



MEKORMA

MICR easyAdd

***Project Series and POP
Fields***

User Guide

Version 10.0

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Getting Started

This section provides information on the following topics:

- Overview
- [About Mekorma MICR](#)
- [Installing the easyAdd](#)

Overview

The *Mekorma MICR Project and POP Fields* easyAdd provides the ability to pull fields from Purchase Order Processing and Project tables onto the check stub. The following additional fields have been added to the **Voucher** category of the Configurator layout tool:

- POP Project Contract Name
- POP Project User Defined1 Contract
- POP Project User Defined2 Contract
- POP Project Contract Number
- POP Project Contract ID
- POP Project Purchase Order Number
- POP Project Contract Customer
- POP or Voucher PO Number
- POP Reference or Voucher Description
- POP Item Description or Voucher Description
- POP Vendor Document Number
- POP Receipt Date or Voucher Date
- POP Receipt Number or Voucher Number
- POP Item Number
- POP Item Description
- POP Unit Cost
- POP QTY Invoiced

- POP Unit of Measure
- POP Extended Cost
- POP Project Number
- POP Project Customer Number
- POP Project Cost Category Name

The *Mekorma MICR Project and POP Fields* easyAdd creates a new category in the Configurator called **POP User-Defined** and adds the following fields to that category:

- Date01 through Date 20
- List01 through List05
- Text01 through Text10

NOTE

*Please see the [Mekorma MICR Configuring Check Layouts.pdf](#) located in the **Mekorma MICR** folder of your Dynamics GP directory for detailed instructions on adding fields to a check layout.*

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.

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 and select **Custom Dev** ☞ **Request Consultation**.

Installing the easyAdd

Install the easyAdd on all workstations printing checks with Mekorma MICR. To correctly install the *Mekorma MICR Project Series and POP Fields* easyAdd you must complete the following processes:

- ❖ Install the code on all workstations
- ❖ Create and upgrade Mekorma MICR tables from one workstation
- ❖ Product registration (if needed)

You must install and configure Microsoft Dynamics GP and Mekorma MICR before installing the *Project Series and POP Fields* easyAdd.

NOTE

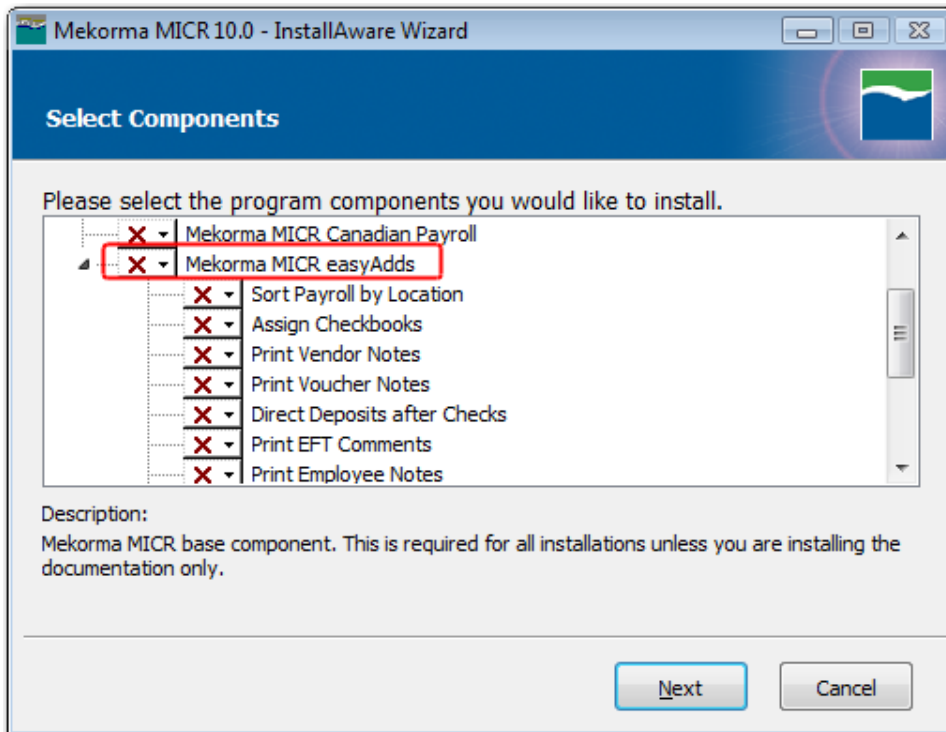
A quick note about compatibility between Mekorma MICR easyAdds: In general, you can run multiple easyAdds simultaneously; however there are exceptions. For example, you cannot use the "Direct Deposits after Checks" and the "Sort Payroll by Location" easyAdds at the same time. If you need to sort by both items, Mekorma can easily create an easyAdd to perform that function for you.

