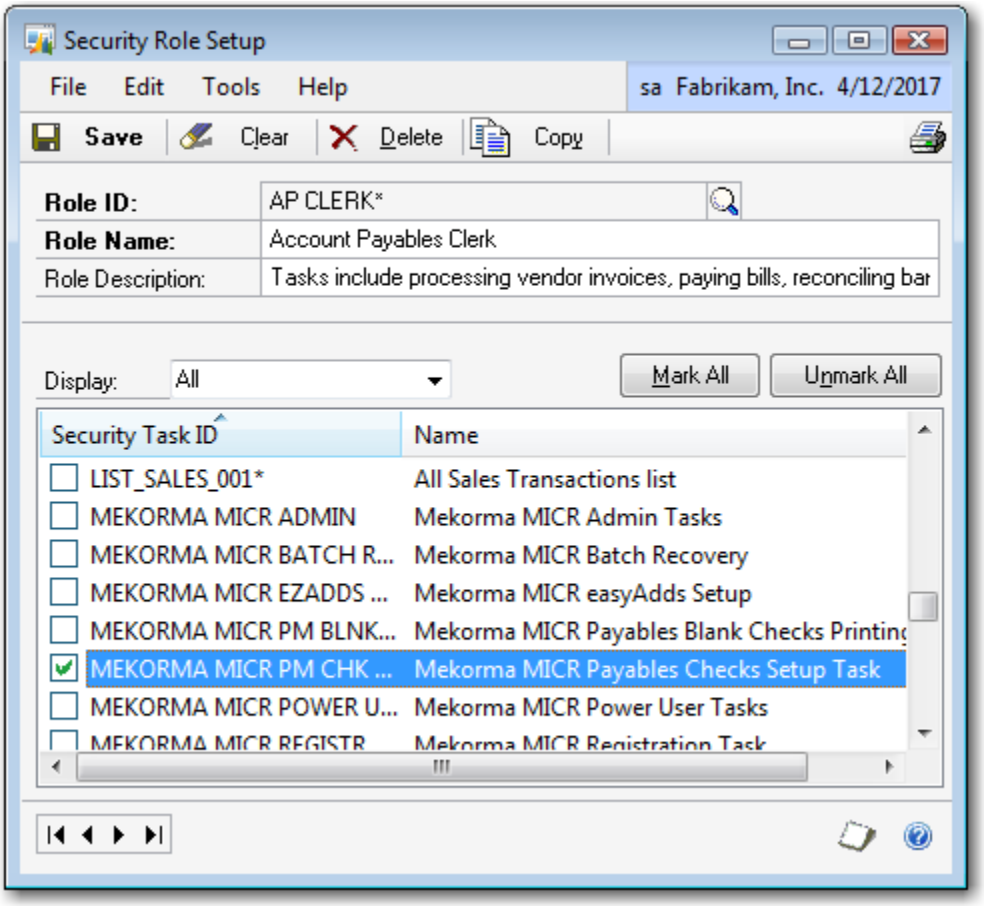
1. Select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Company ☞ Company** to open the Company Setup dialog box:



2. Check the **Security** option and click **OK**. Select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ System ☞ Security Roles**. You see the Security Role Setup screen:



3. On the Security Role Setup dialog box, select the **Role ID** you want to remove the Mekorma MICR Security Task from:



4. Select the **Security Task ID** and uncheck the box to the left of the task ID.

5. Click **Save**. Repeat Steps 2 and 3 each Security **Role ID** you wish to restrict access to.

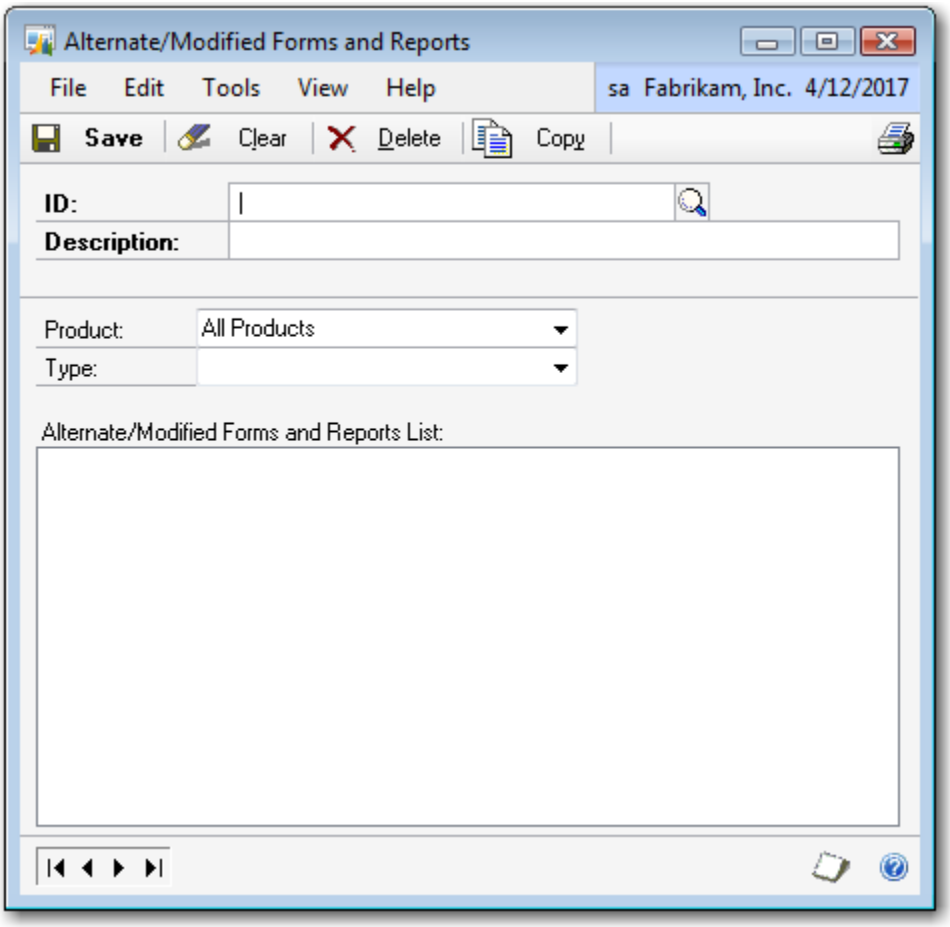
Removing Security to Alternate Windows

If you turn off security to Mekorma MICR alternate Print Checks windows, the regular Microsoft Dynamics GP Checks window will appear.

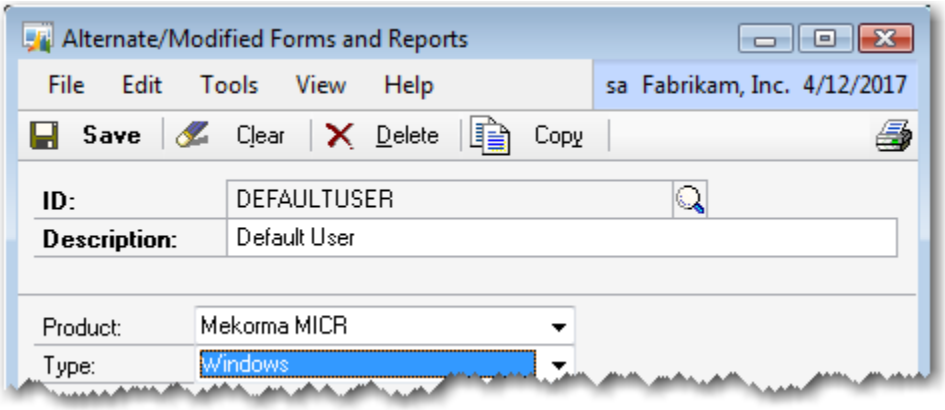
To remove security:

1. Select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ System ☞ Alternate/ Modified Forms and Reports.**

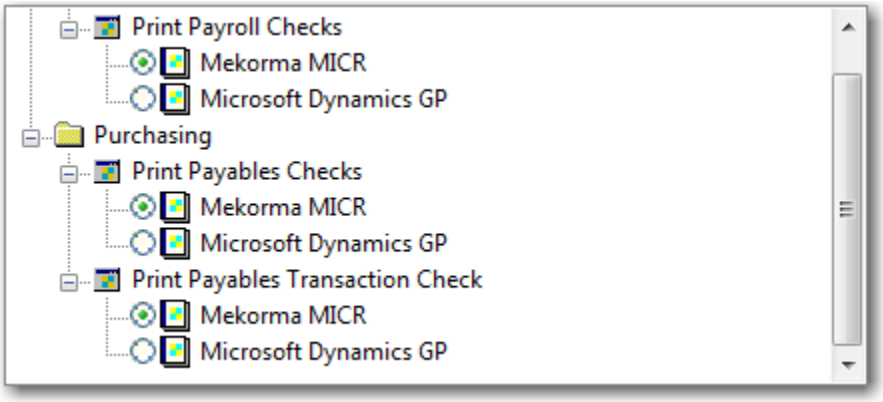
2. You see the Alternate/Modified Formats and Reports dialog box:



3. Select an Alternate/Modified Forms and Reports **ID**. Select "Mekorma MICR" for the **Product** field and "Windows" for the **Type**.



4. Expand the Payroll and Purchasing modules until the radio buttons for Mekorma MICR and Microsoft Dynamics GP are displayed.

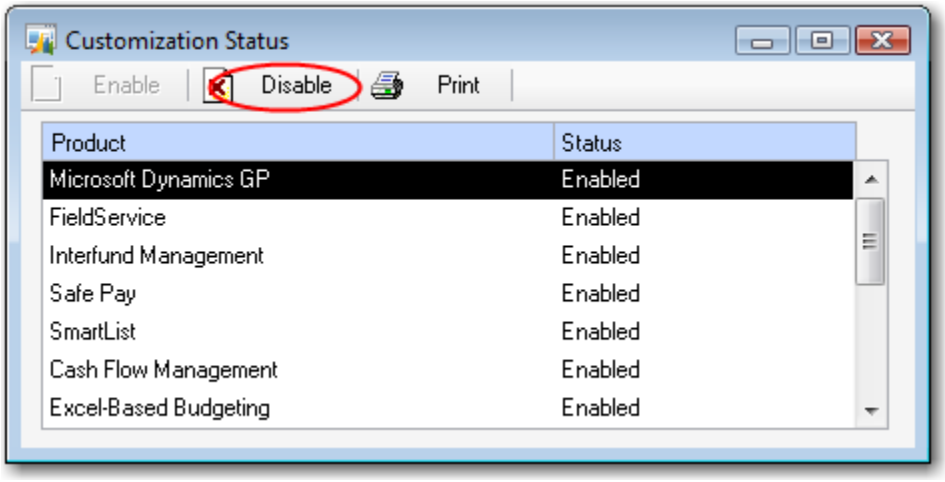


5. Select the **Microsoft Dynamics GP** options to disable Mekorma MICR functionality.

6. To disable functionality for Mekorma MICR Miscellaneous Checks, you must suppress the Mekorma MICR warnings in Payables. See you're the Suppress Warnings section for information on suppressing warnings.

