



MEKORMA

MICR easyAdd

Vendor Class Security

User Guide

Version 10.0

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Company Address

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Getting Started

This section provides information on the following topics:

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

Overview

The *Mekorma MICR- Vendor Class Security* easyAdd allows a Vendor Class to be linked to a specific signature file and signature printing thresholds. These settings override the signature printing thresholds and signature image associated with the checkbook for all vendors belonging to the Vendor Class. If there is no signature associated with the Vendor Class, the Signature ID from the Checkbook is used as the default.

NOTE

The Vendor Class Signature IDs do not affect whether the system asks for passwords or not. Passwords are still determined by the Signature ID associated with the Checkbook.

About Mekorma

At Mekorma, our first commitment is to create customer value. Having set the standard in the check printing arena with Mekorma MICR, we provide companies with the tools they need to optimize and enhance their accounting processes.

Because our efforts center around expediting the way you do business, we are committed to expanding our product line and improving our existing solutions. By doing business with our partners and customers one at a time, we believe we can provide unparalleled software, service, and support.

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 *Vendor Class Security* 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 *Vendor Class Security* easyAdd.

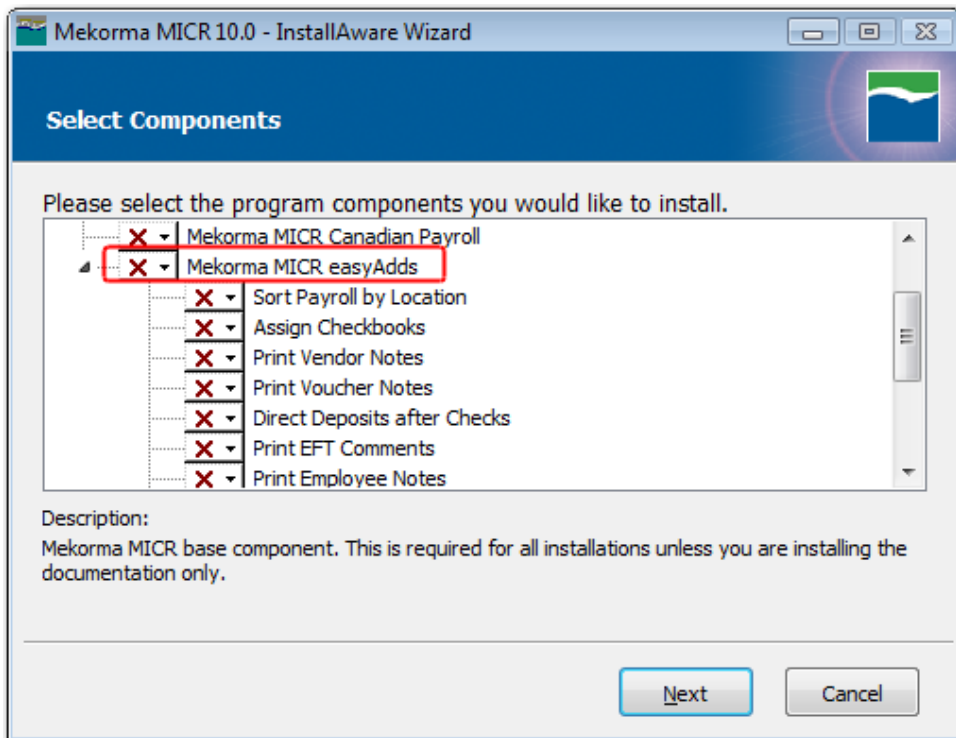
Installing from the Mekorma MICR Installer

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.