Installing from the Mekorma MICR Installer

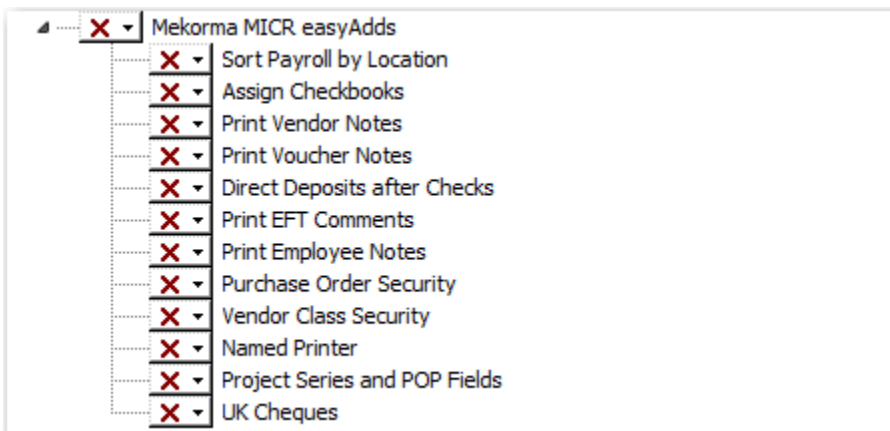
With Mekorma MICR Version 10.00 Build 31 (and later), you have the option of installing Mekorma MICR easyAdds at the same time you install Mekorma MICR Version 10.0 or independently of Mekorma MICR.

To install an easyAdd:

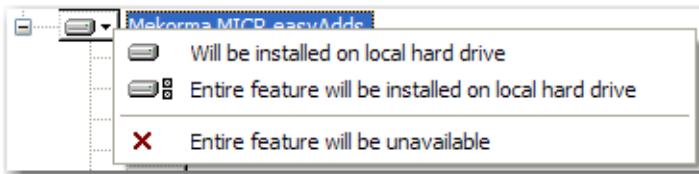
1. Launch the Mekorma MICR 10.0b Setup.exe file (where b* is the build number) and follow the onscreen instructions to proceed past the Welcome, License, and Release Notes screens.
2. When you click **Next** on the Release Notes dialog box, you see the Select Components dialog box:



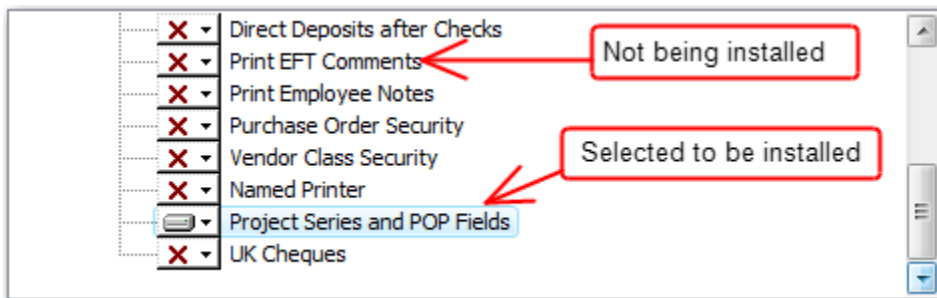
3. Under the expanded **Mekorma MICR easyAdds** folder, you see the following easyAdds:



- Click the  drop-down arrow next to the **Project Series and POP Fields** easyAdd to display the following menu:



- Select the **Entire feature will be installed on local hard drive** option from the menu. A component that is NOT being installed will be marked with a red **X** next to it. By default, all easyAdds are not selected for installation so you must change the option in order to install the easyAdd.