Disabling MICR Dictionary for Current Session

To disable the MICR dictionary for the current session, select **Microsoft Dynamics GP ☞ Tools ☞ Customize ☞ Customization Status**. You see the Customization Status screen:



To disable the MICR dictionary:

1. Select "Mekorma MICR" in the **Product** list.

2. Click the **Disable** button to change the status of Mekorma MICR from "Enabled" to "Disabled".

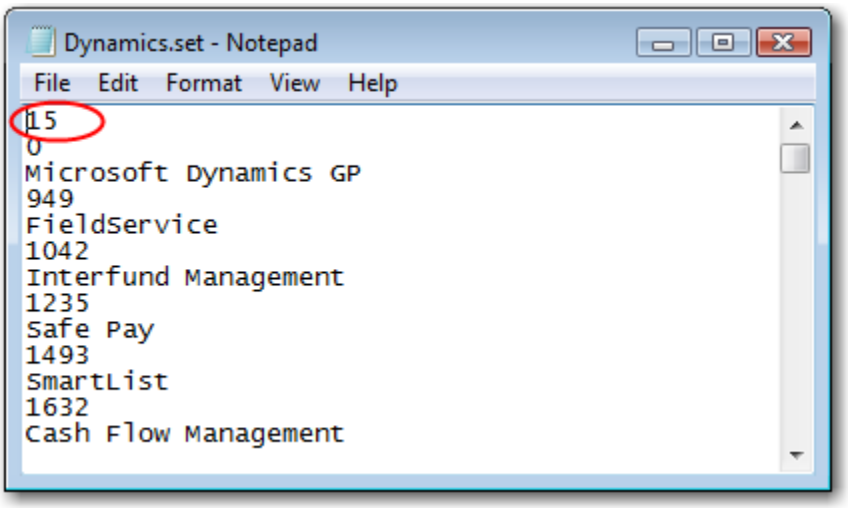
This option goes beyond just removing security because it disables triggers too, but only lasts for the current Microsoft Dynamics GP session. The status returns to enabled when you close Microsoft Dynamics GP and then launched it again.

Launching Microsoft Dynamics GP Without Mekorma MICR

With this option you remove Mekorma MICR from the .set file. This prevents the dictionary from being loaded but still leaves the program intact.

1. Close Microsoft Dynamics GP. Make a copy of your current Dynamics.set file in case you need to refer back to it.

2. Open the Microsoft Dynamics GP root directory. Right-click on the Dynamics.set and select **Edit**.



3. You see a one or two digit number in the upper left corner of the Dynamics.set file. This is the number of dictionaries listed in the file. Since you will be removing references to micr.dic, lower this number by one (for example, if the number is "6" change it to "5".)

4. Scan the list of product numbers and product names until you find "2404" and "Mekorma MICR". Delete both lines.

5. Scan the list of dictionary locations and delete the three lines that end in:

   ...MICR.DIC

   ...MICRFRM.DIC

   ...MICRRPT.DIC

6. Save the Dynamics.set file and launch Microsoft Dynamics GP.

Using the Uninstall Wizard

The uninstall wizard will uninstall all of the files (except for the format library files) that were installed during the Mekorma MICR installation wizard (for Version 10.00.031 and higher).

To remove tables and all other MICR-related files, please see the *Mekorma MICR Uninstall Guide.pdf* located in the **Mekorma MICR** folder of your Dynamics GP directory.

IMPORTANT

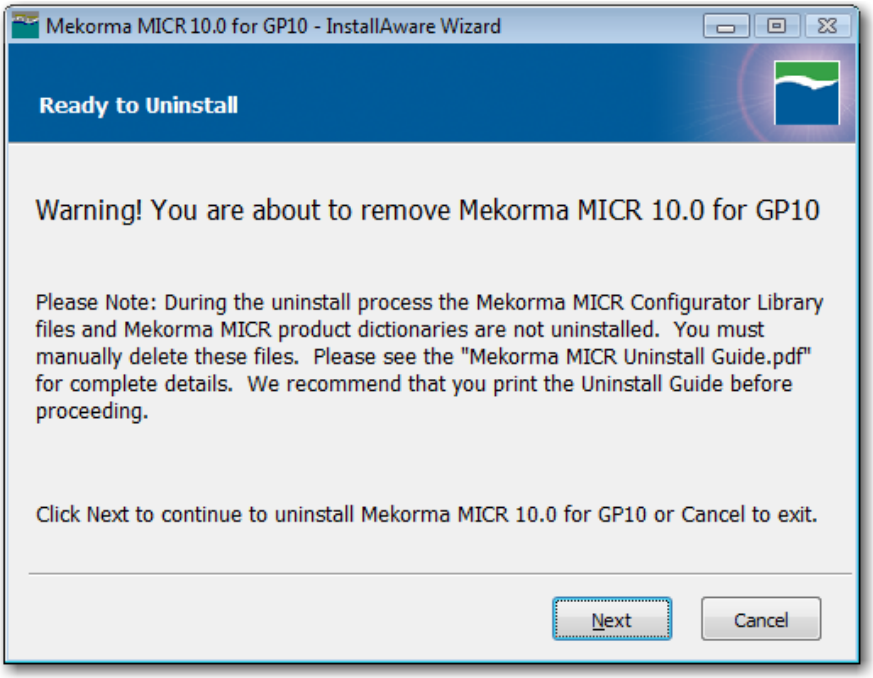
Please note that if you uninstall Mekorma MICR using the uninstall wizard, all of the user documentation is removed, including the Mekorma MICR Uninstall.pdf and this user guide.

We recommend making a copy of all the PDFs in the Mekorma MICR folder of your GP directory prior to uninstalling, or printing the Mekorma MICR Uninstall Guide.pdf so that the necessary instructions are available to you.

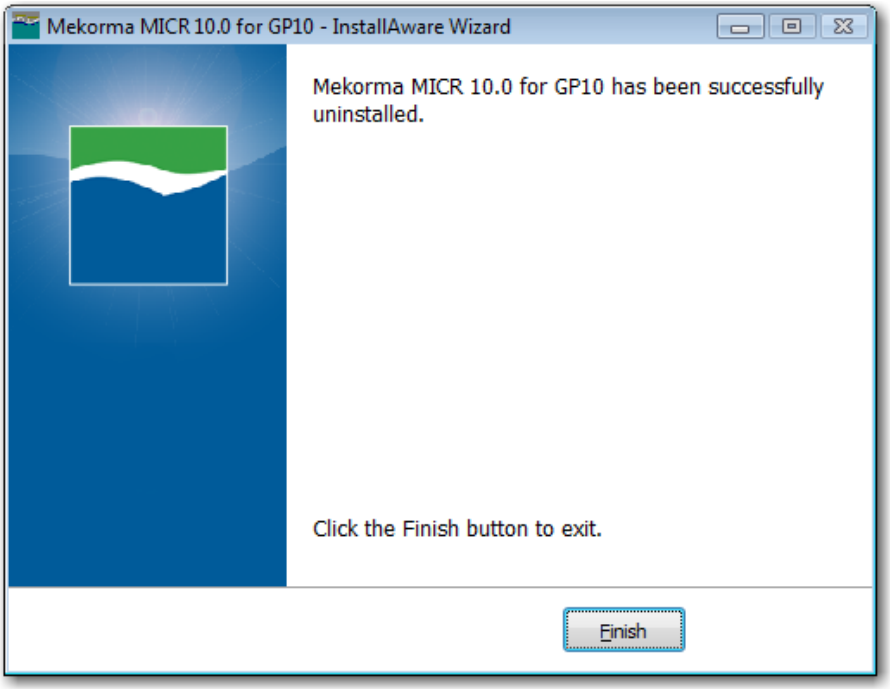
To run the uninstall wizard:

1. Select **Start** ☞ **Programs** ☞ **Mekorma MICR 10.0** ☞ **Uninstall Mekorma MICR** or open your control panel and select **Add or Remove Programs**, locate "Mekorma MICR 10.0" under the Currently Installed Programs column.

2. Click **Remove** to launch the uninstaller. You see the Ready to Uninstall dialog box:



3. Click **Next** to continue. You see a progress screen as the program removes the Mekorma MICR installed files. If the files are successfully removed, you see the following dialog box:



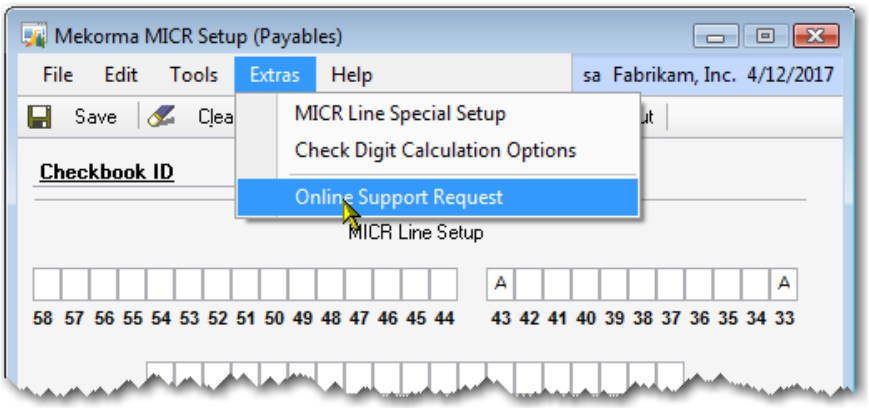
4. Click **Finish** to close the screen.

Submitting an Online Support Request

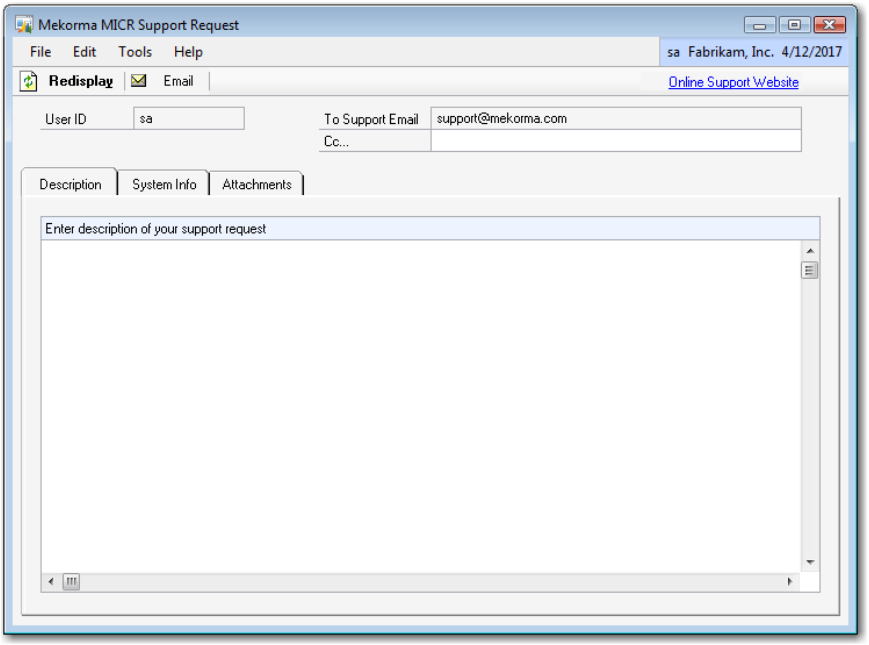
To better assist our clients in using our product, Mekorma offers an Online Support Request feature that allows users to quickly and easily send an online support request via e-mail from within Dynamics GP.

