



MEKORMA

MICR easyAdd

Print EFT Comments

Version 9.0

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Getting Started

This section provides information on the following topics:

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

Overview

The *Print EFT Comments* easyAdd creates two new fields for the Mekorma MICR Configurator. The first field prints a user-defined comment on remittances (non-negotiable checks) reporting payments made by electronic funds transfer. The second field prints a user-defined bitmap image on the same checks or stubs. The comment or image will not print on negotiable check payments.

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. Thank you for choosing a Mekorma MICR easyAdd product.

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

You must install and configure Microsoft Dynamics GP, Microsoft EFT for Payables Management and Mekorma MICR before installing the *Print EFT Comments* easyAdd.

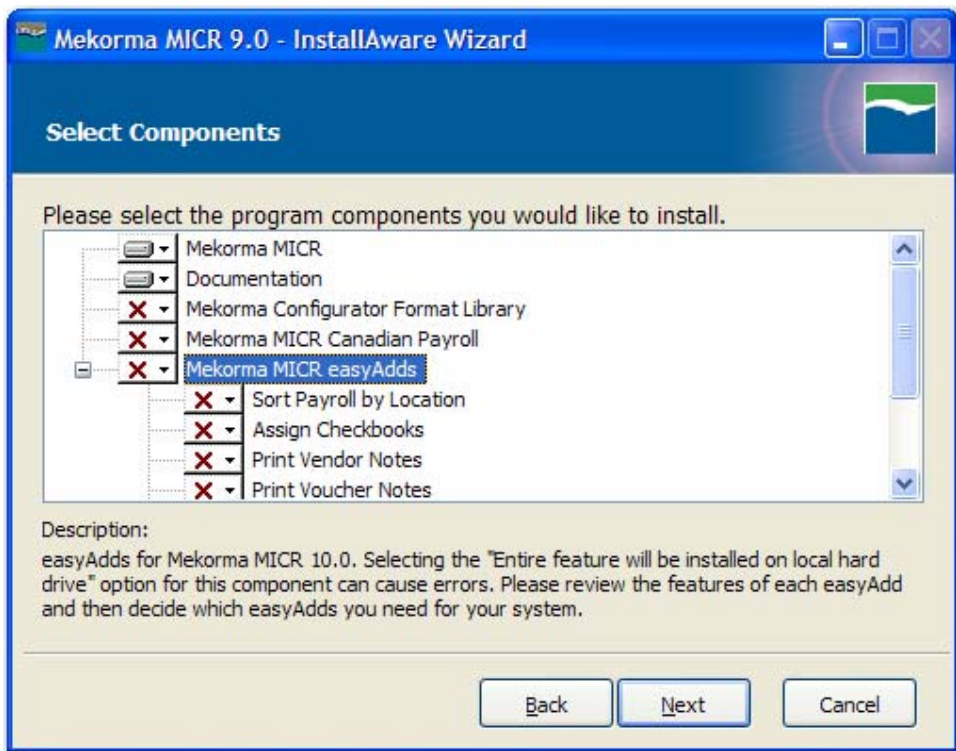
Installing from the Mekorma MICR Installer

With Mekorma MICR Version 09.00 Build 42 (and later), you have the option of installing Mekorma MICR easyAdds at the same time you install Mekorma MICR Version 9.0 or independently of Mekorma MICR.

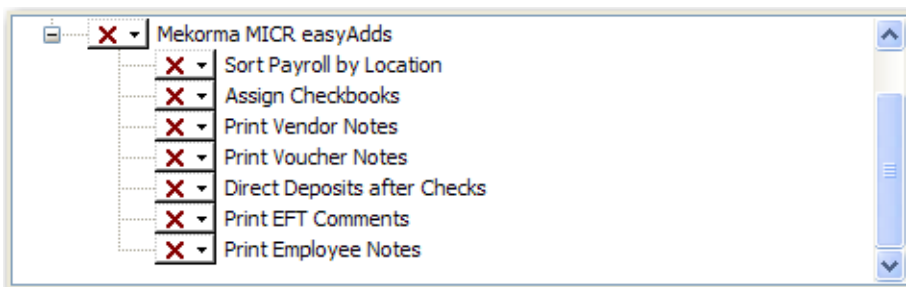
To install an easyAdd:

1. Launch the Mekorma MICR 09.0b Setup.exe file (where b* is the build number) and follow the onscreen instructions to proceed past the Welcome, License, and Release Notes screens.