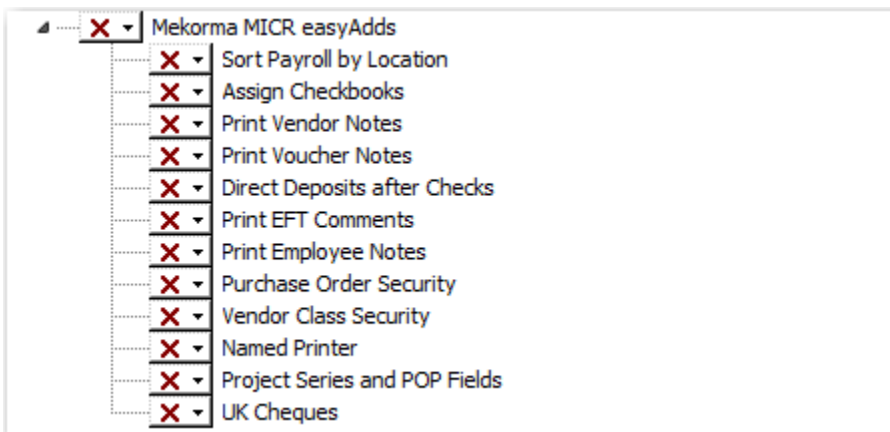
To install an easyAdd:


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.

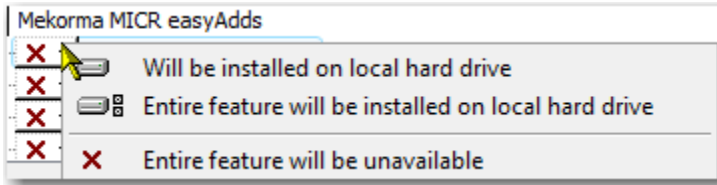
2. When you click **Next** on the Release Notes dialog box, you see the Select Components dialog box:



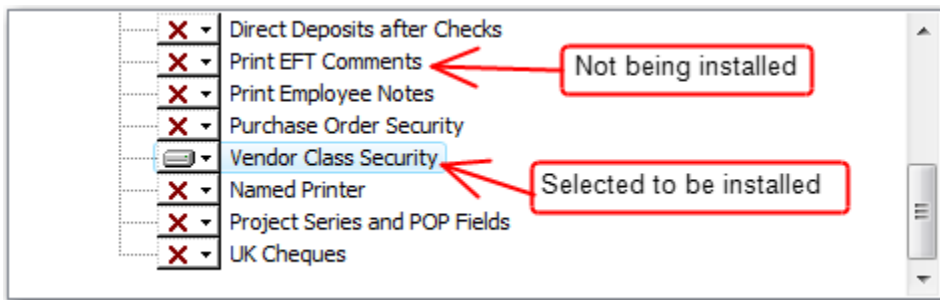
3. Under the expanded **Mekorma MICR easyAdds** folder, you see the following easyAdds:



- Click the  drop-down arrow next to the **Vendor Class Security** 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 *Vendor Class Security* easyAdd and the accompanying documentation (the *Mekorma MICR easyAdd-Vendor Class Security User Guide.pdf* file).

Downloading From the Mekorma Website

To download the MEVCS10b001.zip file from the Mekorma website, go to 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.

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.

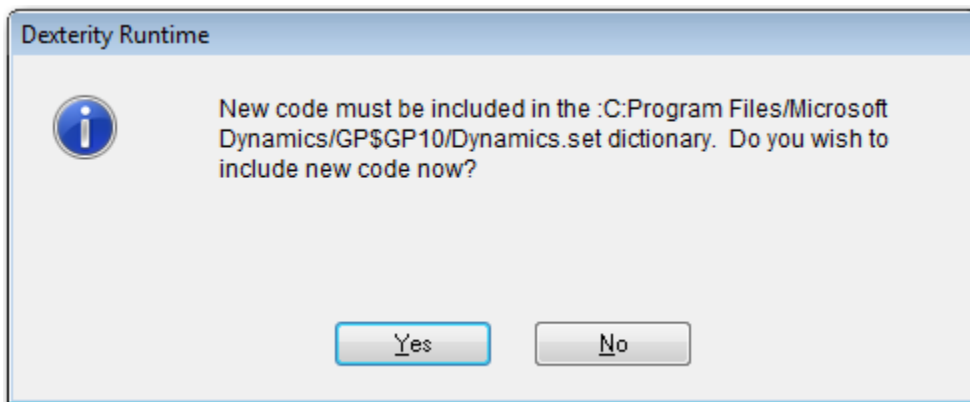
To install the easyAdd:

1. Navigate to the folder you downloaded the MEVCS10b001.zip file to (for example, c:/downloads or c:/temp) and double-click it to extract the VCS6058.cnk and *MekormaMICReasyAdd - Vendor Class Security.pdf* files.
2. Copy the VCS6058.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.