- After the easyAdd is selected, click **Next** to continue and follow the remaining onscreen instructions to install the *Named Printer* easyAdd and the accompanying documentation (the *MekormaMICReasyAdd-ProjectSeries&POPFields.pdf* file).

Downloading From the Mekorma Website

To download the MEPPF10b001.zip file from the Mekorma website, go to www.mekorma.com and select **Mekorma MICR easyAdds**. Click the **Download 10.0** link under the **Project Series and POP Fields** easyAdd and follow the onscreen instructions to download the file.

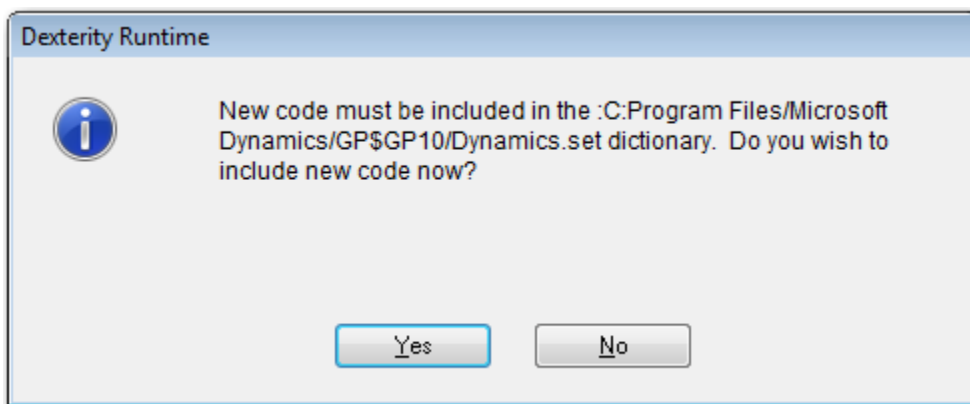
To install the easyAdd:

- Navigate to the folder you downloaded the MEPPF10b001.zip file to (for example, c:/downloads or c:/temp) and double-click it to extract the PPF4298.cnk and *MekormaMICReasyAdd-ProjectSeries&POPFields.pdf* files.
- Copy the PPF4298.cnk file to the Microsoft Dynamics GP launch directory, for example, C:\Program Files\Microsoft Dynamics\GP.

Adding the New Code to Dynamics GP

After you install the easyAdd files, you must add the code to Dynamics GP.

1. Launch Microsoft Dynamics GP. You see the following dialog box:



2. Select **Yes** to install the easyAdd dictionary code and log on as the “sa” user.
3. Repeat the installation steps on every workstation that prints checks.

Using the easyAdd

This section provides information on the following topics:

- Enabling the easyAdd for a Checkbook, following
- [Adding the POP Project and User-Defined Fields to the Check Stub](#)
- [Attaching Receiving Transaction Entry Notes](#)
- [Additional Resources and Support](#)

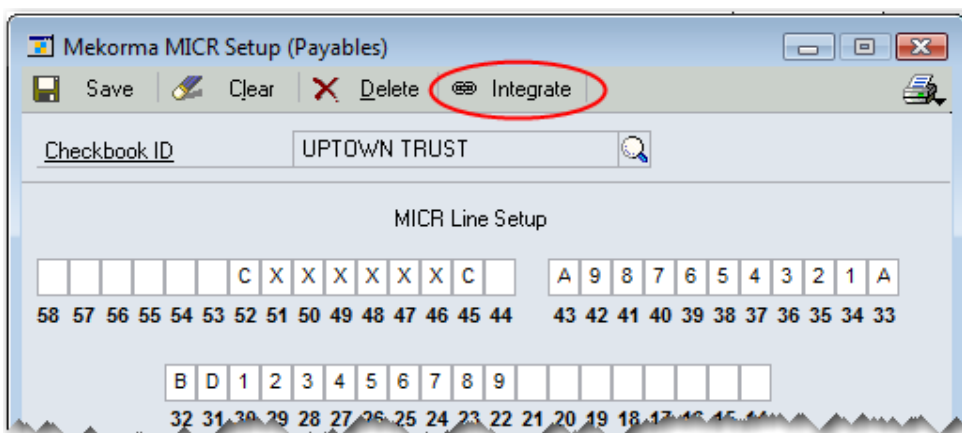
To use the *Mekorma MICR easyAdd Project and POP Fields*, you must enable it for the applicable checkbook(s) and then add the new POP Project fields to the check stub.

