



**MEKORMA**

***MICR easyAdd***

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**UK Cheques**

Version 10.0

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# Getting Started

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This section provides information on the following topics:

- Overview
- [UK Cheque Specifications and Requirements](#)
- [About Mekorma](#)
- [Installing the easyAdd](#)

## Overview

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

### **IMPORTANT**

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

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 DDMMMYYYY. 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.

## ***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**.

## ***Installing the easyAdd***

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Install the easyAdd on all workstations printing checks with Mekorma MICR. To correctly install the *UK Cheques* 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 *UK Cheques* easyAdd.

## **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.

## **IMPORTANT**

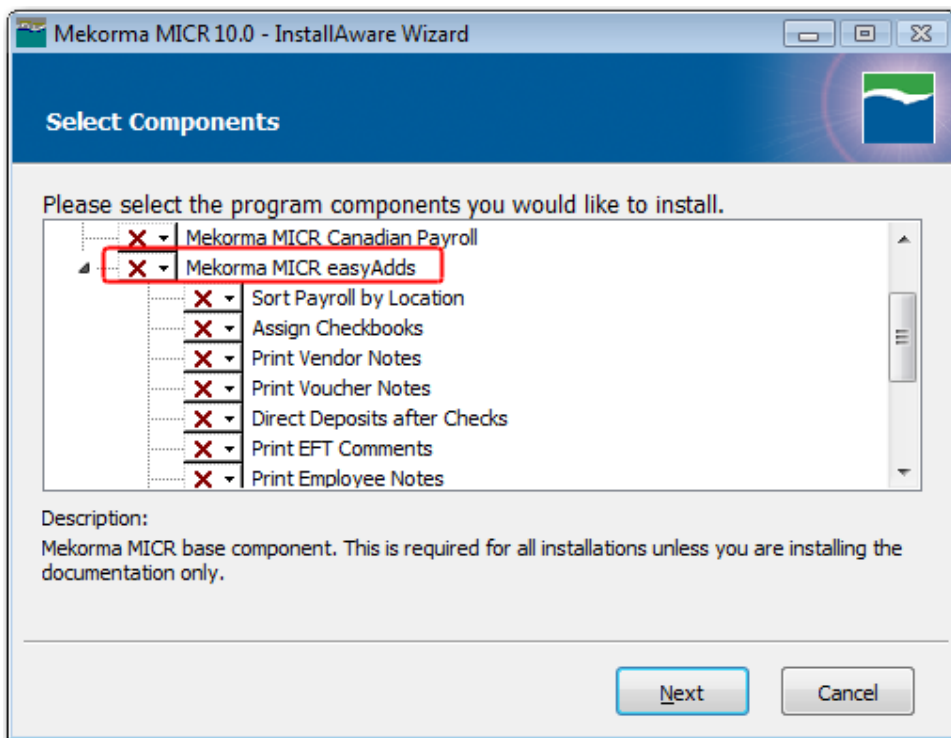
**To use the *Mekorma MICR UK Cheques easyAdd*, you must be running Mekorma MICR Version 10.0 Build 40 or later. Installing this easyAdd on an earlier version may result in errors.**

## **NOTE**

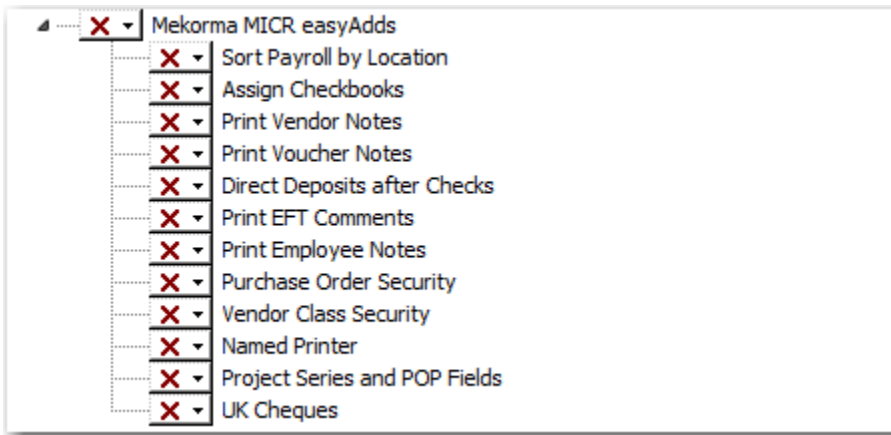
*A quick note about compatibility between Mekorma MICR easyAdds: In general, you can run multiple easyAdds simultaneously; however there are exceptions. For example, you cannot use the "Sort Payroll Direct Deposit to End of Batch" and "the Sort Payroll Checks by Location ID" easyAdd at the same time.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


