



**MEKORMA**

***MICR easyAdd***

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**UK Cheques**

Version 10.0

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### ***Company Address***

Mekorma is located at 8265 West Sunset Boulevard, Suite 207B, West Hollywood, CA 90046. Office Telephone: 888-MEKORMA (635-6762), Office Fax: 888-635-6765 (US & Canada).

# Table of Contents

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<b>GETTING STARTED .....</b>	<b>4</b>
<i>Overview .....</i>	<i>4</i>
<i>About Mekorma .....</i>	<i>4</i>
Custom Development .....	5
<i>UK Cheque Stub Fields.....</i>	<i>5</i>
<i>UK Cheque Specifications and Requirements.....</i>	<i>6</i>
<i>Installing the easyAdd.....</i>	<i>6</i>
<b>USING AND INTEGRATING THE EASYADD.....</b>	<b>8</b>
<i>Enabling the easyAdd.....</i>	<i>8</i>
<i>Using the UK Cheque Stub Layout.....</i>	<i>10</i>
<b>ADDITIONAL RESOURCES AND SUPPORT .....</b>	<b>11</b>
Product Documentation.....	11
Mekorma KnowledgeBase .....	11
Technical Support .....	11

# Getting Started

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This section provides information on the following topics:

- Overview, following
- About Mekorma
- [UK Check Stub Fields](#)
- [UK Specifications and Requirements](#)
- [Installing the easyAdd](#)

## Overview

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### **IMPORTANT**

**The UK Cheques easyAdd is only compatible with Mekorma MICR Version 10.0 BXX or later.**

The *UK Cheques* easyAdd creates several new fields for the Mekorma MICR Configurator to allow users of Mekorma MICR to print cheques that conform to the UK cheque standards.

### **NOTE**

*A quick note about compatibility between Mekorma MICR easyAdds: In general, you can run multiple easyAdds simultaneously; however there are exceptions. For example, you cannot use the "Sort Payroll Direct Deposit to End of Batch" and "the Sort Payroll Checks by Location ID" easyAdd at the same time.*

*If you need to sort by both items, Mekorma can easily create an easyAdd to perform that function for you. Thank you for choosing a Mekorma MICR easyAdd product.*

## About Mekorma

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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.

These modules included, among others:

- Mekorma MICR (a cheque printing package)
- Project Profit Tracking (a job costing system)
- Recurring Billing (an automatic billing generation system)

Throughout the next few years, Mekorma 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.

## Custom Development

Our business is product development, so our clients and partners know we have the expertise and resources to design, build, document, test, and support our custom solutions - just like our general market products.

Tell us what you want from your ERP. We will give you a free consultation, discuss your needs, and offer potential solutions, work-arounds, or custom work to fit your specifications. For more information, please visit our website at [www.mekorma.com](http://www.mekorma.com) and select **Custom Dev** ☞ **Request Consultation**.

## ***UK Cheque Stub Fields***

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The following fields are added to the **General Information** category:

**MICR Amount:** This field is included at the end of the MICR line when the easyAdd is installed.

**UK Cheque Amount:** The cheque total with no commas. Pounds and pence are separated by a hyphen. The amount is left-justified, preceded with and followed by two asterisks.

**UK Vendor Name Only:** The vendor name, left-justified and followed by a space and the word "only".

**UK Vendor Name\*:** The vendor name, left-justified and followed by asterisks.

**UK Vendor Name=:** The vendor name, left justified and followed by equal signs.

**UK Document Date:** The payment date formatted as DDMMYY. MMM is alphabetic and represents the first three characters of the month's name.

The following field is added to the **Payment** category:

**UK Amount in Words with Word Wrapping:** The cheque amount in words formatted according to APACS standards. The amount is left-justified, preceded with and followed by two asterisks.

### TIP

When you are ready to test your cheques, we recommend creating a cheque for a small amount (such as £5 pounds) and sending it to another employee. If it clears through the bank, the cheques are correctly configured.