Setting up the easyAdd

This section provides information on the following topics:

- Creating the Custom Signature Based on Vendor Class Table
- [Setting Security to the Custom Window](#)
- [Integrating the easyAdd with a Checkbook](#)

Creating the Custom Signature Based on Vendor Class Table

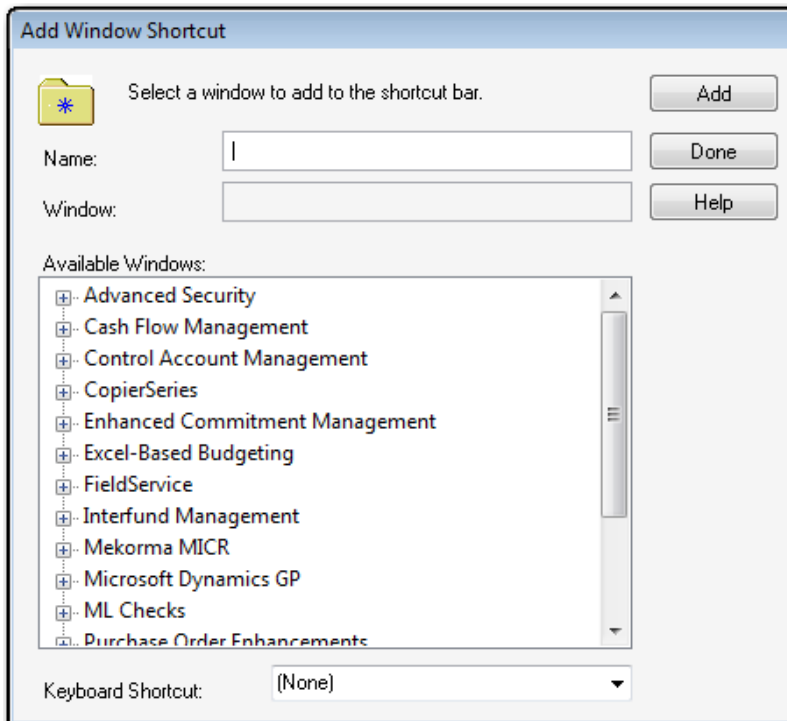
After integrating the easyAdd with a checkbook, the next step is to generate the custom Signature Based on Vendor Class table.