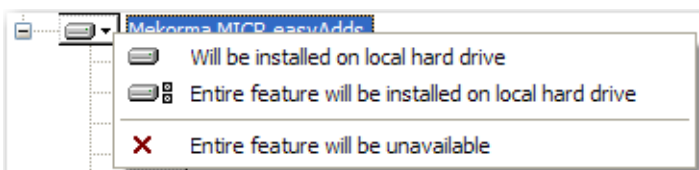
2. When you click **Next** on the Release Notes dialog box, you see the Select Components dialog box:



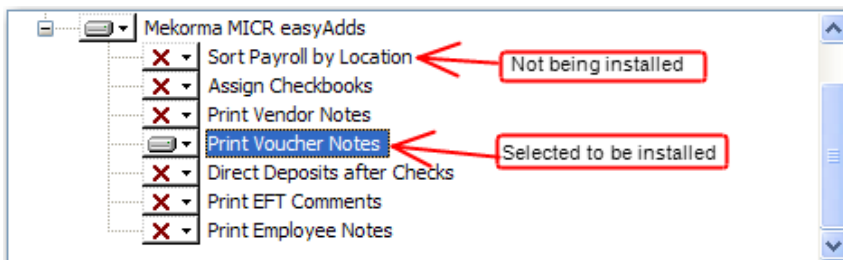
3. Under the expanded **Mekorma MICR easyAdds** folder, you see the following easyAdds:



4. Click the  drop-down arrow next to the **Print EFT Comments** easyAdd to display the following menu:



5. 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.



6. After the easyAdd is selected, click **Next** to continue and follow the remaining onscreen instructions to install the *Print EFT Comments* easyAdd and the accompanying documentation (the *Print EFT Comments.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 EFTComment9.zip file from the Mekorma website, go to www.mekorma.com and select **Mekorma MICR easyAdds**. Click the **Download 9.0** link under the **Print EFT Comments** easyAdd and follow the onscreen instructions to download the file.

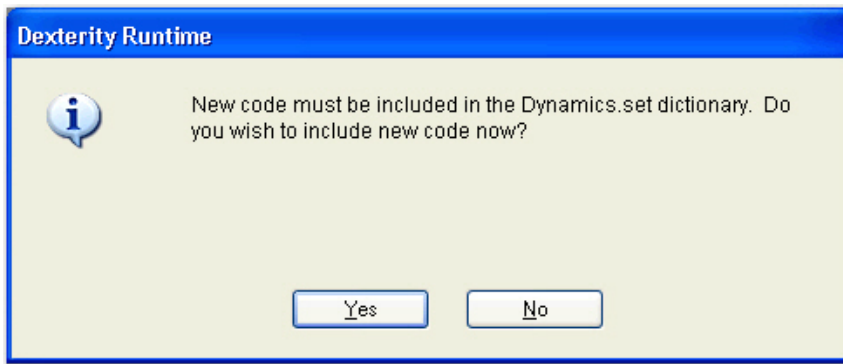
To install the easyAdd:

1. Navigate to the folder you downloaded the EFTComment9.zip file to (for example, c:/downloads or c:/temp) and double-click it to extract the PrEFTCmt9.cnk and *Print EFT Comments.pdf* files.



2. Copy the PrEFTCmt9.cnk file to the Microsoft Dynamics GP launch directory, for example C:\Program Files\Microsoft Dynamics\GP.