## ***UK Cheque Specifications and Requirements***

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According to the UK APACS guidelines, cheques must adhere to the following requirements:

- An approved printer is required. A list of approved printers can be obtained from your United Kingdom bank.
- Cheques must be printed on cheque stock supplied by an approved cheque vendor and the vendor must print "printer accreditation information" on the cheque in addition to printing a sequence number on the back of the cheque.

Additional specifications and recommendations:

- Although holograms are permitted by many banks in the United Kingdom, they are not recommended for Mekorma MICR. Holograms can cause issues with the adherence of the MICR toner.
- Mekorma MICR only supports the printing of black and white logos.

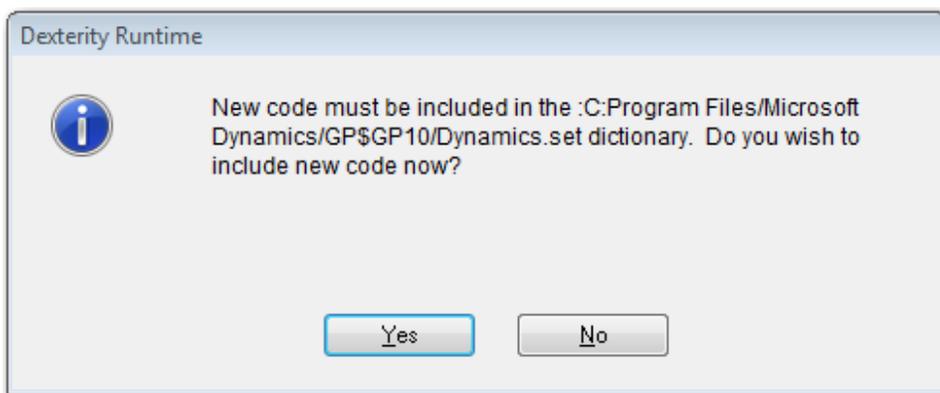
## ***Installing the easyAdd***

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You must install and configure Microsoft Dynamics GP and Mekorma MICR before installing the *UK Cheques* easyAdd.

To install the *UK Cheques* easyAdd, complete the following steps:

1. Go to <ftp.mekorma.com>. Click on the “ARCHIVE” folder link and then click on the “MICR” folder link.
2. Select the “10.0” Directory and locate the folder titled “ChAmtUK10b2.zip”. Save the zip file to a folder on your local or network drive, for example, C:/temp.
3. Navigate to the folder you downloaded the ChAmtUK10b2.zip file to (for example, c:/downloads or c:/temp) and double-click it to extract the ChAmtUK10.cnk, the *UK Cheques.pdf*, and the supplied .stb files.
4. Copy the ChAmtUK10.cnk file to the Microsoft Dynamics GP launch directory, for example, C:\Program Files\Microsoft Dynamics\GP.
5. Launch Microsoft Dynamics GP. You a dialog box similar to the following:



6. Select **Yes** to install the easyAdd dictionary code and log on as the “sa” user.

# Using and Integrating the easyAdd

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This section provides information on the following topics:

- Enabling the easyAdd, following
- [Using the UK Cheque Stub Layout](#)
- [Additional Resources](#)

## ***Enabling the easyAdd***

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Because the *UK Cheques* easyAdd uses additional resources during cheque printing, you should only enable it for those checkbooks which use the easyAdd functionality.