Enabling the easyAdd for a Checkbook

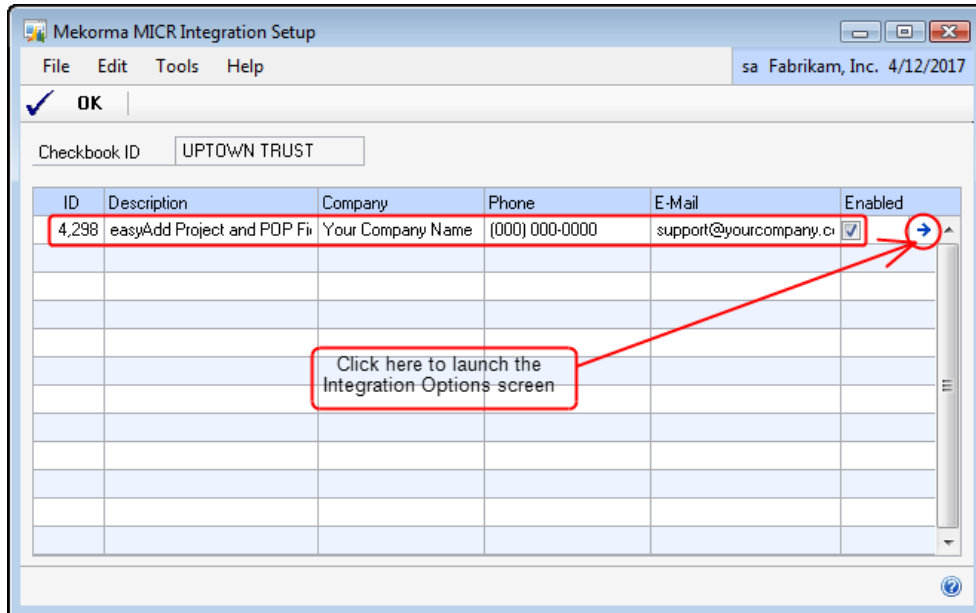
Because this easyAdd uses additional resources during check printing, you should only enable it for those checkbooks which will use the functionality.


To enable the easyAdd:

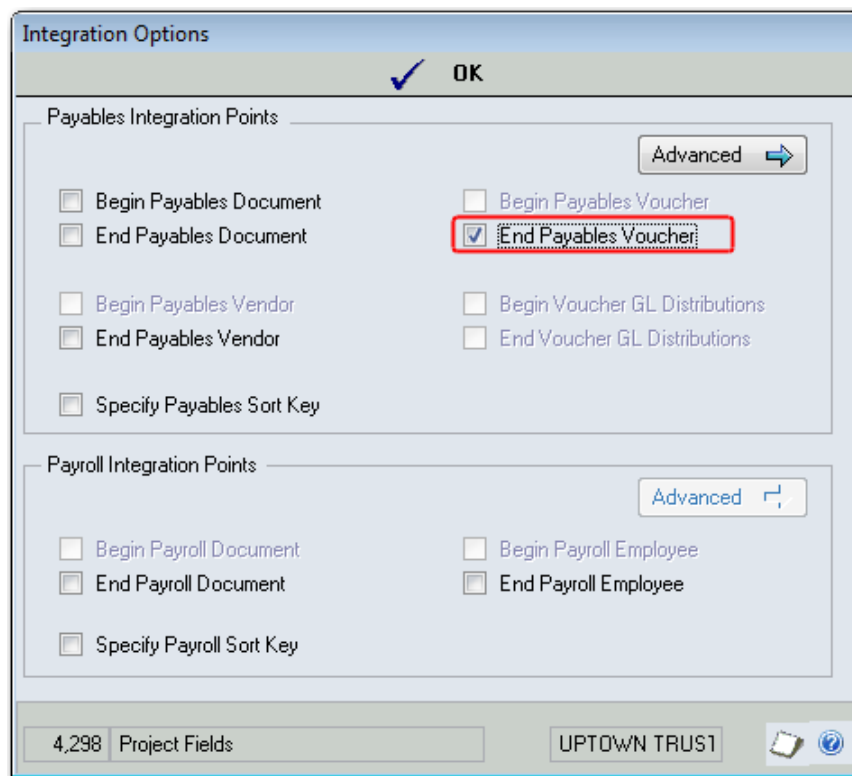
1. Launch Dynamics GP and select **Tools** ➤ **Setup** ➤ **Purchasing** ➤ **Mekorma MICR Payables Setup** ➤ **Mekorma MICR Setup**. You see the Mekorma MICR Setup (Payables) dialog box.
2. Enter or select the **Checkbook ID** you wish to enable the easyAdd for and click **Integrate**.