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

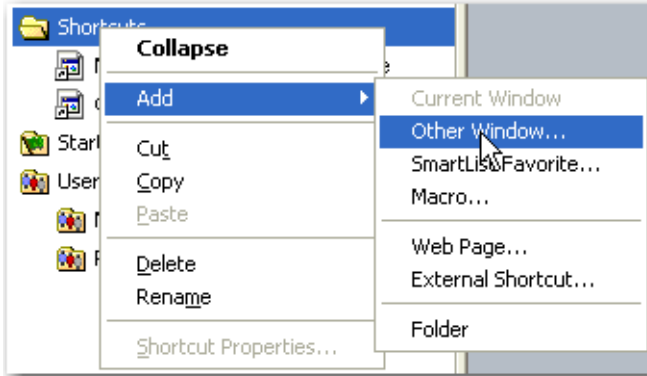


4. Select **Yes** to install the easyAdd dictionary code and log on as the “sa” user.

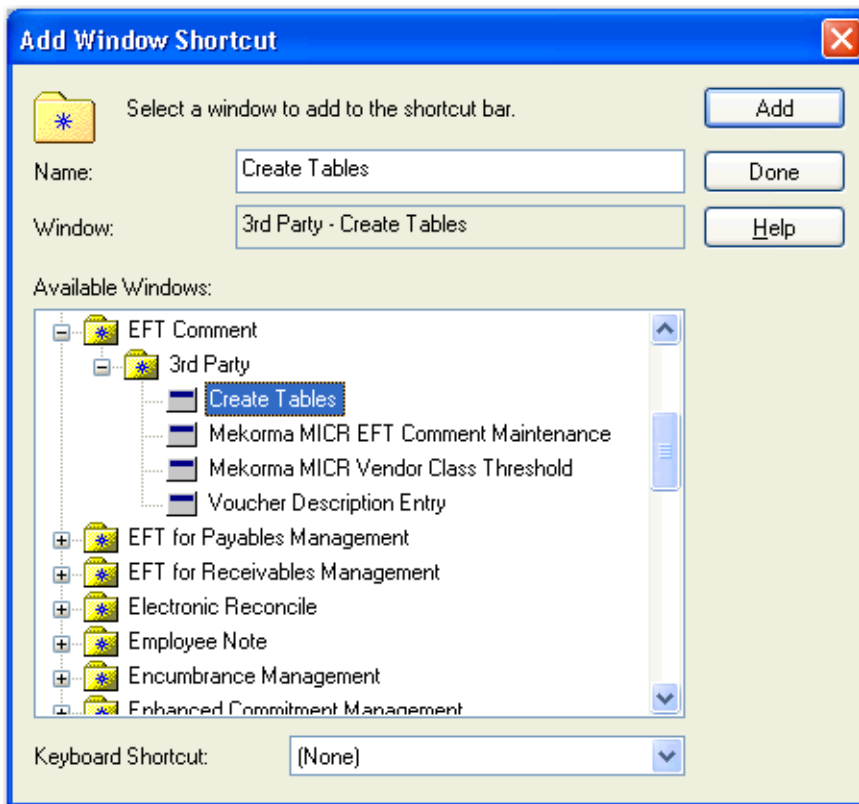
Adding the Create Table Shortcut

Complete the following steps to add the Create Tables shortcut to the Dynamics GP shortcut toolbar.

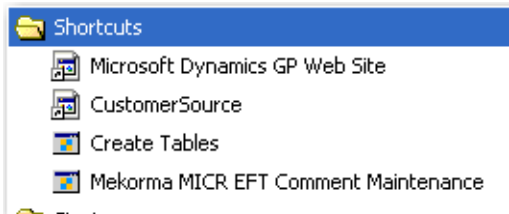
1. Right-click on the **Shortcuts** icon on the main screen and select **Add** ➤ **Other Window**.



- From the Add Window Shortcut dialog box, select **EFT Comment** → **3rd Party** → **Create Tables** and click the **Add** button.