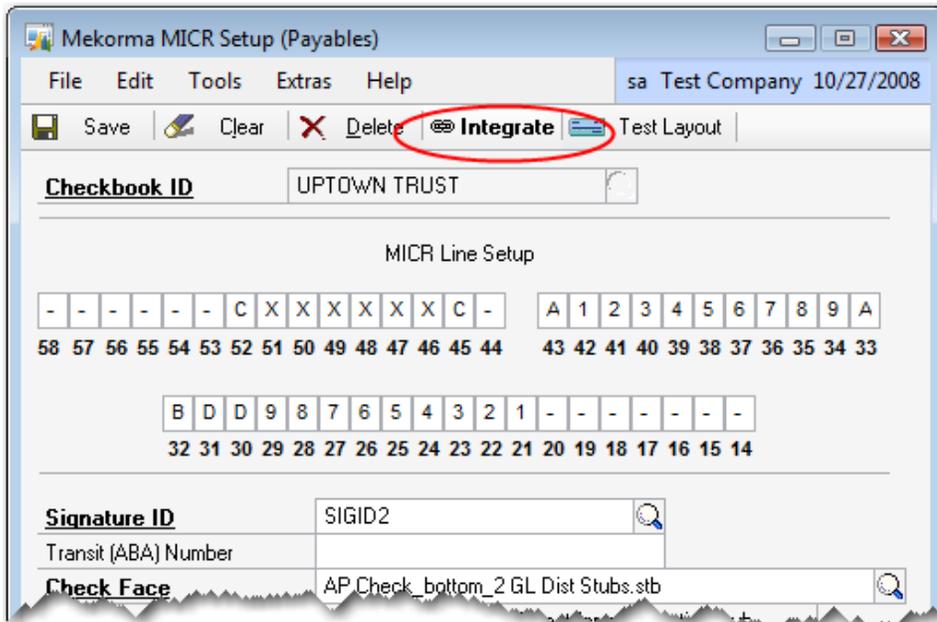
### **IMPORTANT**

**You cannot use the *UK Cheques* easyAdd with the Miscellaneous Checks feature in Microsoft Dynamics GP. In addition, when using the Test Layout option on the Mekorma MICR Setup (Payables) screen to print test cheques, no text or data will display in the UK fields on the cheques.**

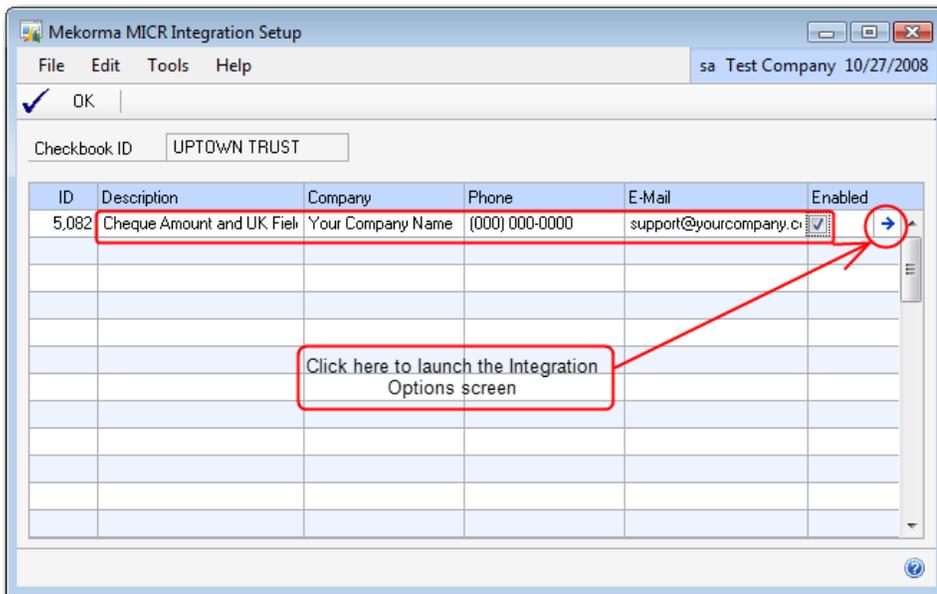
To integrate the easyAdd with a checkbook:

1. Launch Dynamics GP and log on as the “sa” user.
2. Select **Microsoft Dynamics GP** ⌵ **Tools** ⌵ **Setup** ⌵ **Purchasing** ⌵ **Mekorma MICR Payables** ⌵ **Mekorma MICR Setup**. You see the Mekorma MICR Setup (Payables) dialog box.

- Enter or select the **Checkbook ID** you wish to enable the easyAdd for and click **Integrate**.