1. You see the Mekorma MICR Integration Setup dialog box:



2. Check the **Enabled** checkbox to the right of **easyAdd Project and POP Fields** and then click the  arrow button to display the Integration Options screen:
3. On the Integration Options screen, check the **End Payables Voucher** option.

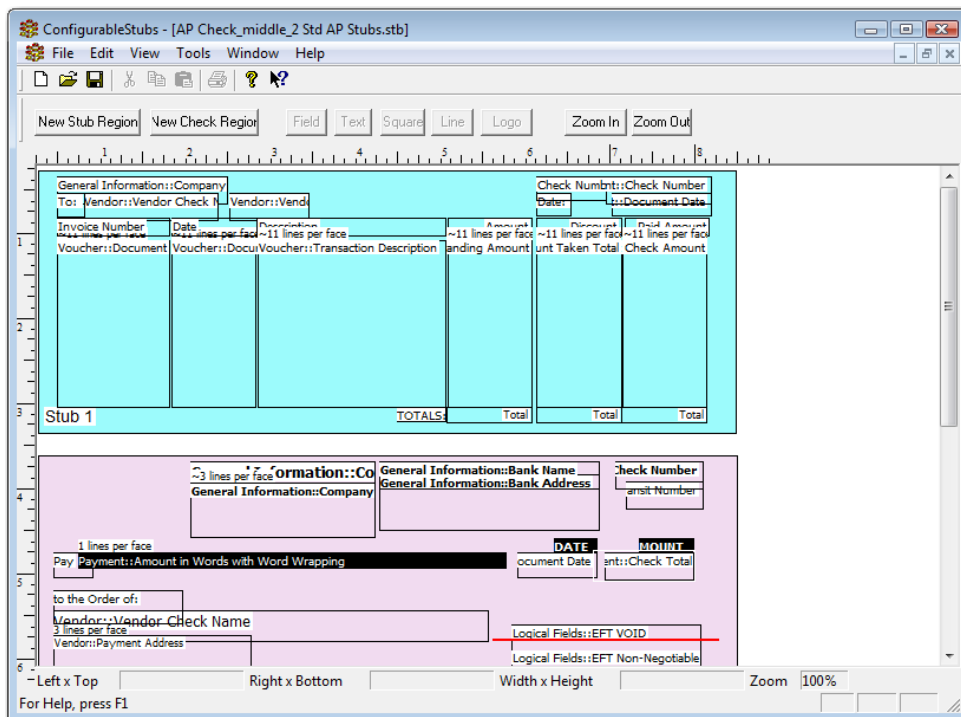


4. Click **OK** to close the Integration Options screen and **OK** again to close the Mekorma MICR Integration Setup screen.
5. Click **Save** on the Mekorma MICR Setup (Payables) dialog box to finish enabling the integration for the selected checkbook.
6. Repeat these steps for each checkbook that will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

Adding the POP Project and User-Defined Fields to the Check Stub

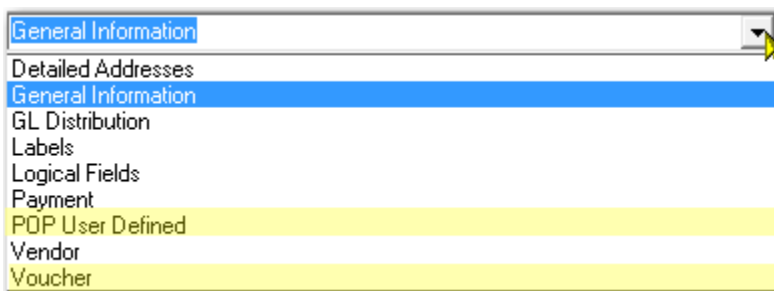
To add the new project fields to your checks, complete the following steps:

1. Select **Tools** **Setup** **Purchasing** **Mekorma MICR Payables Setup** **Mekorma MICR Setup**.
2. On the Mekorma MICR Setup (Payables) screen, select the applicable **Checkbook ID** and click the **Check Face** field hyperlink to launch the Mekorma Configurator layout tool:

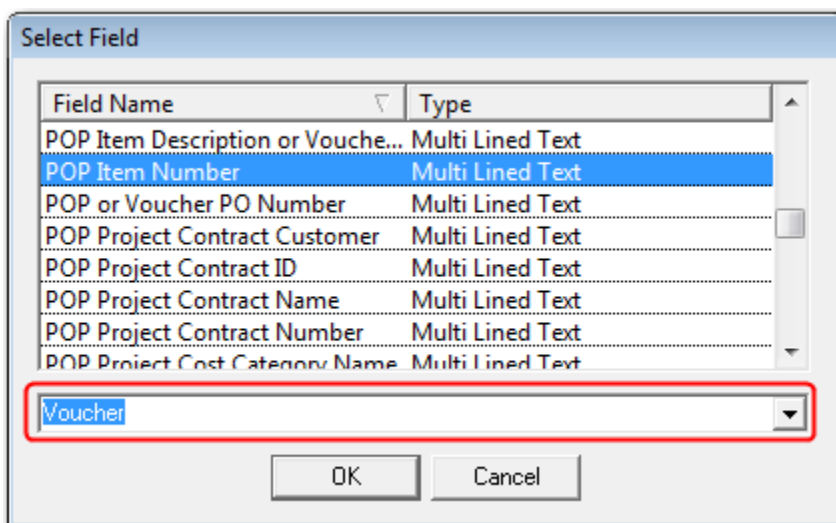


3. Select on the check stub region you want to add the fields to and click the **Field** button.

4. On the Select Field screen, select the **Voucher** category or the **POP User Defined** category from the drop-down list:



5. In the **Voucher** category, you can choose from the following POP fields:



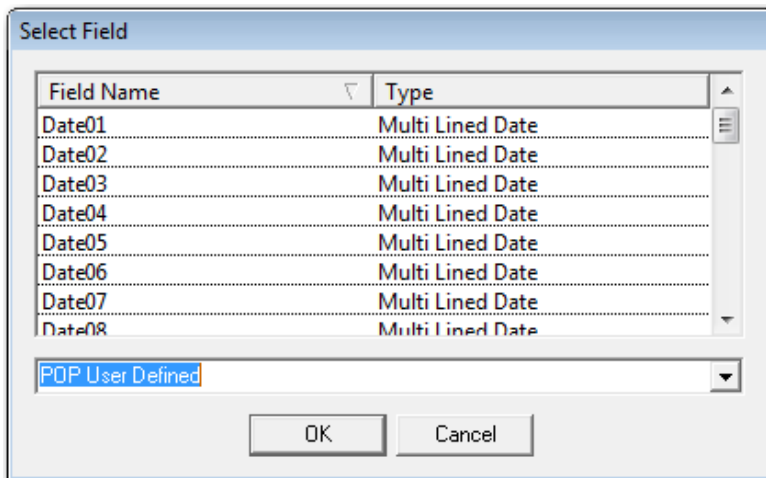
- POP Project Contract Name
- POP Project User Defined1 Contract
- POP Project User Defined2 Contract
- POP Project Contract Number
- POP Project Contract ID
- POP Project Purchase Order Number
- POP Project Contract Customer
- POP or Voucher PO Number
- POP Reference or Voucher Description
- POP Item Description or Voucher Description

- POP Vendor Document Number
- POP Receipt Date or Voucher Date
- POP Receipt Number or Voucher Number
- POP Item Number
- POP Item Description
- POP Unit Cost
- POP QTY Invoiced
- POP Unit of Measure
- POP Extended Cost
- POP Project Number
- POP Project Customer Number
- POP Project Cost Category Name