- Select **Mekorma MICR EFT Comment Maintenance** under the same **3rd Party** heading and click **Add** again, then click **Done**. Your Shortcut menu should include the following two new shortcuts:



4. Click on the **Create Tables** shortcut to open the Create Tables for EFT Comment MICR Support dialog box and click **Create Tables**.



5. Click **OK** on the screen that displays when the tables setup/conversion is complete. Log onto each company that will use the easyAdd functionality and repeat Step #8.
6. After creating the tables, repeat Steps #2-4 on every workstation that prints checks.

Using and Integrating the easyAdd

This section provides information on the following topics:

- Enabling the easyAdd, following
- [Defining EFT Comment and Logo](#)
- [Adding EFT Comment and Logo Fields to the Stub Layout](#)

Enabling the easyAdd

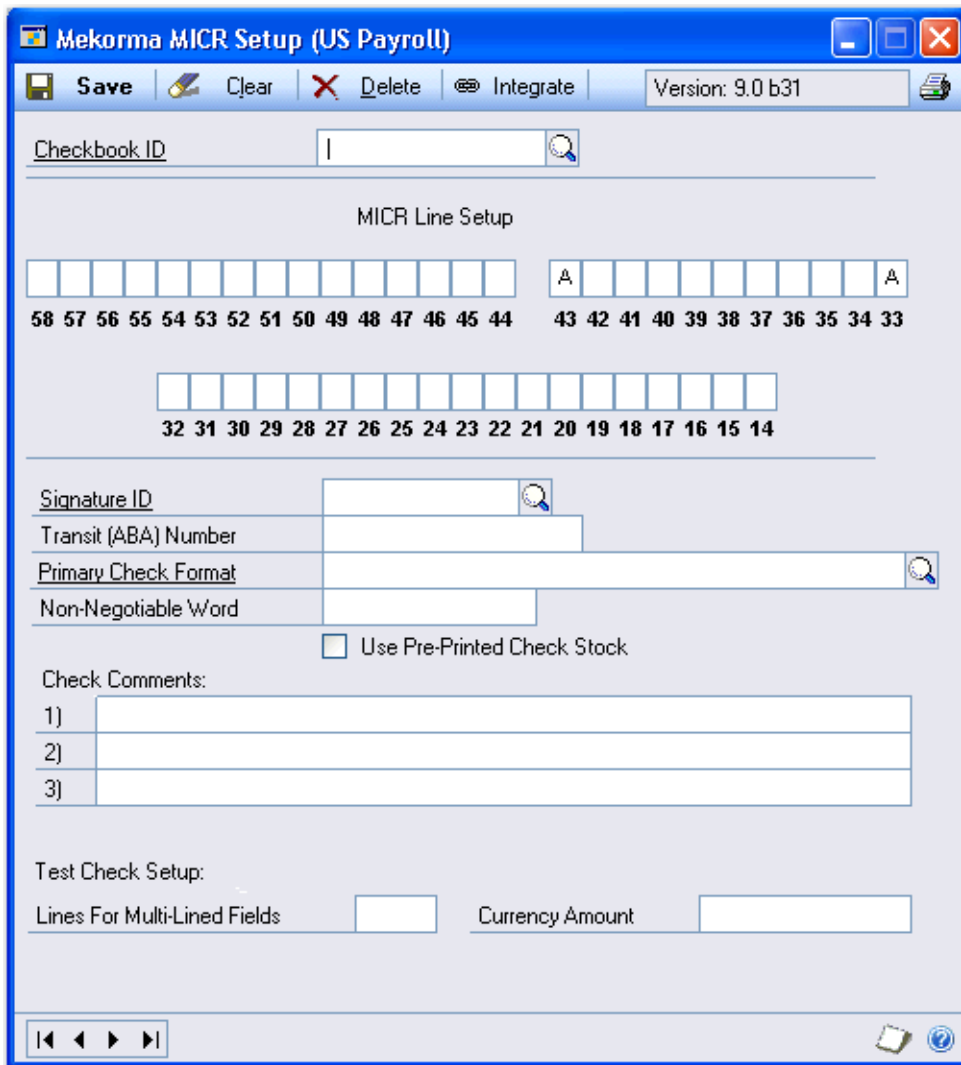
Because the *Print EFT Comments* easyAdd uses additional resources during check printing, you should only enable it for those checkbooks which use the easyAdd functionality.