NOTE

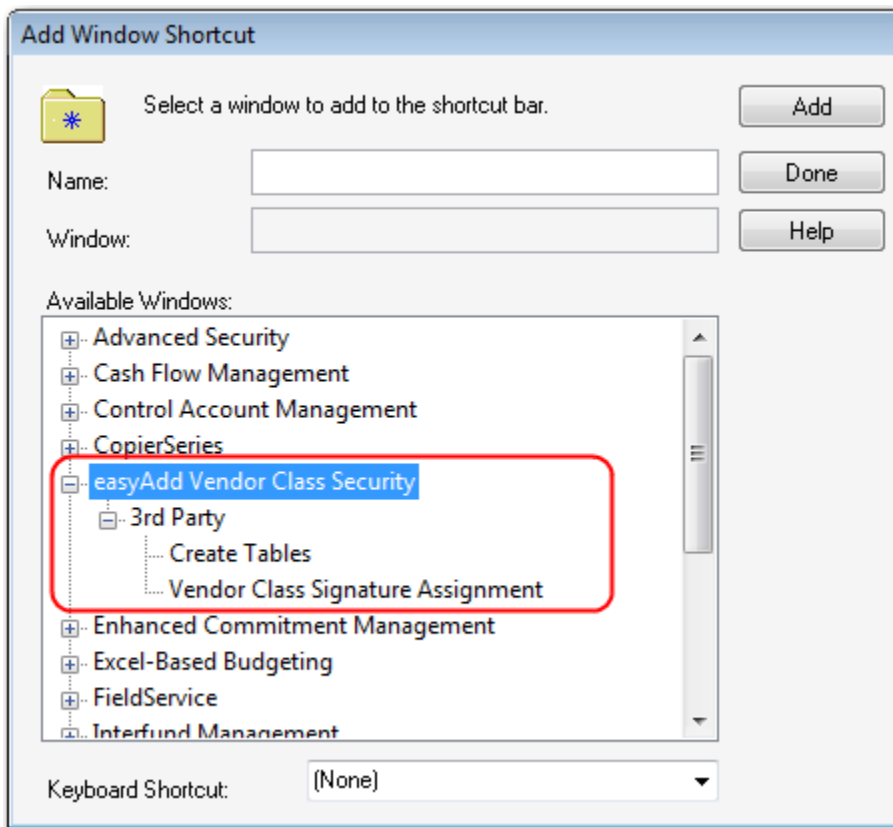
You must be logged on as the “sa” user to create the table.

Before creating the table, add the shortcut to your GP shortcut bar. To add the shortcut, complete the following steps:

1. Click on the Dynamics GP shortcut bar and select **Add** ➤ **Add Window**. You see the Add Window Shortcut dialog box:



2. Expand the **easyAdd Vendor Class Security** window and then expand **3rd Party**:

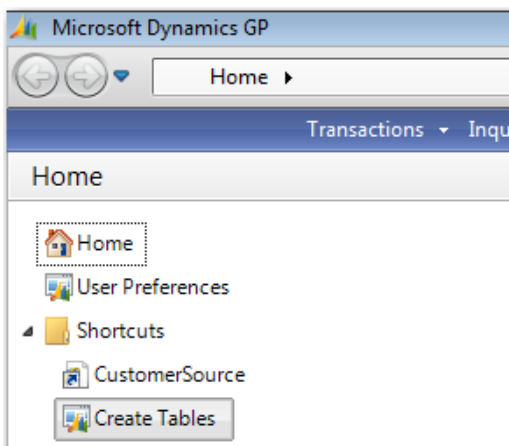


3. Select **Create Tables** and click **Add**. Click **Done** when you are finished to close the Add Window Shortcut screen.

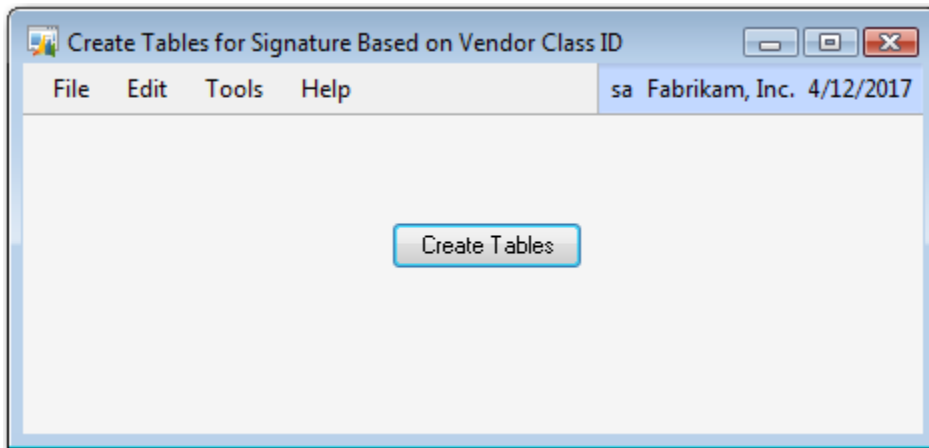
Creating the Table

To create the table:

1. Click on the Create Tables shortcut you added:







2. You see the Create Tables for Signature Based on Vendor Class ID dialog box:

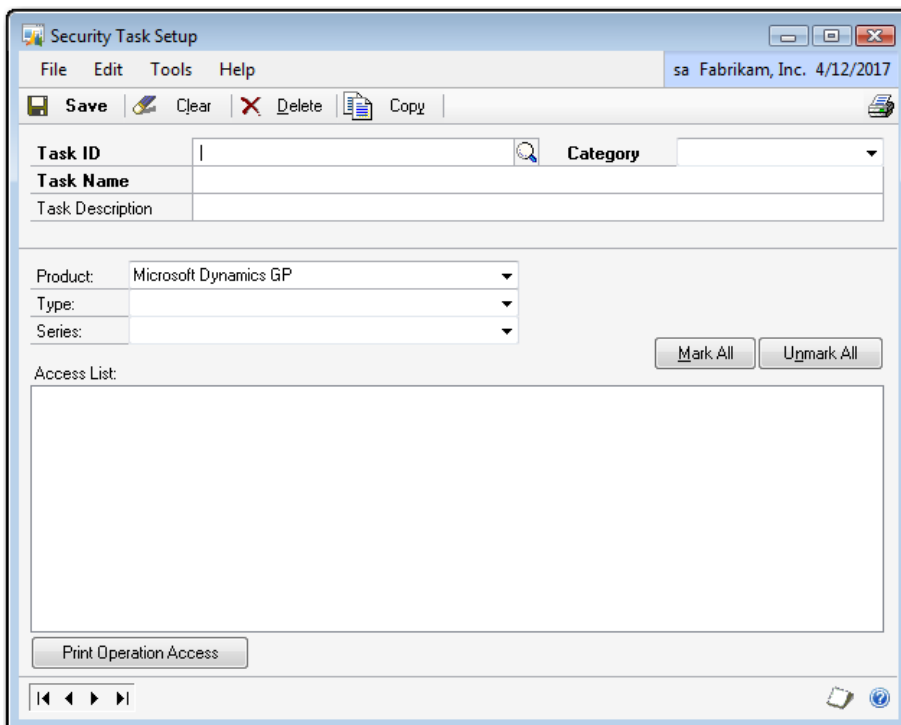



3. Click **Create Tables**. After the tables are created, click **OK** to close the screen.

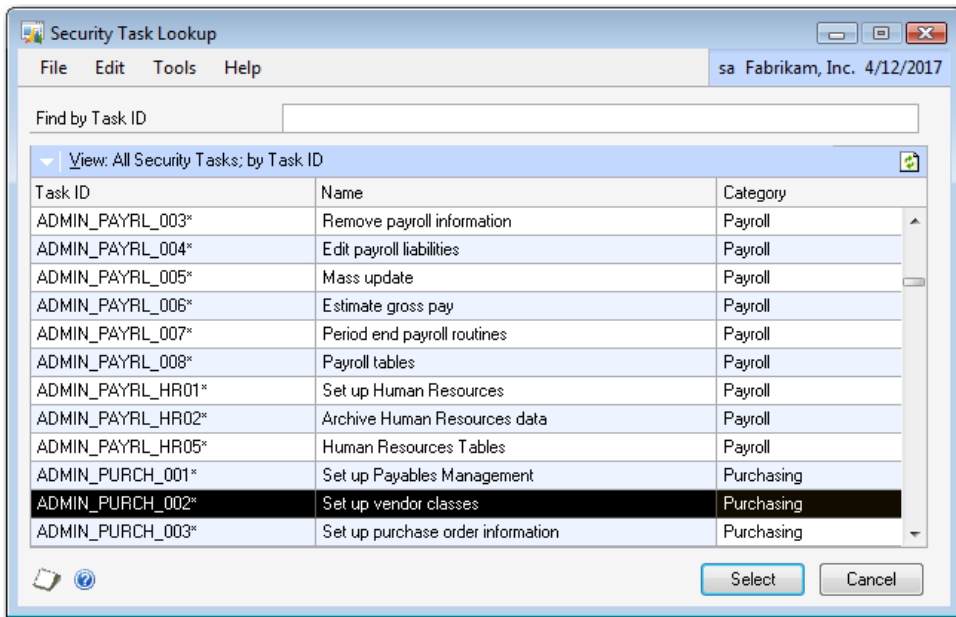
Setting Security to the Custom Window

The next step is to set up security access to the new window for any non-administrative or non-sa users that require access. To set the security:

1. Log in to Dynamics GP as the “sa” user and select **Microsoft Dynamics GP**  **Tools**  **Setup**  **System**  **Security Tasks** (enter a password if prompted). You see the **Security Tasks** dialog box:



- Use the **Task ID** field lookup  to locate the “ADMIN_PURCH_002, set up vendor classes” task and click **Select**.



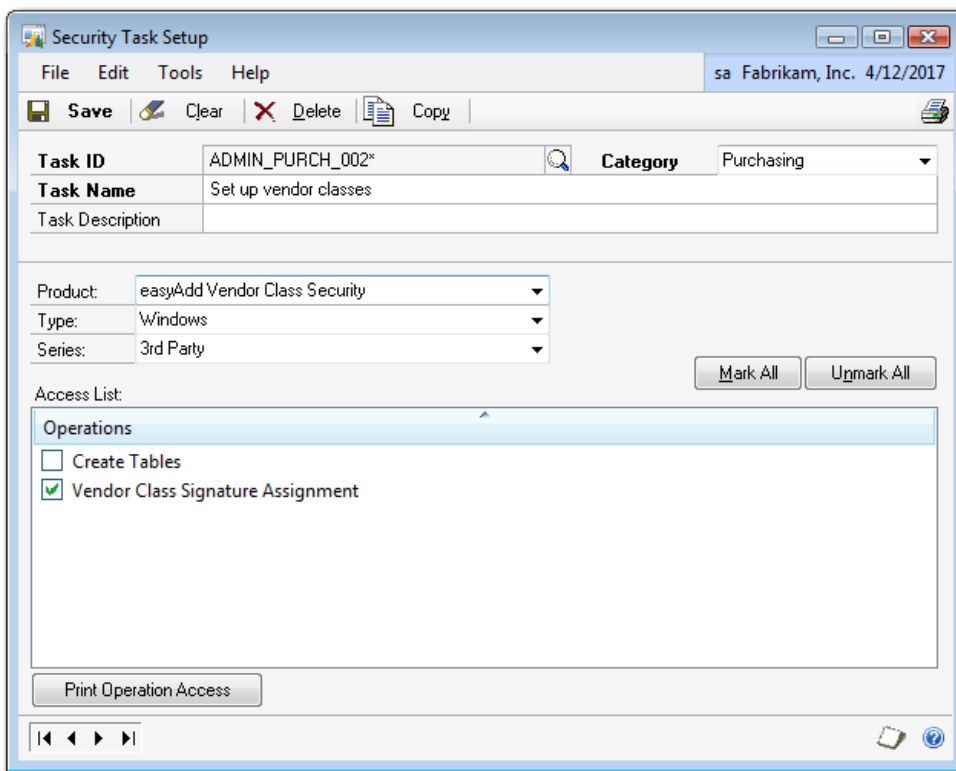
- On the Security Task Setup screen, enter the following field values:

Product:	easyAdd Vendor Class Security
Type:	Windows
Series:	3rd Party

Product: easyAdd Vendor Class Security
Type: Windows
Series: 3rd Party

- Check the **Vendor Class Signature Assignment** to select the custom window.

- At this point, your screen should look similar to the following:




- Click **Save** on the Security Task Setup screen.