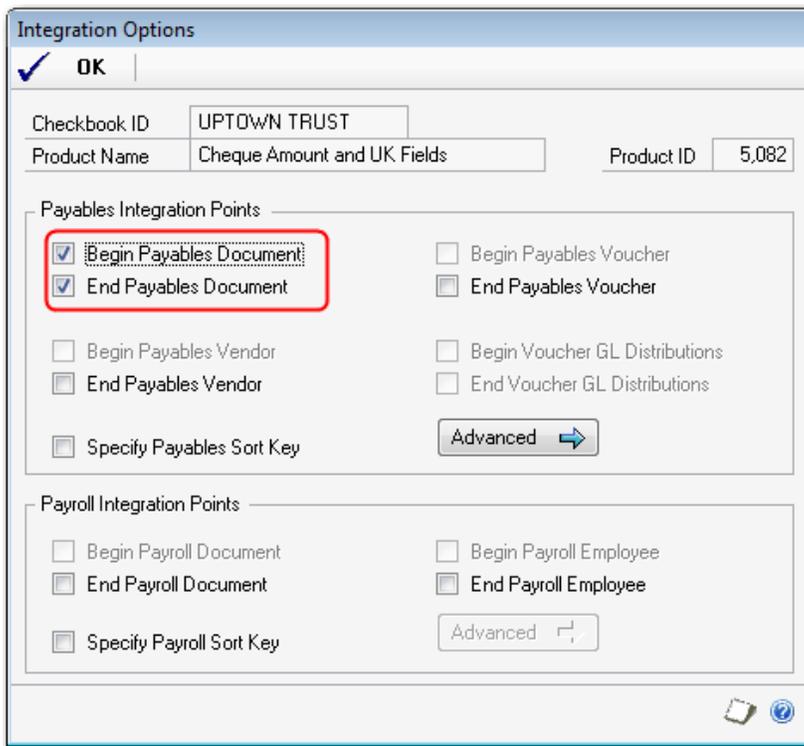


- You see the Mekorma MICR Integration Setup dialog box:



- Check the **Enabled** checkbox to the right of the **Cheque Amount and UK Fields** easyAdd and then click on the  arrow button.

6. On the Integration Options dialog box that displays, check the **Begin Payables Document** and the **End Payables Document** options.



7. Click **OK** to close the Integration Options dialog box and then **OK** again to close the Mekorma MICR Integration Setup dialog box.
8. Click **Save** on the Mekorma MICR Setup (Payables) dialog box to finish enabling the integration for the selected checkbook.
9. Repeat these steps for each checkbook that will be using the easyAdd.

## ***Using the UK Cheque Stub Layout***

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After the easyAdd is enabled, use the Mekorma MICR Configurator tool to select the UK Cheque .stb file for your cheque face layout. This stub has been designed specifically for UK cheques so you do not have to add each UK field individually.

For information on using the Configurator, please refer to the *Mekorma MICR Configuring Check Layouts.pdf* file located in the **Mekorma MICR** folder of your Dynamics GP directory.

# Additional Resources and Support

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Thank you for choosing a Mekorma MICR easyAdd integration. In addition to this guide, we offer the following resources to assist you in working with Mekorma MICR:

## Product Documentation

The following PDF files are available in the **Mekorma MICR** folder of your Dynamics GP directory (for example, C:\Program Files\Microsoft Dynamics\GP):

- ❖ The *Mekorma MICR User Guide.pdf* is designed to help you install and set up Mekorma MICR Version 10.0. This guide provides step-by-step instructions that lead you through the key processes, from installation to check printing.
- ❖ 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 aligning fields, creating boxes, adding signatures, adding or deleting fields, moving entire check faces and stubs, and more.
- ❖ The *Mekorma Check Format Library Reference.pdf* gives examples of the pre-configured checks and stubs contained in the Mekorma Check Format Library and is extremely helpful when you first install and configure Mekorma MICR.
- ❖ 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 go to [www.mekorma.com](http://www.mekorma.com) and select **Support**  **KnowledgeBase** from the main menu.

## 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](http://www.mekorma.com) and submit an online support request 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.