The Online Support Request option is available from the **Extras** menu on most Mekorma MICR screens. To submit a request, complete the following steps:

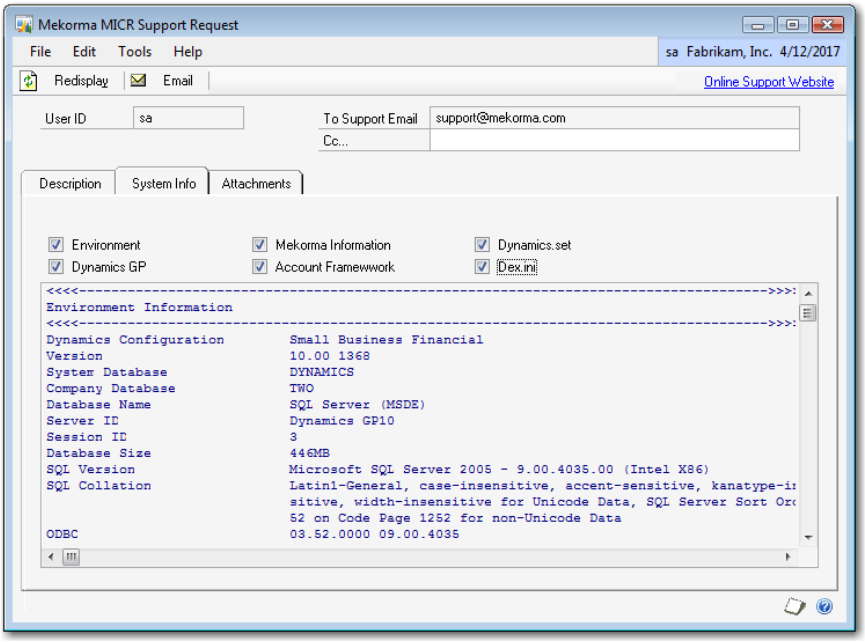
1. From the applicable Mekorma MICR screen, such as the Mekorma MICR Setup (Payables) screen, select **Extras ☞ Online Support Request**:



2. You see the Mekorma MICR Support Request form. Enter a description of the issue on the Description tab:

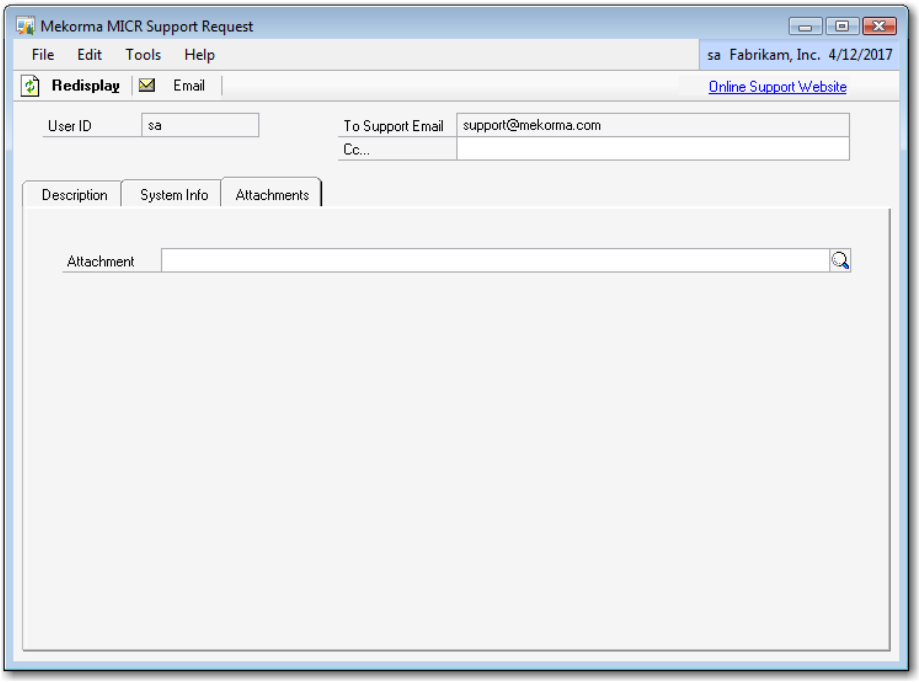


3. Click the System Info tab to specify which data type to send to support:

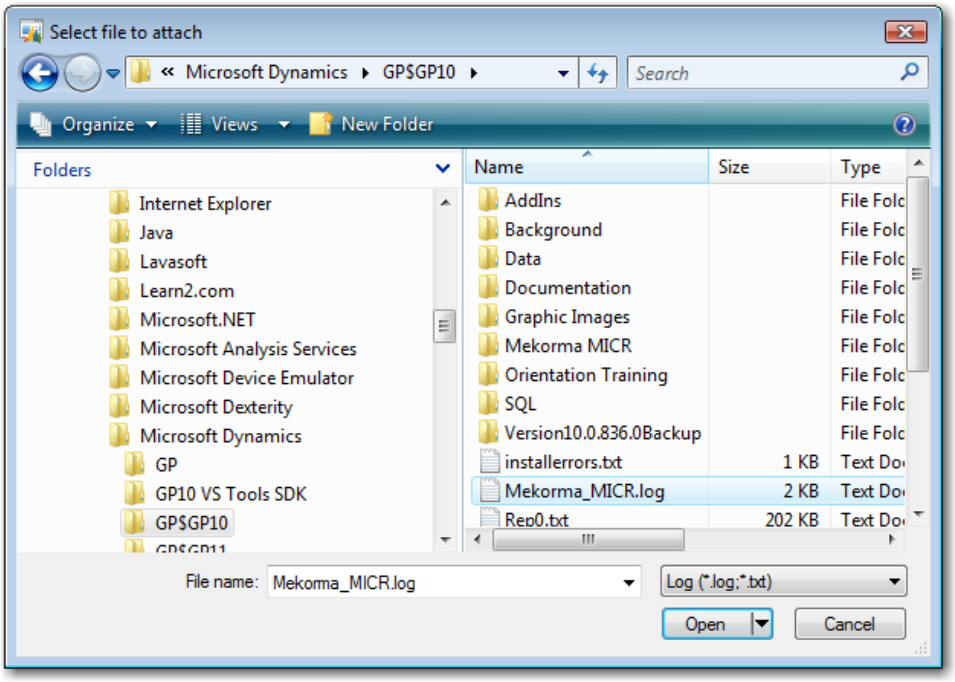


4. Check the box next to the applicable data type, such as **Environment**, **Dex.ini**, **Mekorma Information**, and so on. The text box displays the information being sent to Mekorma Support.

5. Click the Attachment tab to add any log files or attachments that might assist the support department in resolving your question or issue:



6. To attach a file, click the lookup icon next to the **Attachment** field. You see the Select file to attach screen:



7. Navigate to the location of the file and click **Open**. The file location is displayed in the **Attachment** field.

NOTE

The online support request form only accepts one file attachment per request.

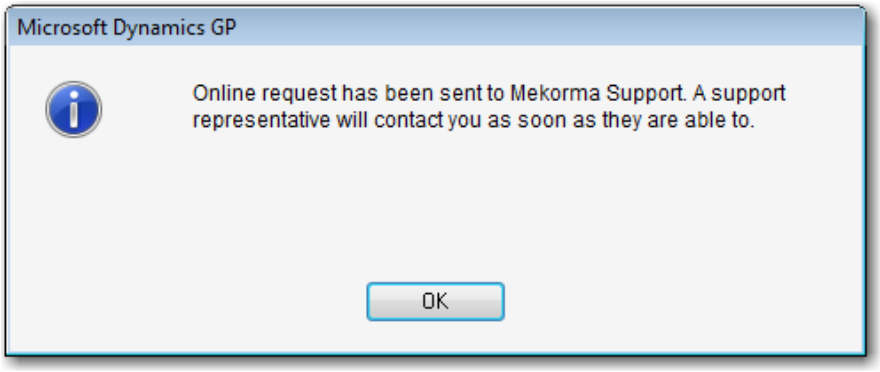
8. Use the **Cc:** field to send a copy of the e-mail to yourself or to another e-mail address. Click **Redisplay** to refresh the information on the screen.

9. When you are ready to submit the request, click the **Email** Email button to launch your e-mail application and send the request to the Mekorma Support department.

NOTE

If the workstation submitting the online support request does not support MAPI, error messages will occur. An attempt will be made to launch an e-mail client through the operating system and place support@mekorma.com in the "Send To" field of the e-mail. If this fails and you are unable to send an online support request, please contact Mekorma support directly at 888-MEKORMA (635-6762) Option 3.

10. If the request is successfully sent, you see the following confirmation message:



11. Click **OK** to close the confirmation screen.

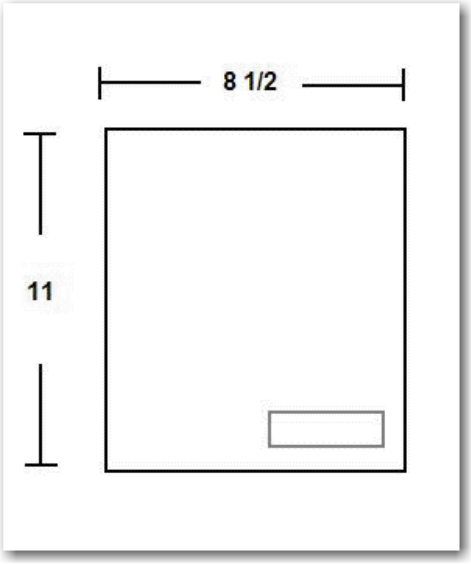
TIP

If you are unable to use the Online Support Request form for any reason, you can click the Online Support Website link in the upper left corner of the screen to go to the Mekorma Website and submit a support request.

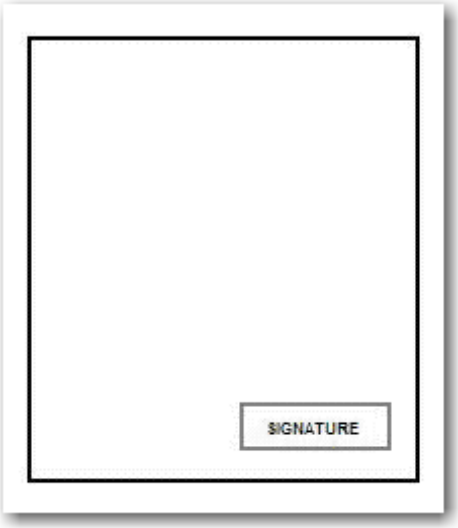
Appendix A: Creating a Digital Signature

To create a signature file, complete the following steps:

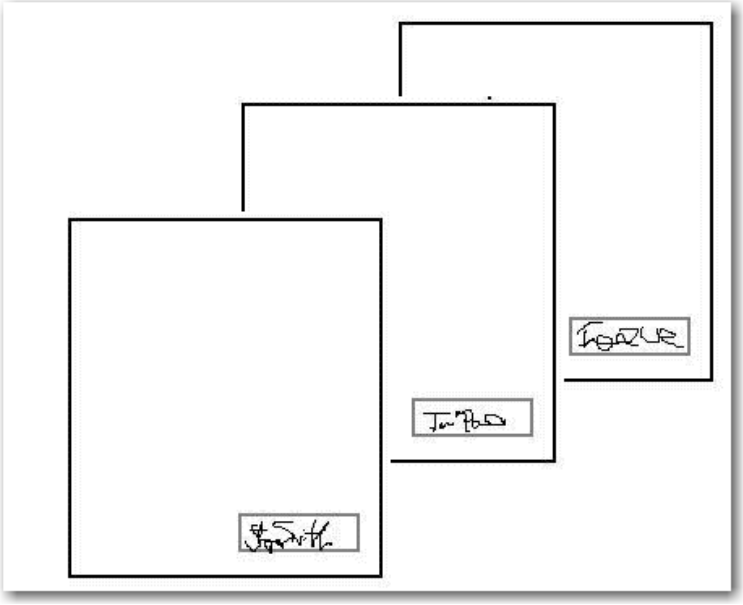
1. On a standard 8 ½ by 11 sheet of paper, draw a rectangle that represents the size of an average signature (the following screen shots are not drawn to scale):



2. Print as many copies of the box as there are signers plus one. For example, if there are six different people providing signatures, print seven copies of the sheet. On the first sheet, write the word "SIGNATURE" inside the box:



3. Ask each signer to sign their name within the rectangle, one signature per page:



4. Scan all of the images onto your computer (including the first one that just said "SIGNATURE") and crop around the signatures, using the same settings each time. Save and name the image files.