To install an easyAdd:

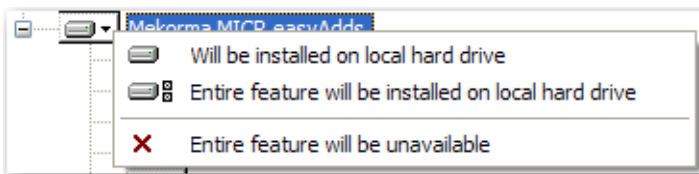
1. Launch the Mekorma MICR 10.0b Setup.exe file (where b\* is the build number) and follow the onscreen instructions to proceed past the Welcome, License, and Release Notes screens.
2. When you click **Next** on the Release Notes dialog box, you see the Select Components dialog box:



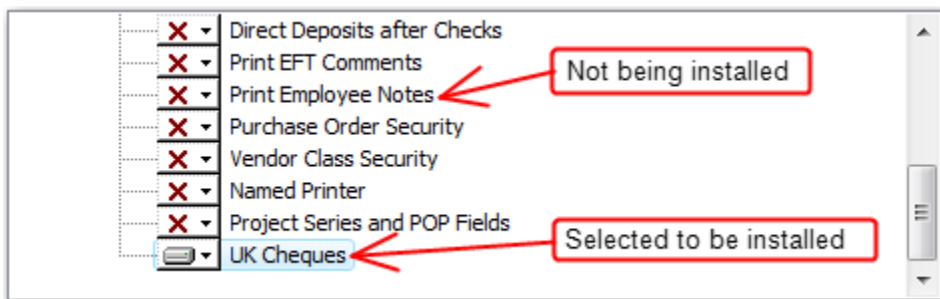
- Under the expanded **Mekorma MICR easyAdds** folder, you see the following easyAdds:



- Click the  drop-down arrow next to the **UK Cheques** 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 *UK Cheques* easyAdd and the accompanying documentation (the *MekormaMICReasyAdd-UKCheques.pdf* file).

## NOTE

*You can install all the easyAdds at the same time by highlighting the main **Mekorma MICR easyAdds** folder and selecting the **Entire feature will be installed on local hard drive** option.*

## Downloading From the Mekorma Website

To download the MEUKC10b001.zip file from the Mekorma website, go to [www.mekorma.com](http://www.mekorma.com) and select **Mekorma MICR easyAdds**. Click the **Download 10.0** link under the **Vendor Class Security** easyAdd and follow the onscreen instructions to download the file.

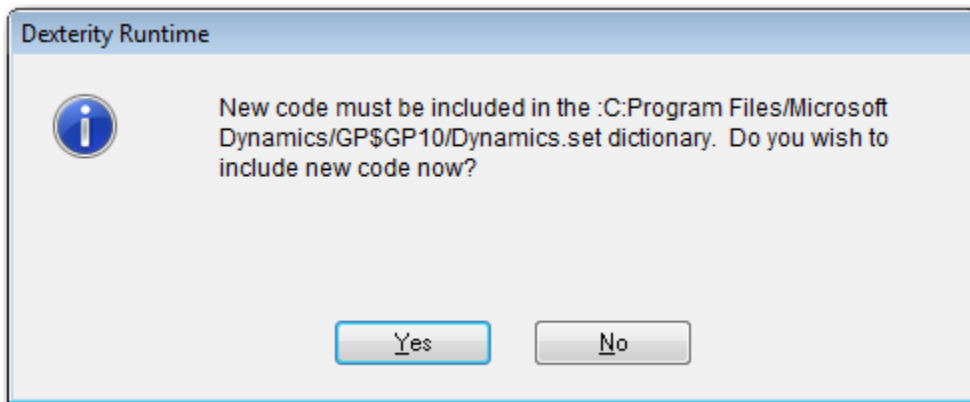
To install the easyAdd:

1. Navigate to the folder you downloaded the MEUKC10b001.zip file to (for example, c:/downloads or c:/temp) and double-click it to extract the UKC5082.cnk and *MekormaMICReasyAdd-UKCheques.pdf* files.
2. Copy the UKC5082.cnk file to the Microsoft Dynamics GP launch directory, for example, C:\Program Files\Microsoft Dynamics\GP.

## Adding the New Code

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

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

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This section provides information on the following topics:

- Enabling the easyAdd
- [Enabling Multilingual Checks](#)
- [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.

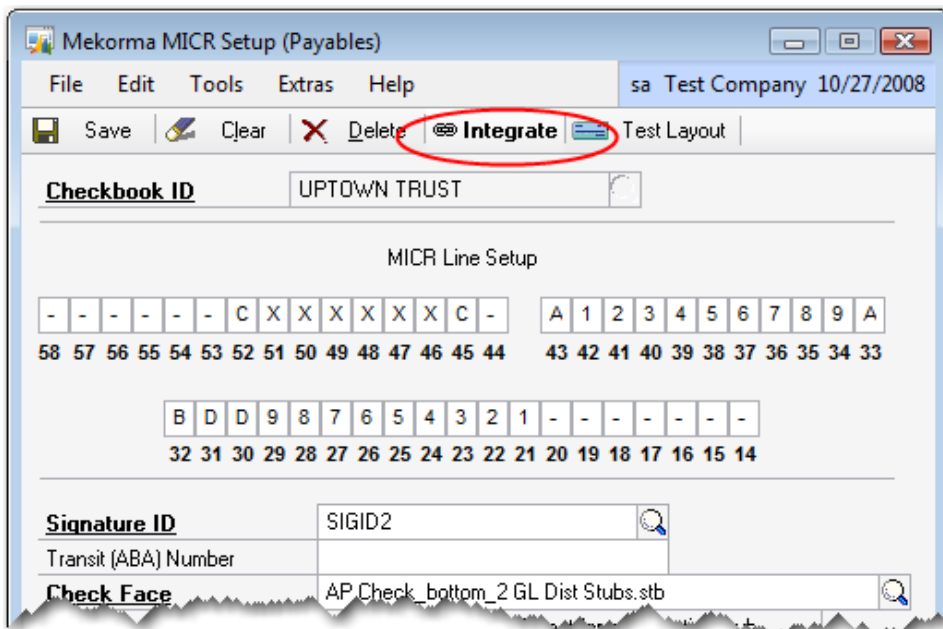
 **IMPORTANT**

**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.**

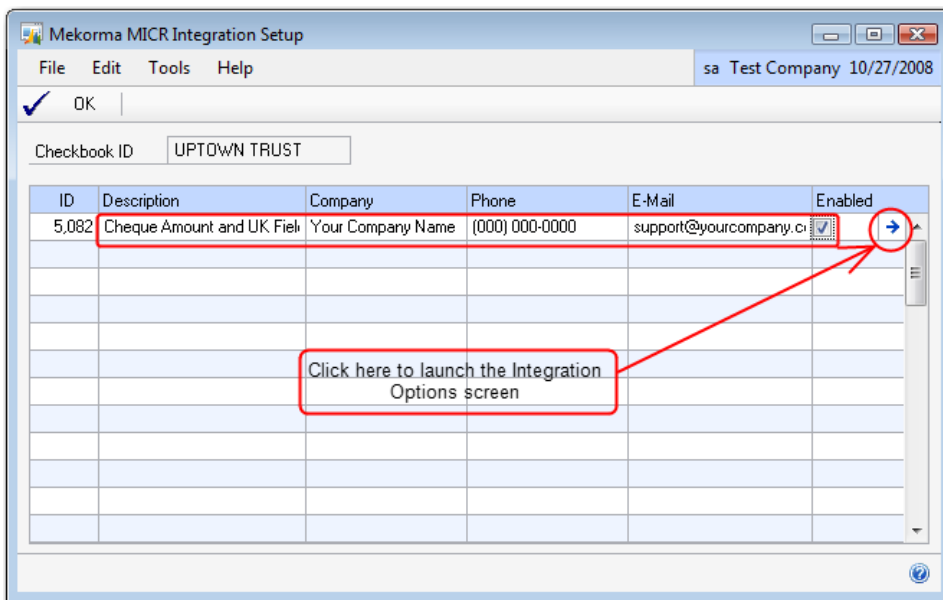
To integrate the easyAdd with a checkbook:


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**.

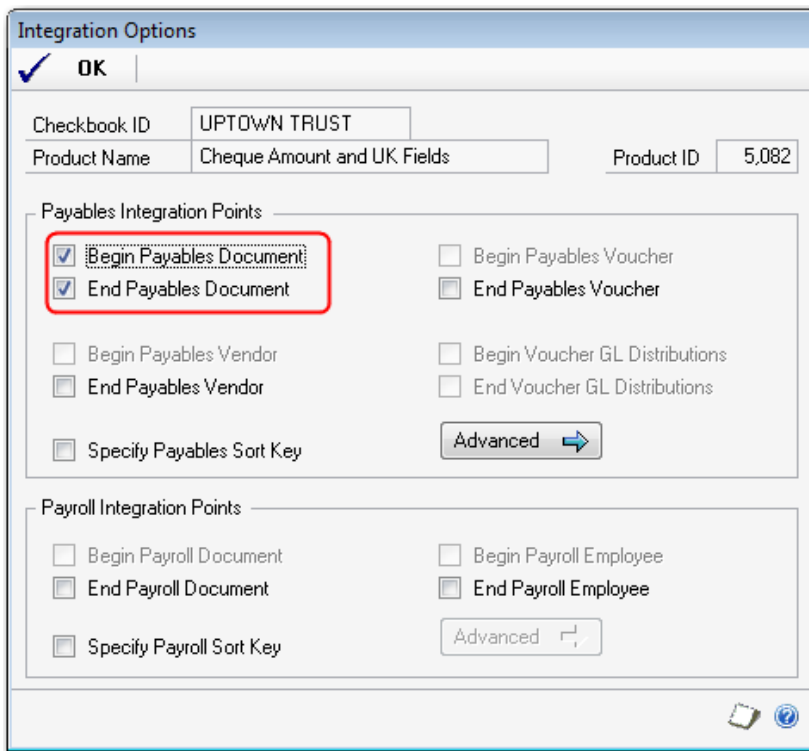


- You see the Mekorma MICR Integration Setup dialog box:



- 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.

## Setting up Multilingual Checks

Before using UK Cheques, you need to enable and configure Multi-Lingual (ML) checks in Microsoft Dynamics GP.