NOTE

*For ease-of-use and consistent stub reporting, the **POP Extended Cost** field will print the Document Amount if the document is a Payables Voucher.*

6. In the **POP User-Defined** category, you can choose from the following fields:

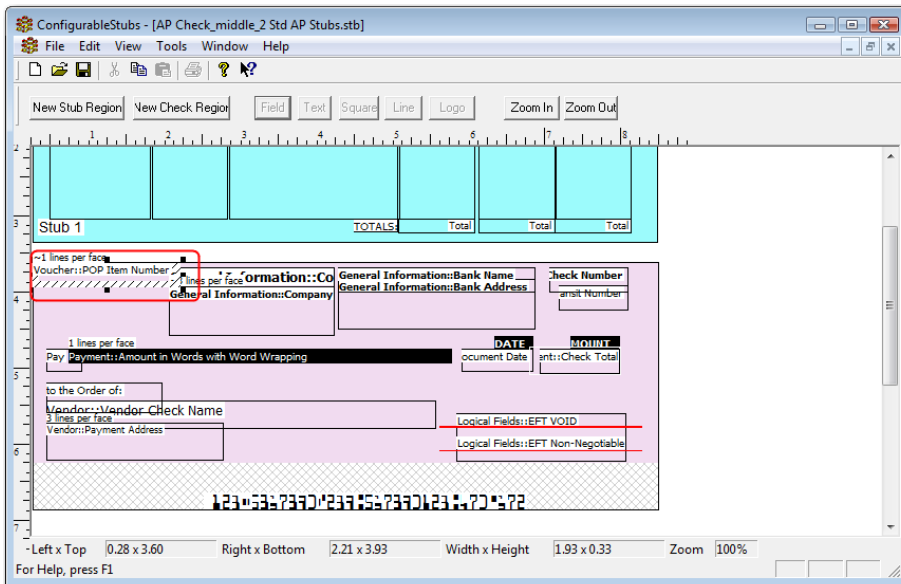


- Date01 through Date 20
- List01 through List05
- Text01 through Text10

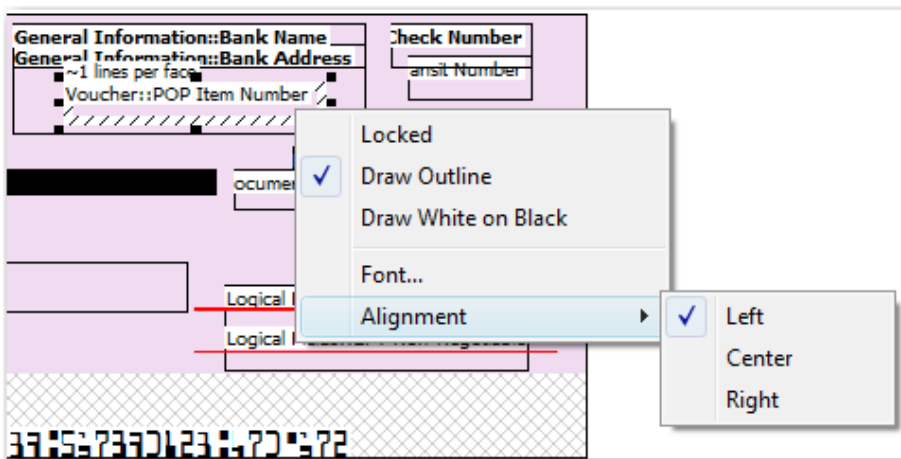
NOTE

The POP User-Defined fields selected are populated in Dynamics GP on the Receiving's User-Defined Fields Entry screen. This screen is launched by clicking the **User-Defined** option on the Receiving's Transaction Entry screen.