5. When you are finished, you should have several .bmp files with the same basic dimensions.

Adding the Signature Guideline to the Check Layout

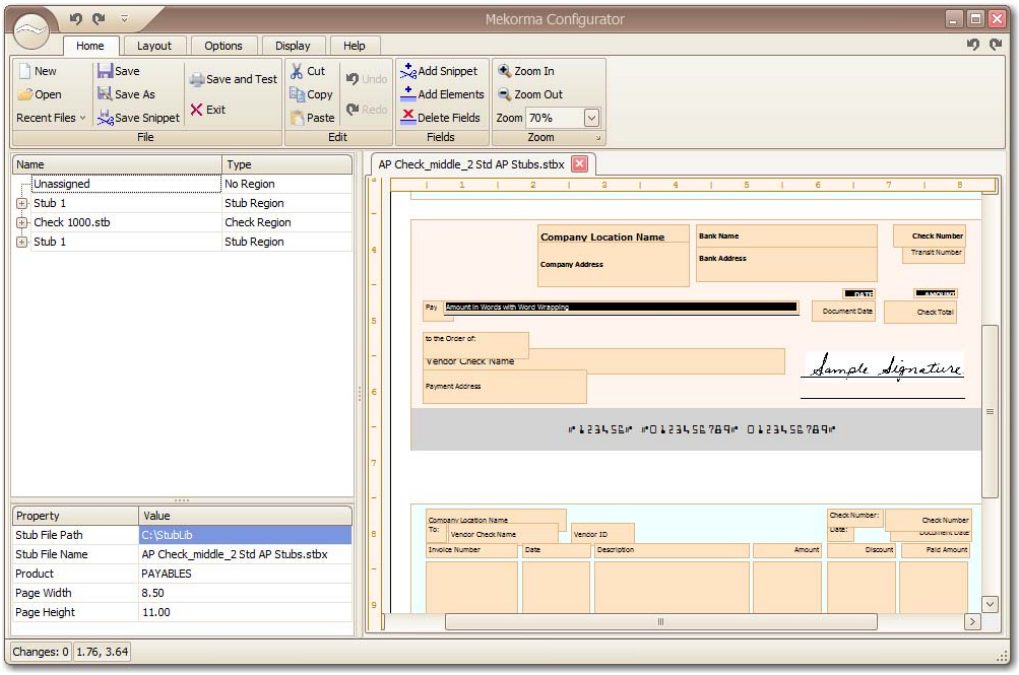
After you create the digital image, you must add the Signature field to your check stub layout (please see the *Mekorma MICR Configuring Check Layouts.pdf* for more information on adding signatures).

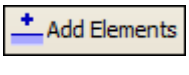
We will add the first scanned image containing the word "SIGNATURE" as the Signature 1 Logical Field. This example uses the Mekorma MICR Setup for Payables.

1. Select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Mekorma MICR Setup**.

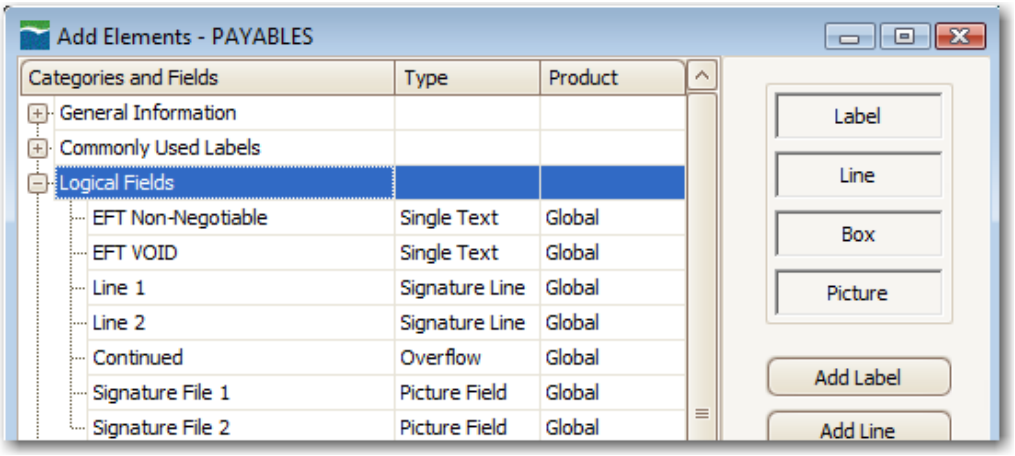
2. You see the Mekorma MICR Setup screen for Payables. Open the Configurator layout tool by clicking on the **Check Face** field.

3. Select the desired stub layout and scroll down to the check region:

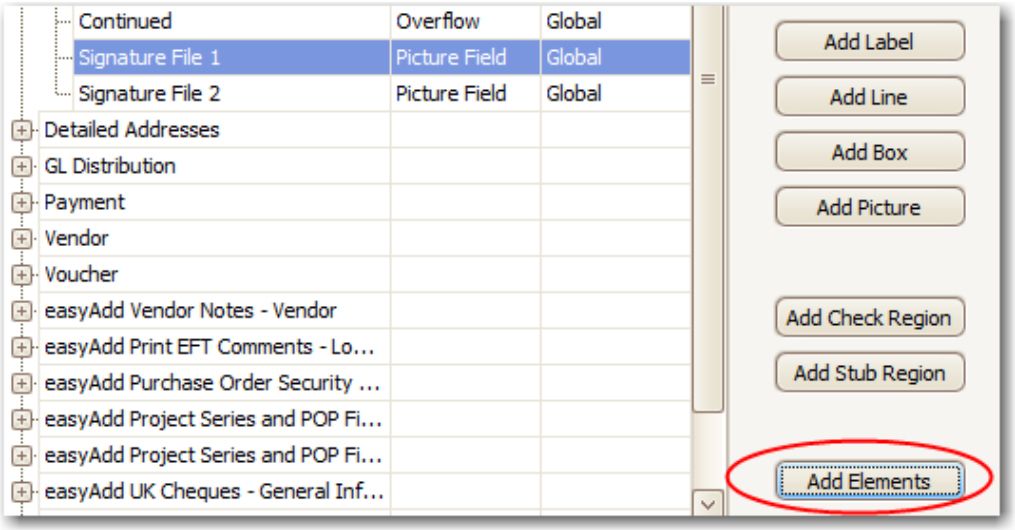


4. Select the check region and click the **Add Elements** 

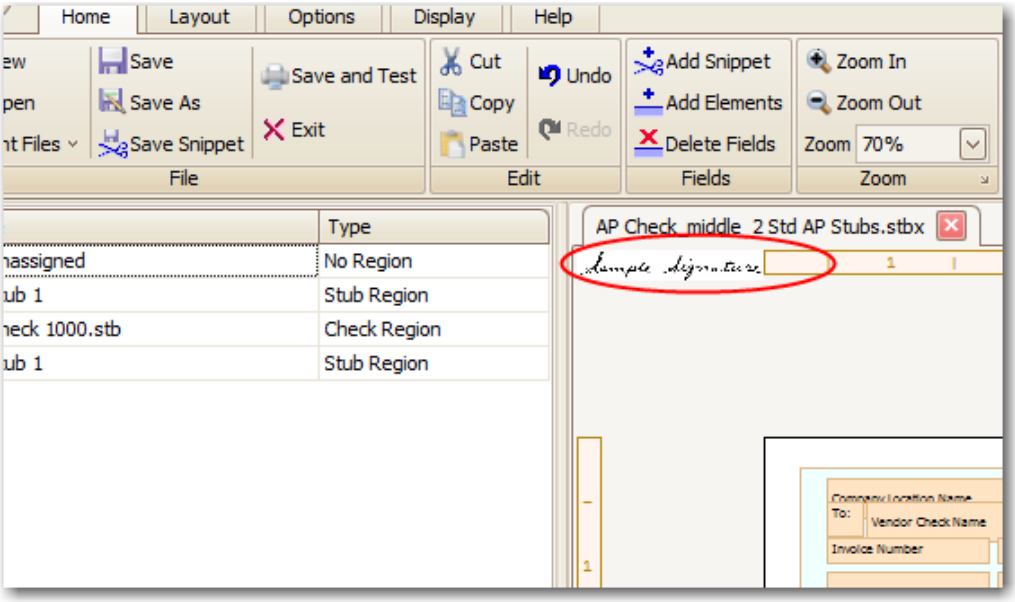
option. On the Add Elements dialog box, expand the Logical Fields category:



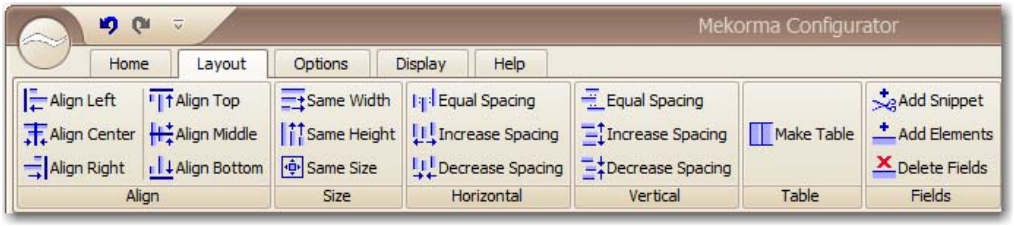
5. Select the **Signature File 1** field and click **Add Elements**.



6. In the Open dialog box that displays, navigate to the location where you saved the SIGNATURE bitmap file and click **Open**. The image is placed in the upper left corner of the check region:



7. Resize and reposition the signature image as desired. You can drag-n-drop the image to the desired location on the stub and use the options on the Layout toolbar to size and position the image:



TIP

In the Configurator, you can place objects on top of other objects. For signatures, the Signature Line field should be placed on top of the Signature image.

8. Save your changes and close the Configurator.

For complete instructions on using the Configurator, please see the *Mekorma MICR Configuring Check Layouts.pdf* located in the **Mekorma MICR** folder of your GP root directory.

You can use this image as a placeholder for your signatures. The actual signature image printed is determined by the location and signature image entered in the Mekorma Password and Signature Setup dialog box.

Once you have created a digital signature .bmp file, set up the Signature IDs, and added the Signature Field to your check stub using the Configurator layout tool, you can print signatures on your Mekorma MICR checks. A few things to keep in mind when working with signature image files are:

- We recommend keeping the size of the image at or below 50KB.
- An image should be saved at the same size it will print on the check and in black and white.
- For the image to print, it must be present in the specified file location at print time.

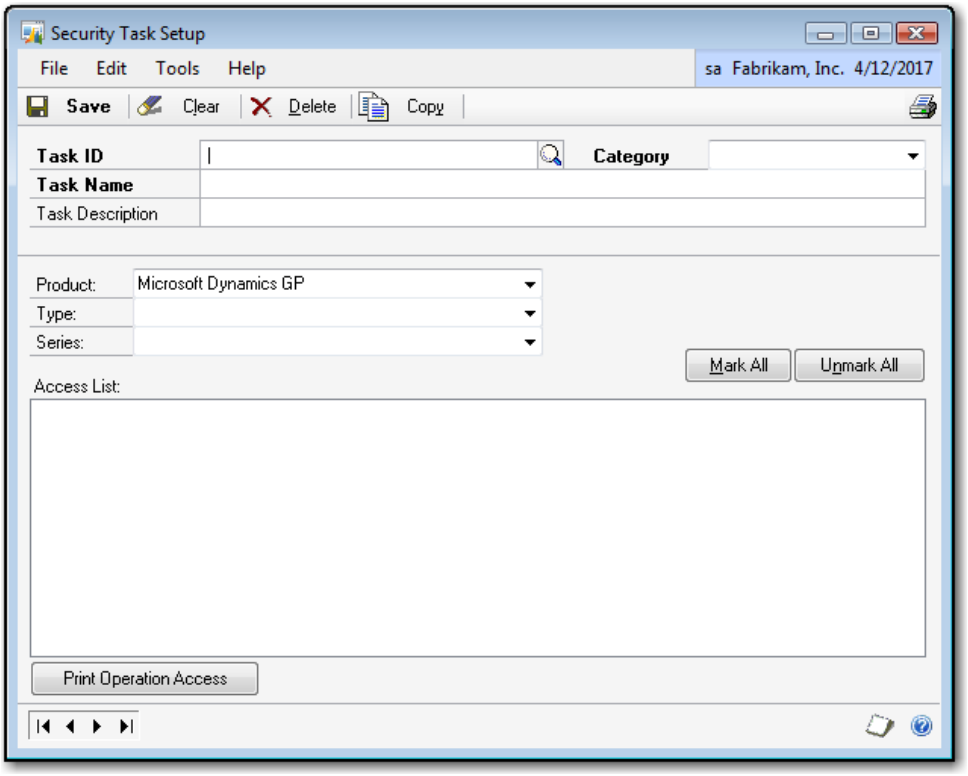
TIP

See Configuring Signatures, Passwords and Thresholds for more information about using Signatures with Mekorma MICR check printing.