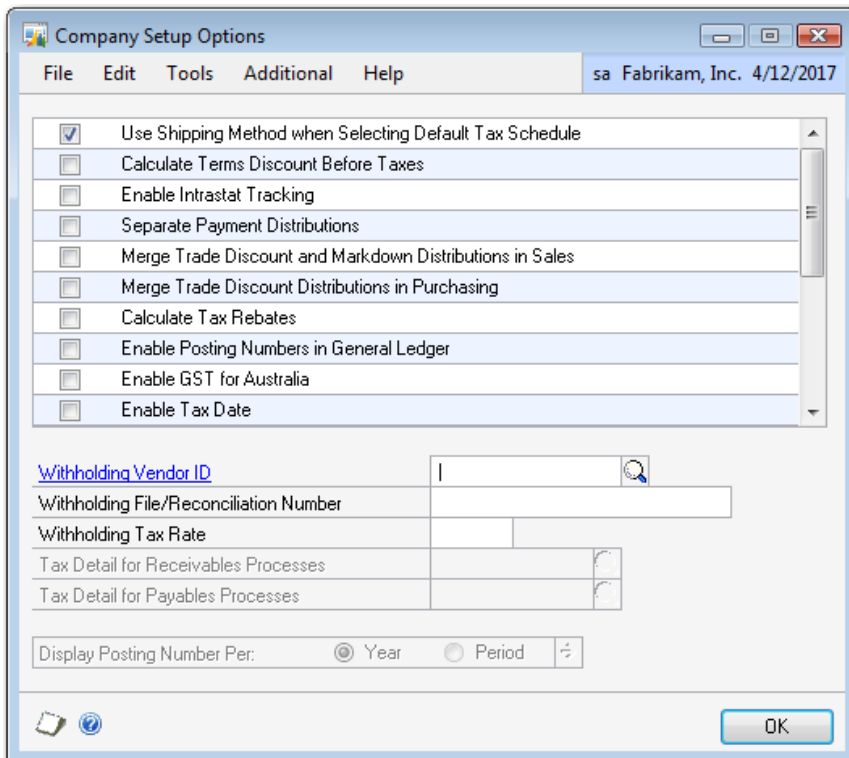
### NOTE

*If your Microsoft Dynamics GP is a United Kingdom (UK) installation, you do not need to configure Multi-Lingual checks. The ML setup is only required for non-UK Microsoft Dynamics GP installations.*

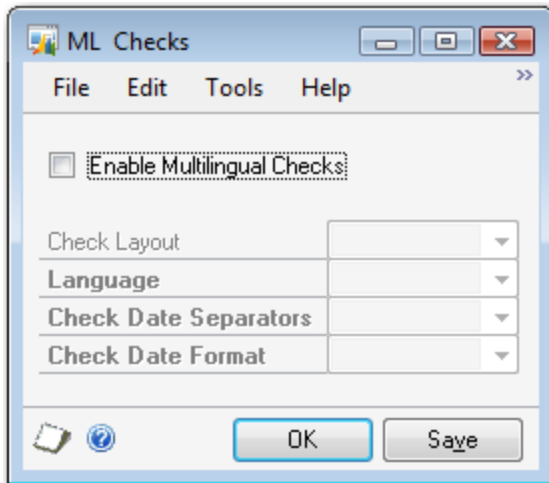
## Enabling ML Checks

To enable ML checks, complete the following steps:

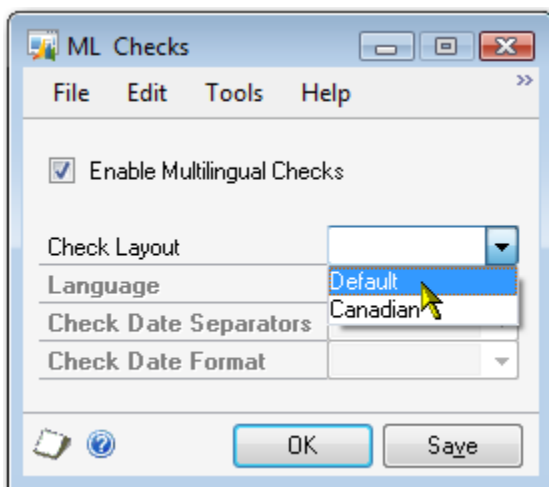
1. Select **Microsoft Dynamics GP** ➤ **Tools** ➤ **Setup** ➤ **Company** ➤ **Company**.
2. On the Company Setup screen, click the **Options** button to open the Company Setup Options screen:



3. On the Company Setup Options screen, select **Additional** ➤ **ML Checks**. You see the ML Checks screen:



4. Check the **Enable Multilingual Checks** option and select **Default** for the **Check Layout** field.

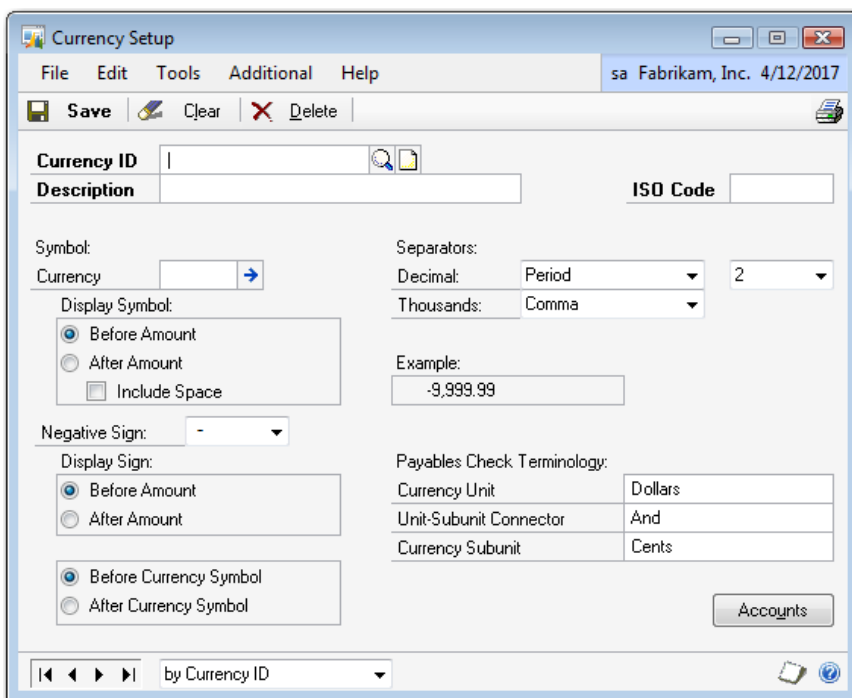


5. Click **OK** and close any open screens.

## Setting up the Currency ID

After enabling ML checks, you need to modify the currency setup information.

1. Select **Microsoft Dynamics GP** **Tools** **Setup** **System** **Currency**. You see the Currency Setup screen:



3. Select the **Currency ID** and then select **Additional Currency Language**. You see the Currency Terminology Setup screen:



4. From the **Language** field drop-down, select **English**. You should see the term "Pounds and Pence" displayed.

Language	English
Currency Unit	Pounds
Unit-Subunit Connector	and
Currency Subunit	Pence
Local Termination	
Example	Six Pounds and 25 Pence

5. Click **Save** and close all open screens.

## Checkbook Maintenance Setup

The next step is to add the default language to your checkbook setup.

1. Select **Cards** ➤ **Financial** ➤ **Checkbook**. On the Checkbook Maintenance screen, select your checkbook that is configured for UK Cheques.
2. Select **Additional** ➤ **Checkbook Language Setup**. To display the Default Language Setup screen:

Checkbook ID	UPTOWN TRUST	<input type="checkbox"/> Multilingual
Description	Computer-Uptown Trust	
Language	[Dropdown]	
Check Layout	Default	CheckDate Format

3. Select "English" for the **Language** field and click **OK**.
4. Close all open screens.

## Using the UK Cheque Stub Layout

After the easyAdd is enabled, use the Mekorma MICR Configurator tool to select the "UK AP Check\_bottom\_2-thirds Std AP Stub-A4 size.stb" stub 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 and is provided in the Mekorma Configurator Format Library installed with Mekorma MICR.

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.

#### **NOTE**

*When using the Mekorma MICR UK Check easyAdds field, the **Amount in Words** will print using numbers instead of spelling out the word (such as “100 Pounds and 00 Pence).*

# 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:

## ***Mekorma KnowledgeBase***

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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***

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For support assistance, 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.

## ***Mekorma Website***

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The Mekorma website ([www.mekorma.com](http://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.

For clients (and partners), we offer:

- ❖ **KnowledgeBase** – this [database](#) contains how-to's, FAQs, and tips on using Mekorma products.
- ❖ **On-line Support** – provides an online [form](#) for submitting requests to the Mekorma Support department.
- ❖ **Training Videos** – [download](#) a video of one of our Webinars.
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