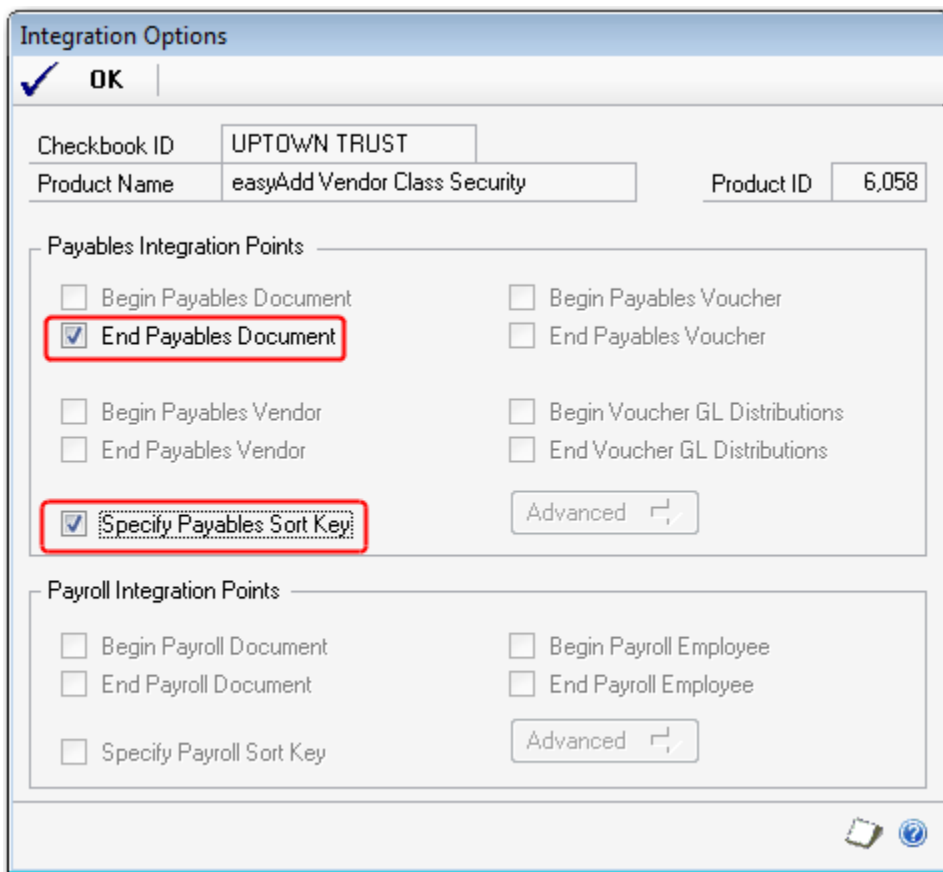
Integrating the easyAdd with a Checkbook

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

To integrate the easyAdd with a checkbook:

- Launch Dynamics GP and select **Microsoft Dynamics GP** **Tools** **Setup** **Purchasing** **Mekorma MICR Payables** **Mekorma MICR Setup**. You see the Mekorma MICR Setup (Payables) dialog box.

4. Check the **Enabled** checkbox to the right of **easyAdd Vendor Class Security** and then click the  arrow button to launch the Integration Options dialog box:



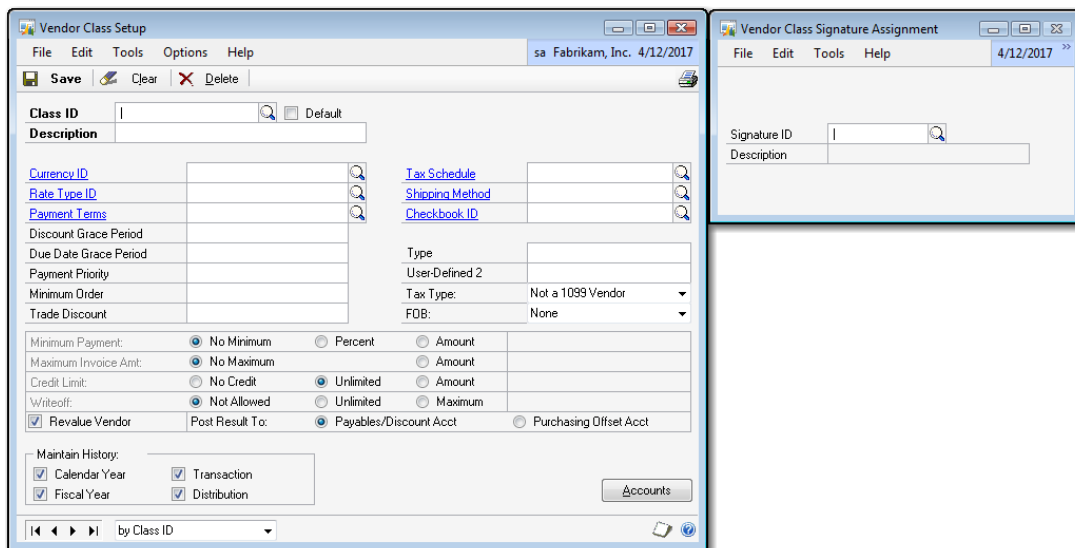
The image shows the 'Integration Options' dialog box. At the top, there is a blue header with a checkmark and the text 'OK'. Below the header, there are three input fields: 'Checkbook ID' with the value 'UPTOWN TRUST', 'Product Name' with the value 'easyAdd Vendor Class Security', and 'Product ID' with the value '6,058'. The dialog is divided into two main sections: 'Payables Integration Points' and 'Payroll Integration Points'. In the 'Payables Integration Points' section, there are eight checkboxes. The checkboxes 'End Payables Document' and 'Specify Payables Sort Key' are checked and highlighted with red boxes. There are also two 'Advanced' buttons with arrows. The 'Payroll Integration Points' section has three checkboxes, all of which are unchecked. At the bottom right of the dialog, there are two small icons: a document icon and a help icon.

5. On the Integration Options screen, check the **End Payables Document** and the **Specify Payables Sort Key** options and click **OK**. Click **OK** again to close the Mekorma MICR Integration Setup screen.
6. Click **Save** on the Mekorma MICR Setup dialog box to finish enabling the integration for the selected checkbook.
7. Repeat these steps for each checkbook that will be using the easyAdd.

Using the easyAdd

To add a link between a Vendor Class ID and a Signature ID, complete the following steps:

1. Select **Microsoft Dynamics GP** **Tools** **Setup** **Purchasing** **Vendor Class**. You see the Vendor Class Setup screen with the Vendor Class Signature Assignment screen located to the right (or slightly behind) it:



2. Enter a **Class ID** on the Vendor Class Setup screen. On the Vendor Class Signature Assignment screen, enter an existing **Signature ID**, or click the lookup icon to select from a list.
3. To verify the Signature ID, tab out of the **Signature ID** field. If the Signature ID is not valid, you see the following message.



4. Click **OK** to close the screen and re-enter the **Signature ID**. When you enter a valid Signature ID, click **Save** on the Vendor Class Setup screen to preserve the link between the **Signature ID** and Vendor **Class ID**.
5. To remove a Signature ID that is linked to a Vendor Class, clear the **Signature ID** field and tab out. Save the Vendor Class record with the blank signature.

The Vendor Class Signature Assignment screen closes when you close the Vendor Class Setup screen.

Printing Checks

After adding a Signature ID to a specific Vendor Class, when printing checks, the signature printed on the check is based on the Signature ID assigned to the Vendor Class and on the thresholds configured for the Signature ID.

If a Signature ID is not assigned to a Vendor Class, the Signature ID for the checkbook is used. Checks that do not have signatures are sorted to the front of the batch.

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.

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.
- ❖ **Webinars** – [Sign up](#) for an informational and useful Webinar on how to get the most out of our products.