Appendix B: Mekorma Windows and Reports

When assigning Mekorma MICR security tasks in Dynamics GP, you can select from a variety of Mekorma Windows, Series, and Reports to define security access for the selected user.

To access the Security Task Setup screen, select **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ System ☞ Security Tasks**:



From this screen, you can select the **Task ID**, **Type** (Windows or Reports) and then applicable **Series** (Purchasing, Payroll or System) that you want to associate with the security task.

NOTE

Please see the section on Mekorma MICR Security Tasks and Roles for information on security roles and tasks for Mekorma MICR.

The following sections list Mekorma MICR security tasks available and the windows and reports each task grants access to, along with the menu path to the window and a description of what the selected window or report does.

Windows

On the Security Task Setup screen, after selecting your Mekorma MICR security Task ID you would enter the following information:

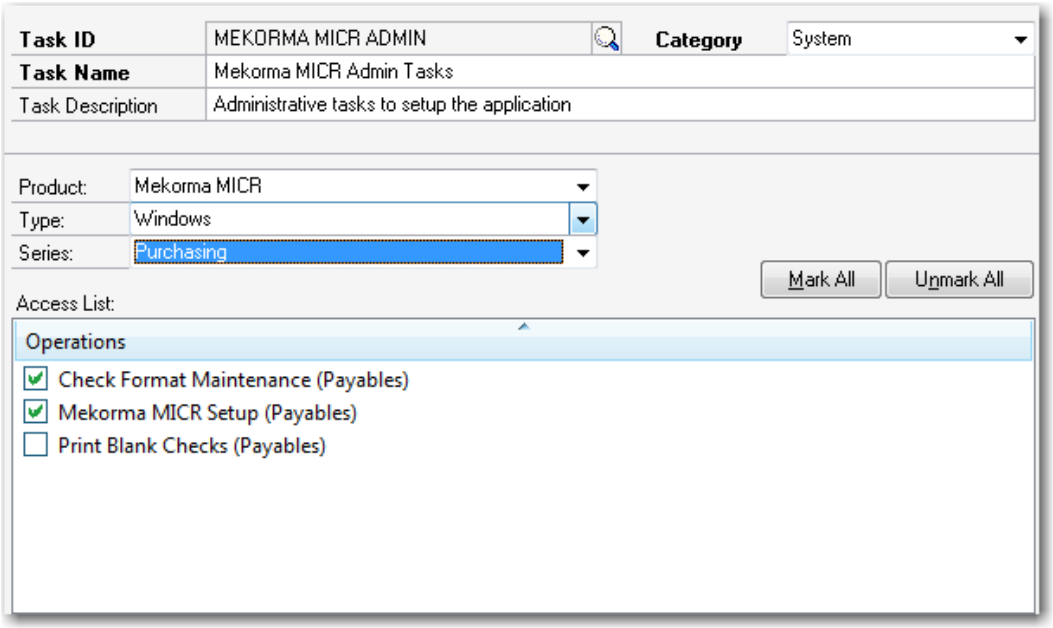
Task ID: Appropriate Mekorma MICR security task

Product: Mekorma MICR
Type: Windows

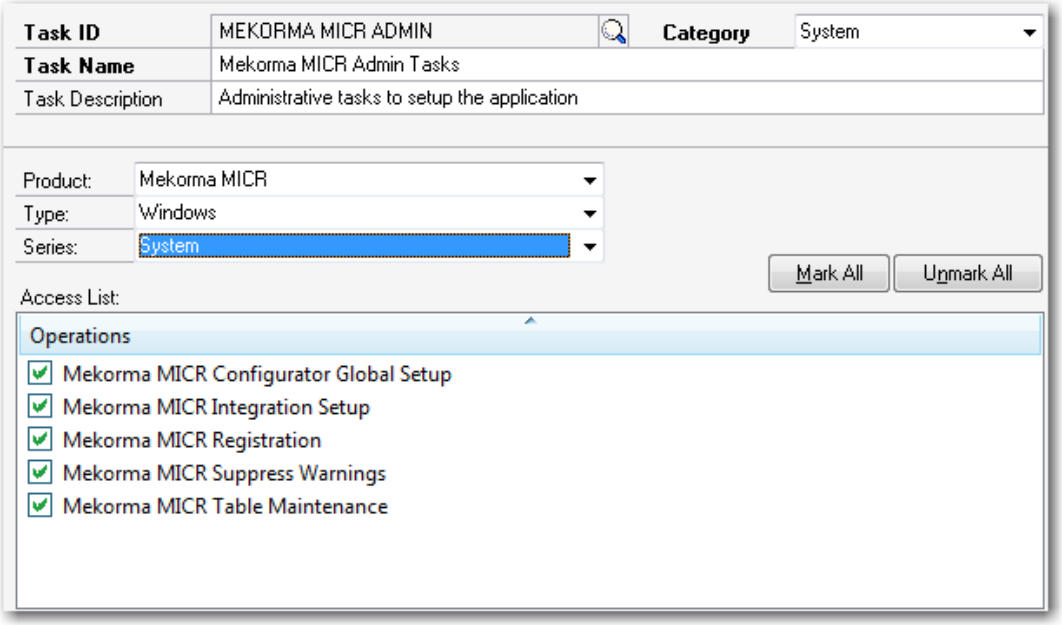
Then select a **Series** to display the available Windows. If a series is not listed for a specific Mekorma MICR security task, then no Mekorma MICR windows are assigned in that series. For example, the Mekorma MICR Batch Recove task ID only has a window in the "Company" series, so the other series are not listed for that security task ID.

Mekorma MICR Admin Task ID

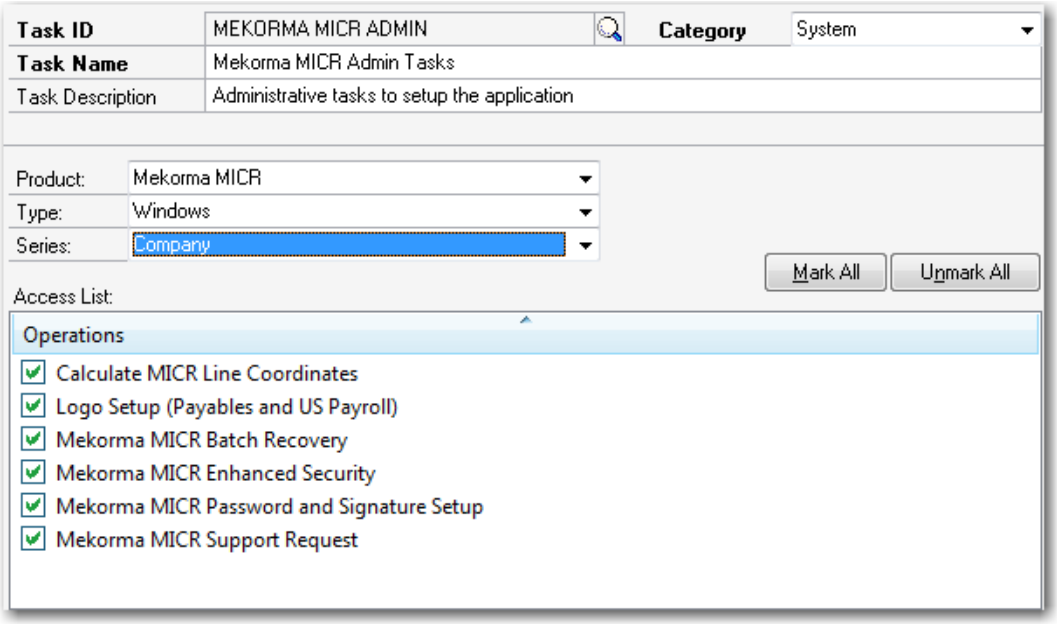
Series: Purchasing and Payroll (same windows assigned to both series)