- Click **OK** to add the field to the check region. The field is positioned in the upper left corner of the region:

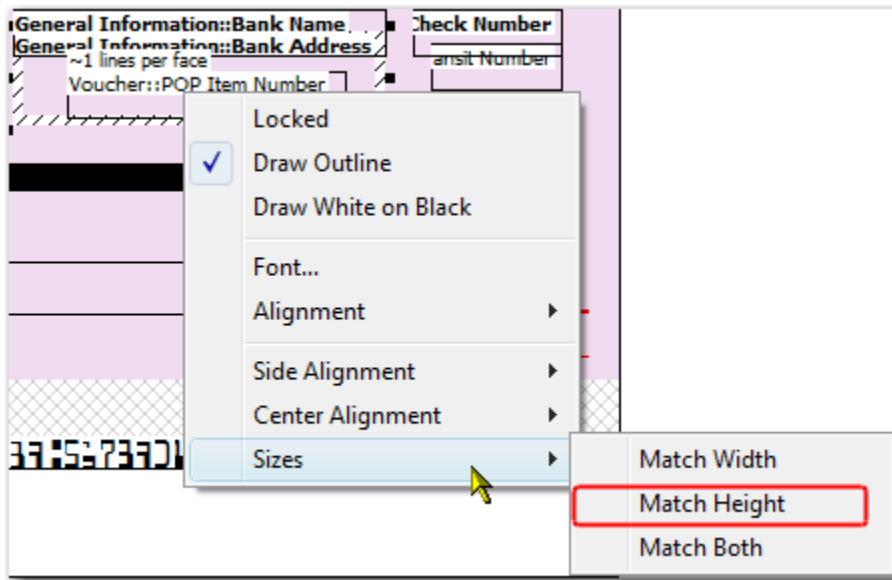


- Reposition the field to the desired location and right-click to set the display properties of the field:

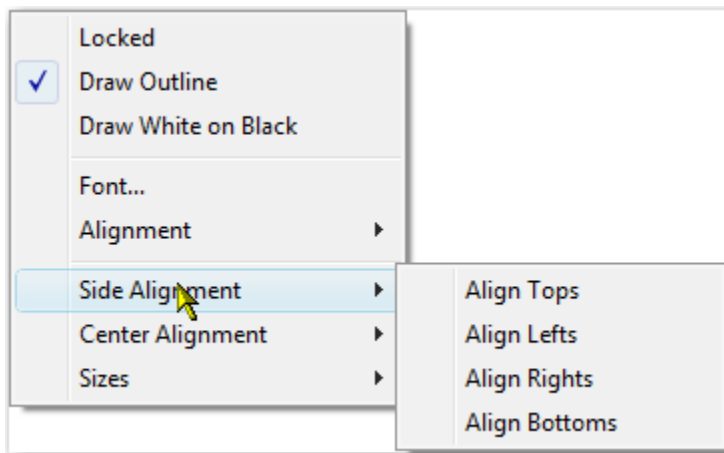


- To match the height of the new field to an existing field, click on the field that you want to match and hold down the **SHIFT** or **CTRL** key. Click on the new

POP field, right-click on one of the selected fields, and choose **Sizes**  **Match Height** from the context menu:



10. You can also match alignment on the fields to help define the columns on the check stub:




11. Save your changes and repeat the steps to add additional POP fields to the stub.

NOTE

Please see the *Mekorma MICR Configuring Check Layouts.pdf* located in the **Mekorma MICR** folder of your Dynamics GP directory for detailed instructions on adding fields to a check layout.

Attaching Receiving Transaction Entry Notes

If you enter note information in the Receiving Transaction Entry screen **Note**  field (next to the **Receipt No.** field), the note will print in the **Voucher::Transaction Description** field of your check stub, starting on the second line under the voucher and continuing on subsequent lines until the entire note is printed.

The default line length for the note is 30 characters. If you would like to extend the line length, you can insert the following line into your Dex.ini file:

```
PO_NOTE_LENGTH=xx (where "xx" is the number of characters allowed on each line).
```

Additional Resources and Support

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:

Mekorma KnowledgeBase

Due to the extensiveness of our MICR product, we offer an up-to-date KnowledgeBase resource that contains answers to frequently asked questions, troubleshooting tips and how-to information. Click [here](#) to access the knowledgebase or go to <http://www.mekorma.com/support/knowledgebase/index.html>.

Technical Support

For support assistance, you can visit our website at 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.

Mekorma Website

The Mekorma website (www.mekorma.com) offers a wide range of information and support tools for clients and partners. From the main page, select the **Support** menu option for a list of different support tools.