Series: System

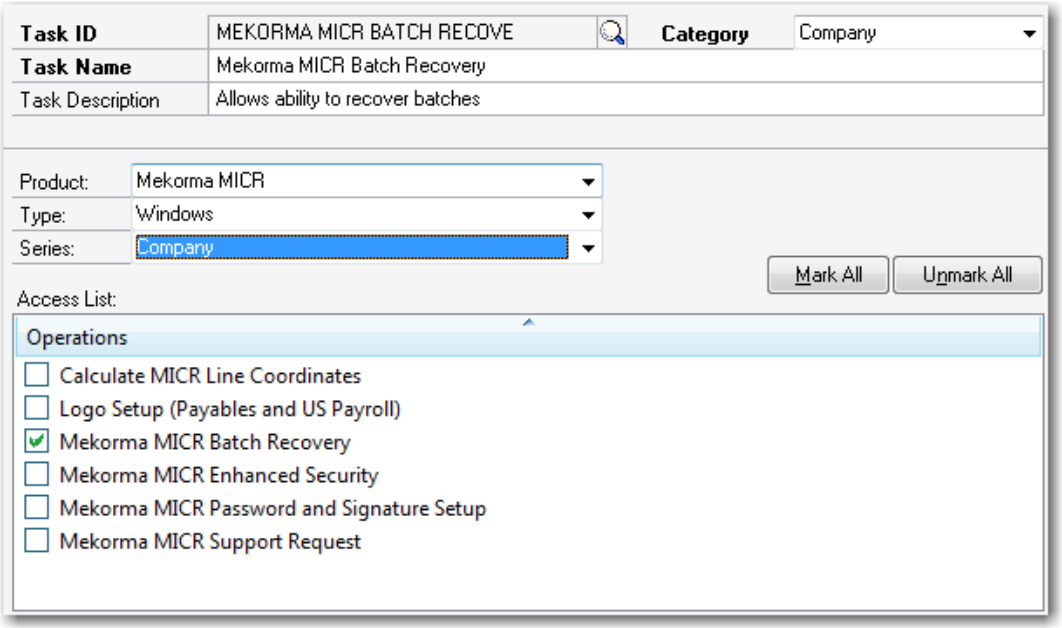


Series: Company



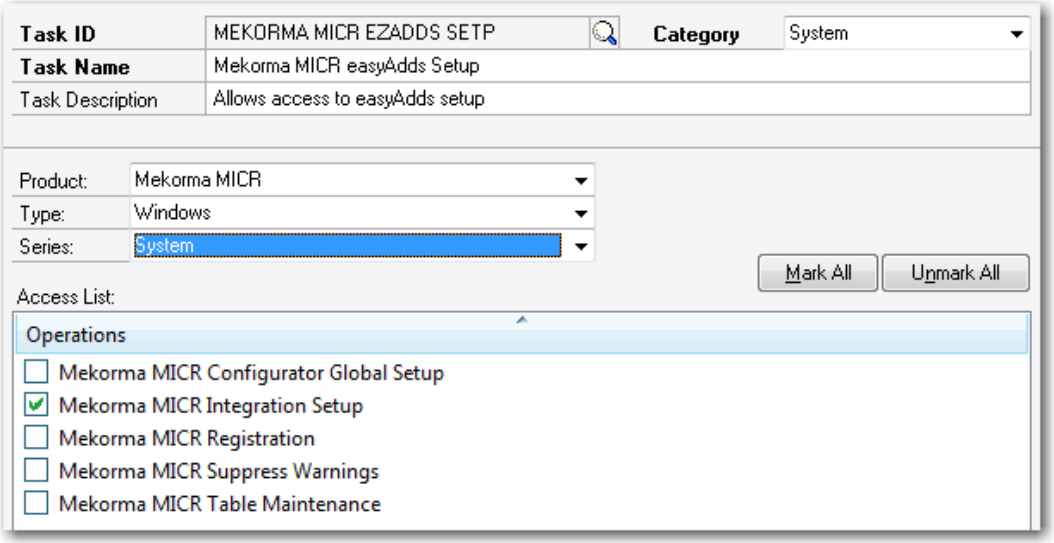
Mekorma MICR Batch Recove Task ID

Series: Company



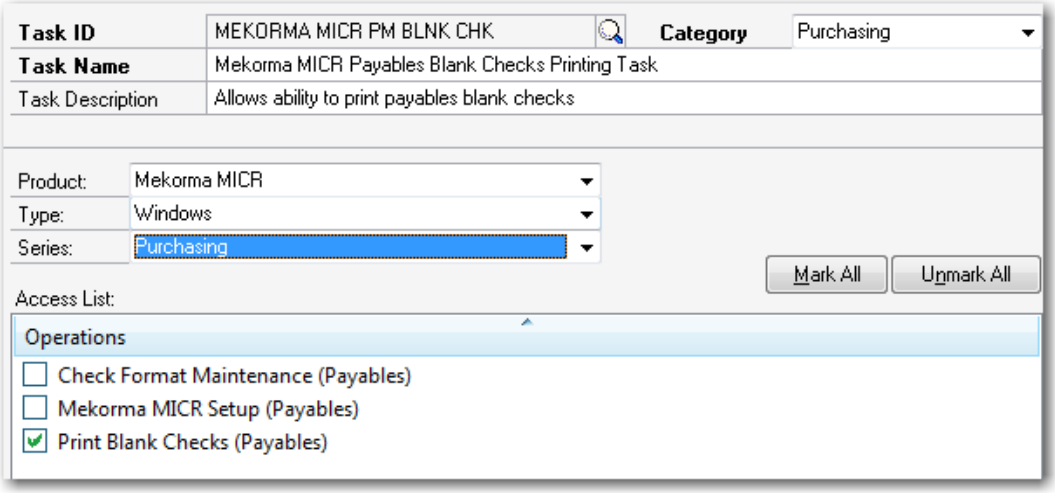
Mekorma MICR EZAdds Setp Task ID

Series: System



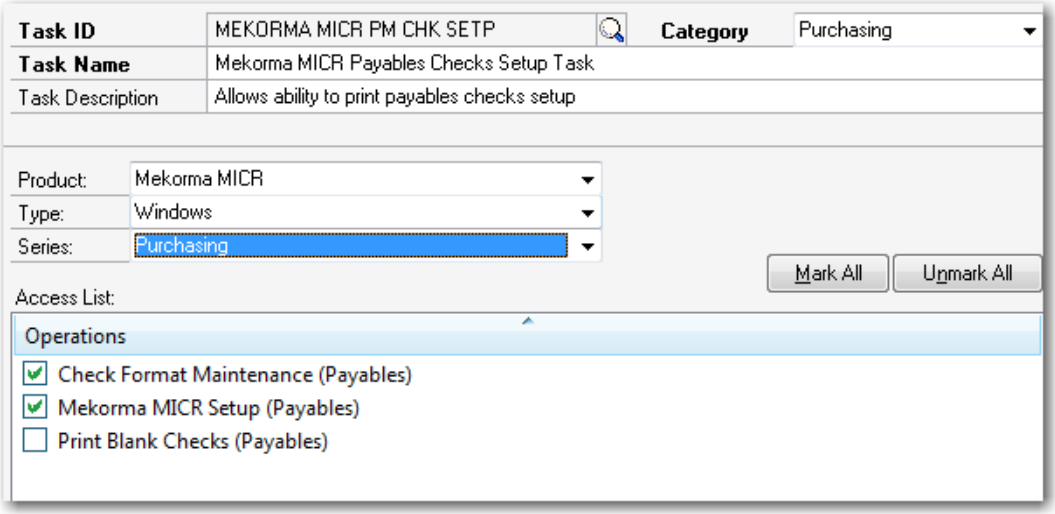
Mekorma MICR PM Blnk Chk Task ID

Series: Purchasing



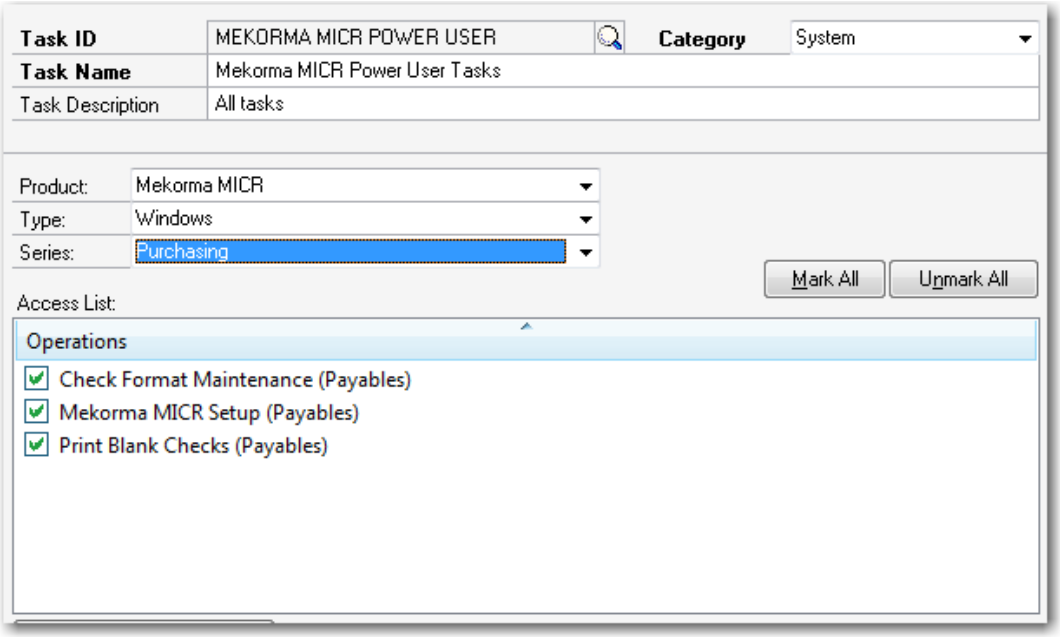
Mekorma MICR PM Chk SetpTask ID

Series: Purchasing

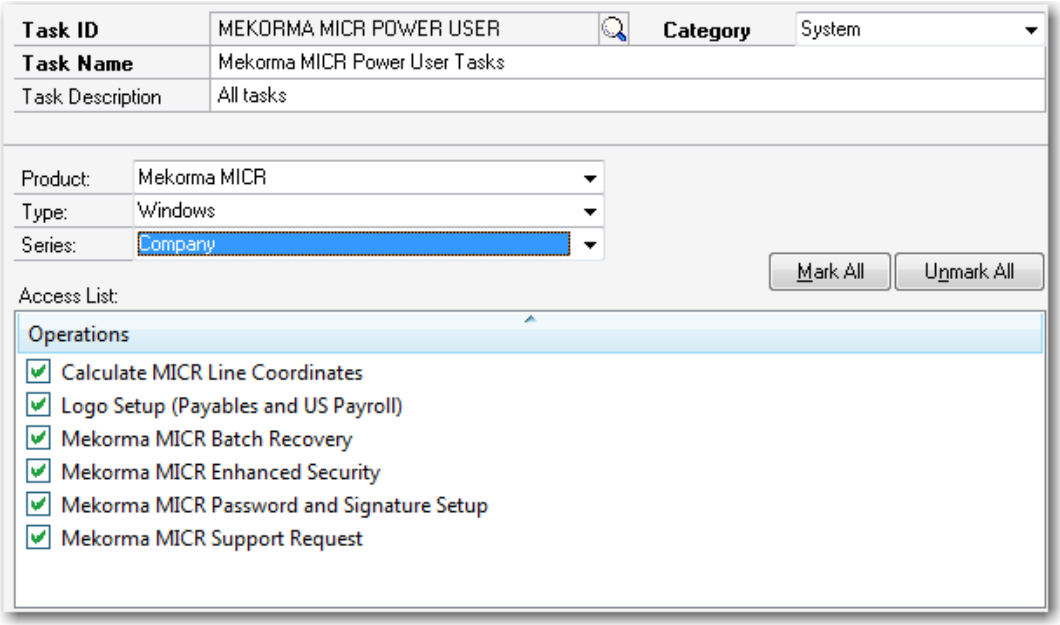


Mekorma MICR Power User Task ID

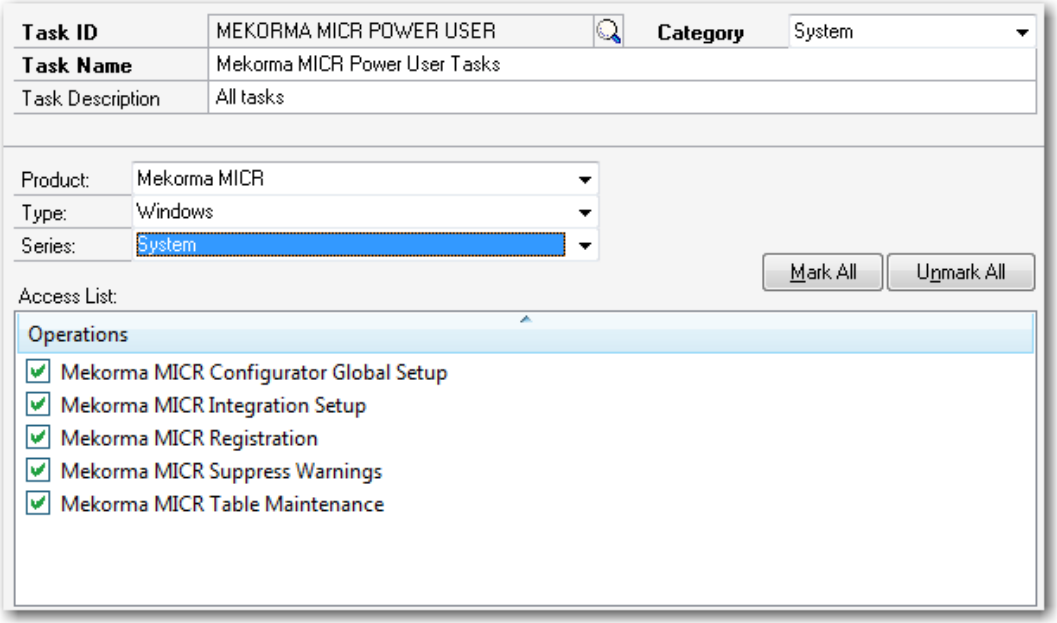
Series: Purchasing and Payroll (same windows assigned to both series)



Series: Company

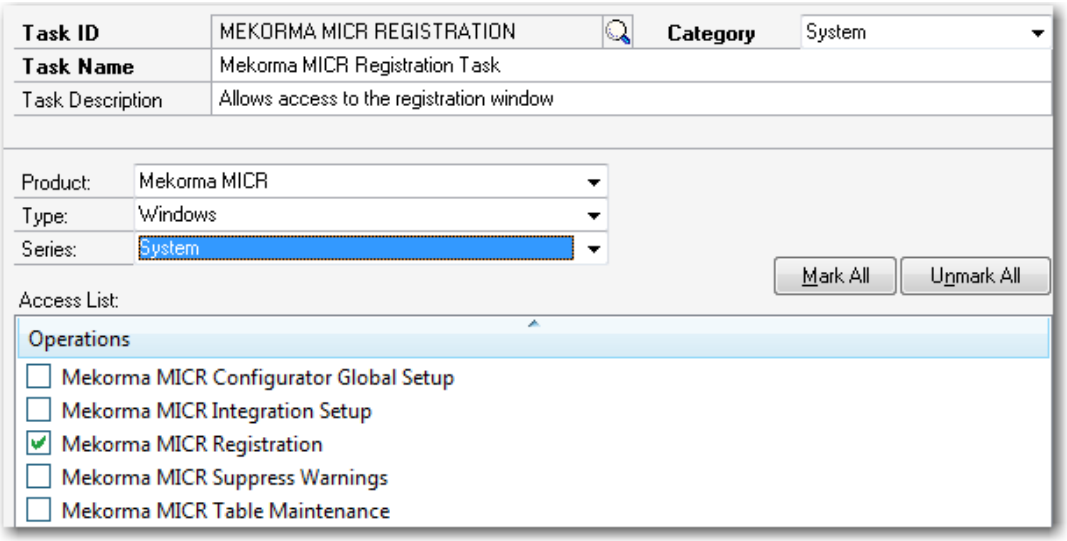


Series: Company



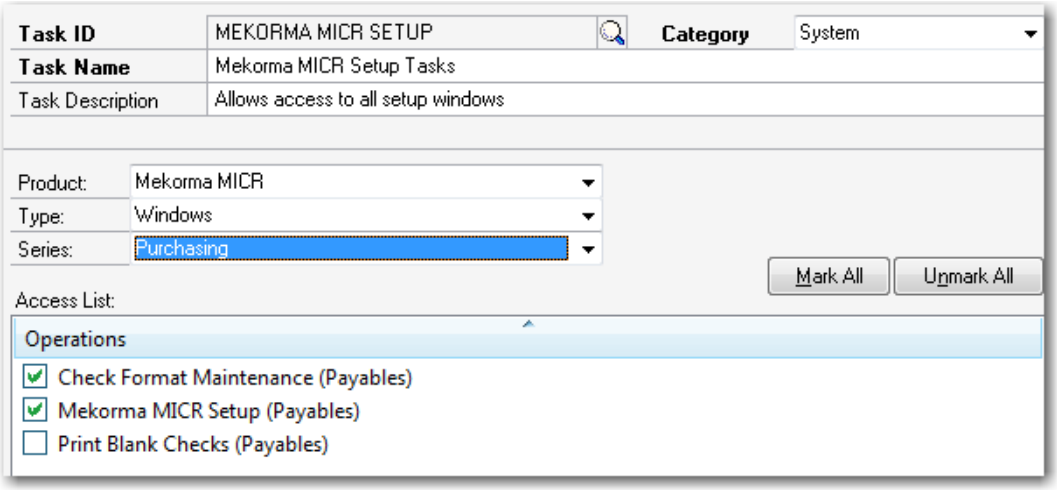
Mekorma MICR Registration Task ID

Series: System

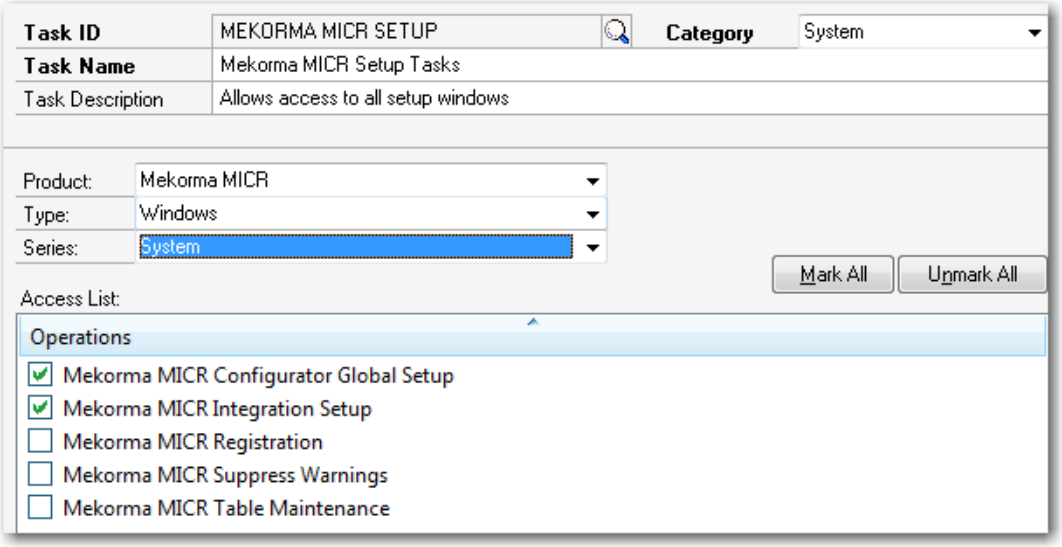


Mekorma MICR Setup Task ID

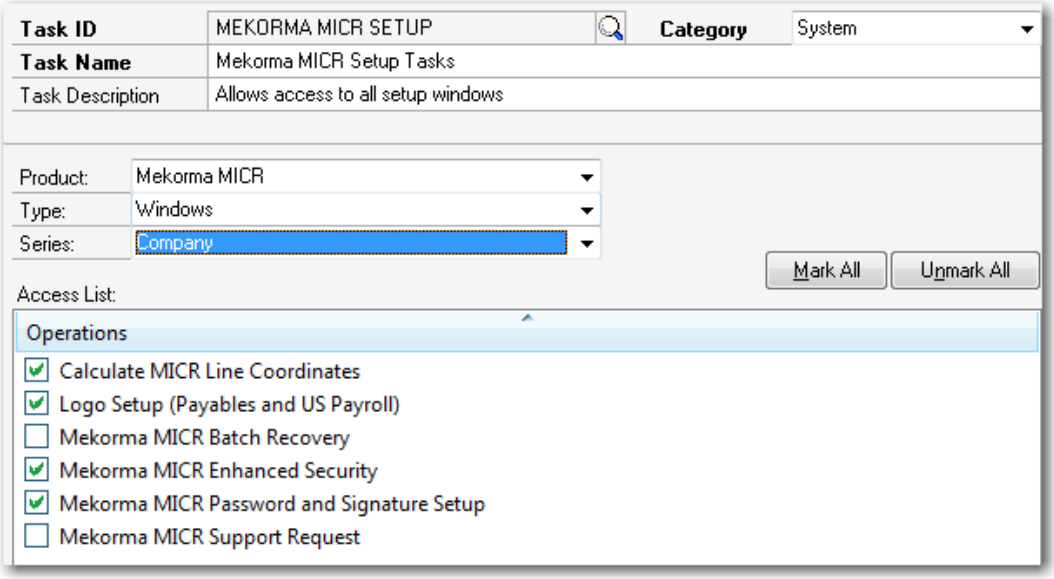
Series: Purchasing and Payroll (same windows assigned to both series)



Series: System

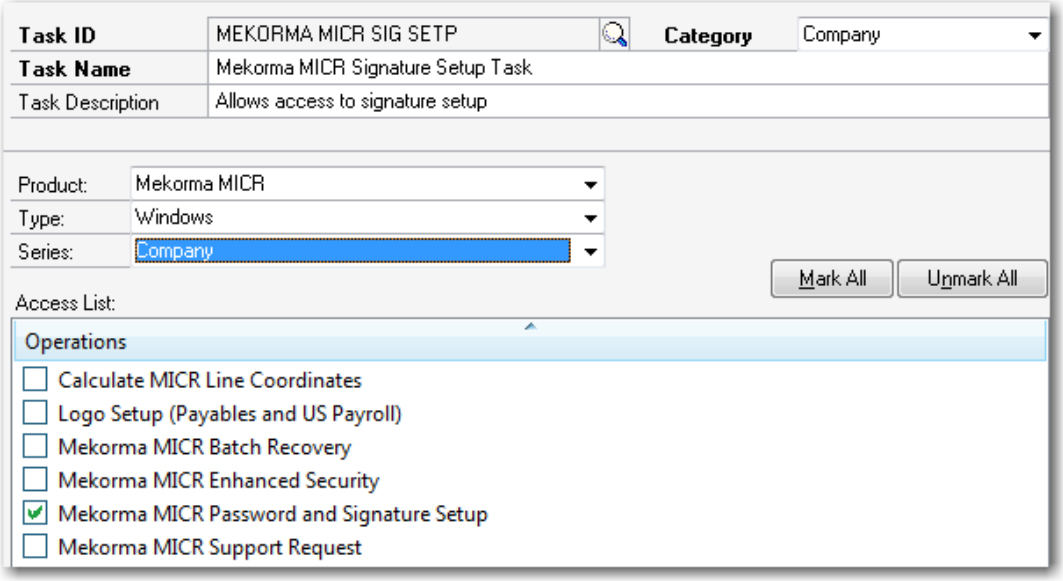


Series: Company



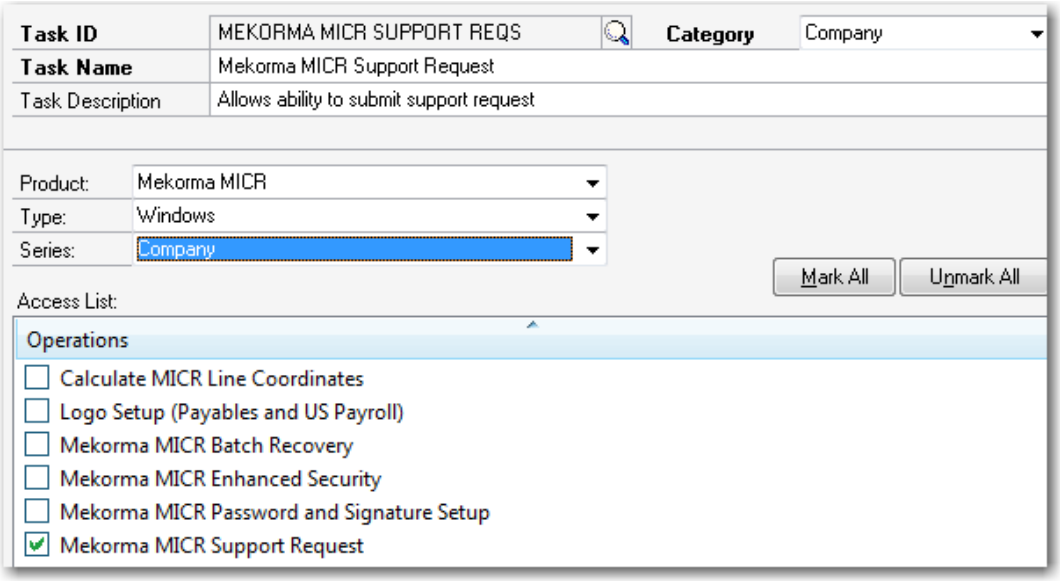
Mekorma MICR Sig Setp Task ID

Series: Company



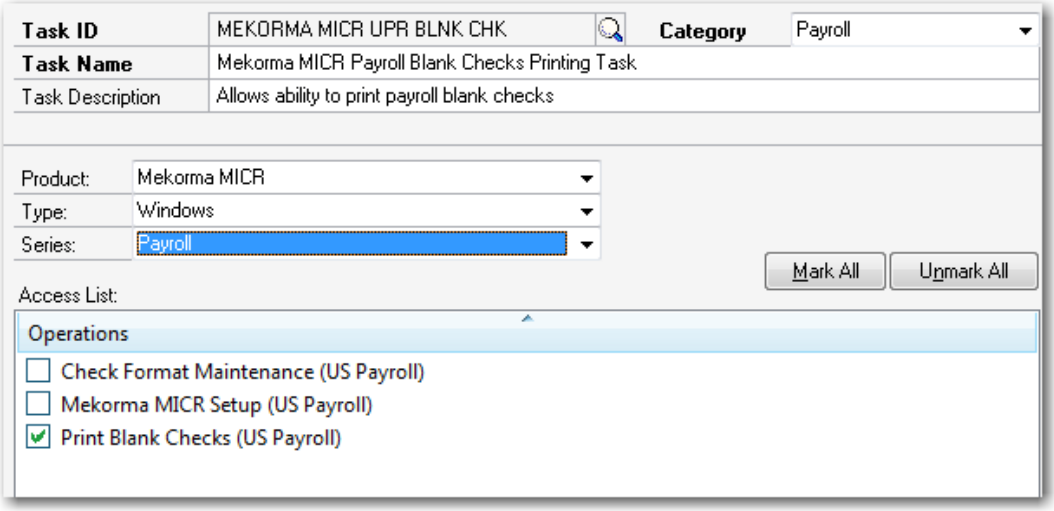
Mekorma MICR Support Reqs Task ID

Series: Company



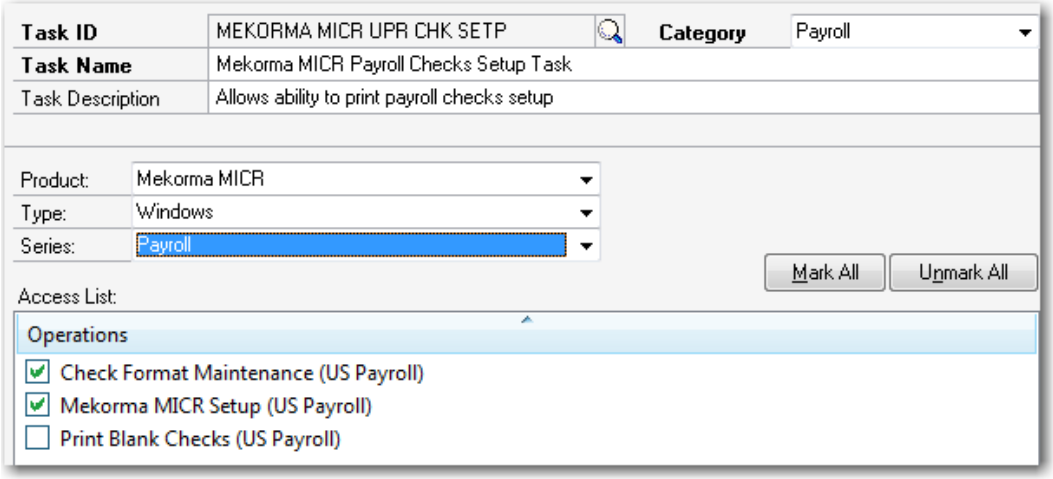
Mekorma MICR UPR Blnk Chk Task ID

Series: Payroll



Mekorma MICR UPR Chk Setp Task ID

Series: Payroll



Mekorma MICR Windows

The following section contains the name of the window, the menu path, and a description of the functionality of the window.

Window: Check Format Maintenance (Payables)

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Check Format.

Description: This window is used for the Numeric method only and allows you to adjust each field on the stub using the Horizontal and Vertical axis, based on Pixel count, Inches or Centimeters. You can also change the font, size and hide or show the fields.

Window: Mekorma MICR Setup (Payables)

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Mekorma MICR Setup.

Description: Use this window to set up Mekorma MICR Checkbooks for Payables.

Window: Print Blank Checks (Payables)

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Print Blank Checks.

Description: This window allows users to print blank checks. Blank checks are not posted to the General Ledger when they are printed. To record blank checks, you must enter them as manual payments.

Window: Mekorma MICR Configurator Global Setup

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing or Payroll ☞ Mekorma MICR Payables or US Payroll ☞ Configurator Global Setup.

Description: This screen displays company check format setup information for all your companies. Use this screen to set up the Configurator Stub Library global default path or enter specific paths for each company.

NOTE

You must be logged in as an administrator-level user to make changes to this screen.

Window: Mekorma MICR Integration Setup

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing or Payroll ☞ Mekorma MICR Payables or US Payroll. Select a checkbook and click the **Integrate** option.

Description: This window allows users to integrate with Mekorma easyAdds and custom projects.

Window: Mekorma MICR Registration

Menu Path: From the About Microsoft Dynamics GP screen, select **Additional ☞ About Mekorma MICR** and click the **Product Registration** link.

Description: Use this window to enter Mekorma MICR registration keys for Payables, Payroll, or Canadian Payroll.

Window: Mekorma MICR Suppress Warnings

Menu Path: Click the **Product Registration** link on the About Mekorma MICR dialog box to display the Mekorma MICR Registration screen and then select **Options ☞ Suppress Warnings**.

Description: Use this window to suppress Mekorma MICR warning messages when printing Dynamics GP checks with Mekorma MICR installed.

Window: Mekorma MICR Table Maintenance

Menu Path: **Microsoft Dynamics GP ☞ Maintenance ☞ Mekorma MICR ☞ File Maintenance**.

Description: Use this window to run or check the status of table upgrades.

Window: Calculate MICR Line Coordinates

Menu Path: **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing or Payroll ☞ Mekorma MICR Payables or US Payroll ☞ Mekorma MICR Setup**. On the Mekorma MICR Setup screen, select a checkbook and then choose **Extras ☞ Check Digit Calculation Options** from the menu.

Description: Use this window for check digit calculation. A "Check digit" is a digit that is calculated based on a series of other numerals.

Window: Logo Setup (Payables and US Payroll)

Menu Path: **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing or Payroll ☞ Mekorma MICR Payables or US Payroll ☞ Logo ID**.

Description: This window is for the Numeric method only and is used to set up the logo to be printed on the Numeric checks.

Window: Mekorma MICR Batch Recovery

Menu Path: **Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing ☞ Mekorma MICR Payables ☞ Check Batch Recovery.**

Description: Use this window to reprint your checks using Mekorma MICR instead of Dynamics GP if your check batch is interrupted during printing.

Window: Mekorma MICR Enhanced Security

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing or Payroll ☞ Mekorma MICR Payables or US Payroll ☞ Enhanced Security.

Description: Use this window to add options to the basic password and signature configuration.

Window: Mekorma MICR Password and Signature Setup

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Purchasing or Payroll ☞ Mekorma MICR Payables or US Payroll ☞ Signature ID.

Description: Use this window to configure your signature logic using check amount thresholds, the location of signature bitmap files, signature lines, and passwords.

Window: Mekorma MICR Support Request

Menu Path: From most of the Mekorma MICR windows, select **Extras ☞ Online Support Request**.

Description: Use this window to quickly and easily send an online support request via e-mail from within Dynamics GP.

Window: Check Format Maintenance (US Payroll)

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Payroll ☞ Mekorma MICR US Payroll ☞ Check Format.

Description: This window is used for the Numeric method only and allows you to adjust each field on the stub using the Horizontal and Vertical axis, based on Pixel count, Inches or Centimeters. You can also change the font, size and hide or show the fields.

Window: Mekorma MICR Setup (US Payroll)

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Payroll ☞ Mekorma MICR US Payroll ☞ Mekorma MICR Setup.

Description: Use this window to set up Mekorma MICR Checkbooks for Payroll.

Window: Print Blank Checks (US Payroll)

Menu Path: Microsoft Dynamics GP ☞ Tools ☞ Setup ☞ Payroll ☞ Mekorma MICR US Payroll ☞ Print Blank Checks.

Description: This window allows users to print blank checks. Blank checks are not posted to the General Ledger when they are printed. To record blank checks, you must enter them as manual payments.

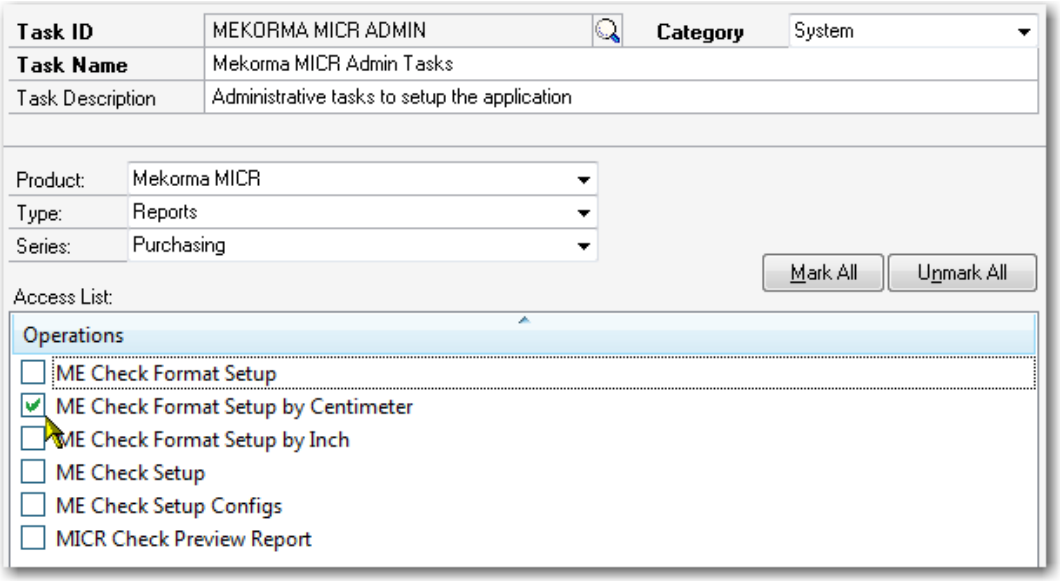
Reports

On the Security Task Setup screen, after selecting your Mekorma MICR security Task ID you would enter the following information:

Task ID: Appropriate Mekorma MICR security task

Product: Mekorma MICR
Type: Reports

Then select a **Series** to display the available Windows. You can assign any of the reports to the security task ID by clicking the checkbox to the left of the report name:



Click **Mark All** to assign all the displayed reports to the Task ID, or **Unmark All** to clear any checked reports.

Mekorma MICR Reports

The following section contains the name of the report and a description of the functionality of the report.

Purchasing Series

Report: ME Check Format Setup

Description: This report is for the Numeric method only and shows the fields from the Check format set up using the pixel count.

Report: ME Check Format Setup by Centimeter

Description: This report is for the Numeric method only and shows the fields from the Check format set up in centimeters.

Report: ME Check Format Setup by Inch

Description: This report is for the Numeric method only and shows the fields from the Check format set up in inches.

Report: ME Check Setup

Description: This report is for the Numeric method only and shows the configuration of the Mekorma MICR Setup (Payables) window.

Report: ME Check Setup Configs

Description This report is for the Configurator method only and shows the configuration of the Mekorma MICR Setup (Payables) window.

Report: MICR Check Preview Report

Description: This report summarizes the total amount of each vendor in the batch. You can print this report from the Print Mekorma MICR Payables Checks screen.

Payroll Series

Report: ME Pay Check Format Setup

Description: This report is for the Numeric method only and shows the fields from the Check format set up using the pixel count.

Report: ME Pay Check Format Setup by Centimeter

Description: This report is for the Numeric method only and shows the fields from the Check format set up in centimeters.

Report: ME Pay Check Format Setup by Inch

Description: This report is for the Numeric method only and shows the fields from the Check format set up in inches.

Report: ME Pay Check Setup

Description: This report is for the Numeric method only and shows the configuration of the Mekorma MICR Setup (US Payroll) window.

Report: ME Pay Check Setup Configs

Description This report is for the Configurator method only and shows the configuration of the Mekorma MICR Setup (US Payroll) window.

System Series

Report: Mekorma MICR Configurator Setup Report

Description: This report shows the configuration of the Mekorma MICR Configurator Global Setup screen.

Additional Resources

Thank you for making Mekorma MICR your choice in Dynamics GP check printing software. In addition to this User Guide, we offer the following resources to assist you in working with Mekorma MICR.

Documentation

- The *Mekorma MICR Configuring Check Layouts.pdf* explains how to use the Configurator layout tool to modify check formats and provides step-by-step instructions for adding or deleting fields and other layout tasks.
- The *Mekorma Check Format Library Reference.pdf* is another source of valuable information. The reference guide gives examples of the pre-configured checks and stubs contained in the Mekorma Check Format Library provided with Mekorma MICR.
- The *Mekorma MICR Check Layout Guidelines.PDF* is designed to assist you with the placement and formatting of fields on your check by providing guidelines based on industry standards.
- The *Mekorma MICR Uninstall Guide* contains the uninstall options for Mekorma MICR, ranging from running a simple uninstall wizard to completely removing all related files and dictionaries from your Microsoft Dynamics GP folders.

Mekorma KnowledgeBase

Due to the extensiveness of our product, we offer an up-to-date KnowledgeBase resource on our website. The KnowledgeBase contains answers to frequently asked questions, troubleshooting tips and how-to information. Click here to access the knowledgebase or visit our website at www.mekorma.com and select **Support ☞ KnowledgeBase**.

Technical Support

If you are unable to find the information you are looking for in this guide, you can visit our website at www.mekorma.com and submit an online support request, search our KnowledgeBase, or call our Technical Support department at 888-MEKORMA (635-6762), Extension 3. Mekorma provides free technical support as part of the Mekorma annual enhancement plan.