Leaving the easyAdd disabled for checkbooks that do not use the sorting functionality prevents the easyAdd from being implemented during check runs made using those checkbooks.

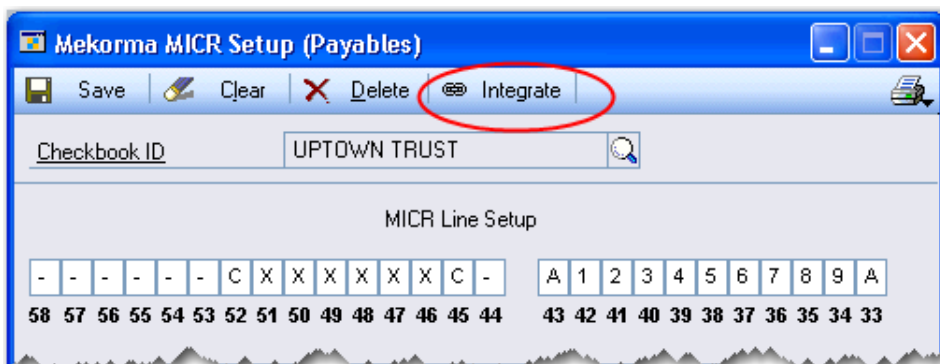
To enable the easyAdd:

1. Launch Dynamics GP and log on as the “sa” user.
2. Select **Tools** ☞ **Setup** ☞ **Purchasing** ☞ **Mekorma MICR Payables Setup** ☞ **Mekorma MICR Setup**.

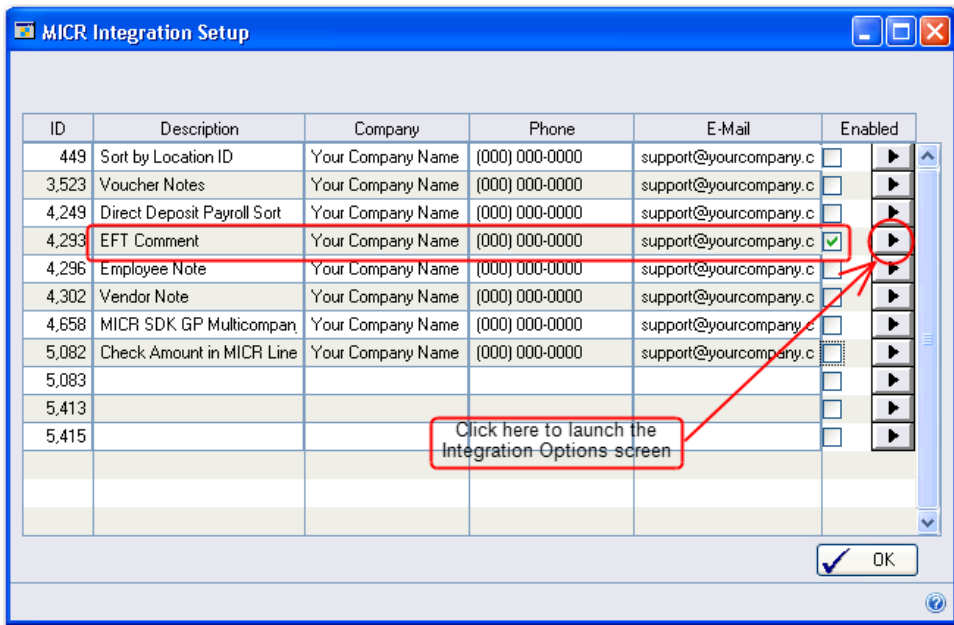
3. You see the Mekorma MICR Setup (Payables) dialog box:




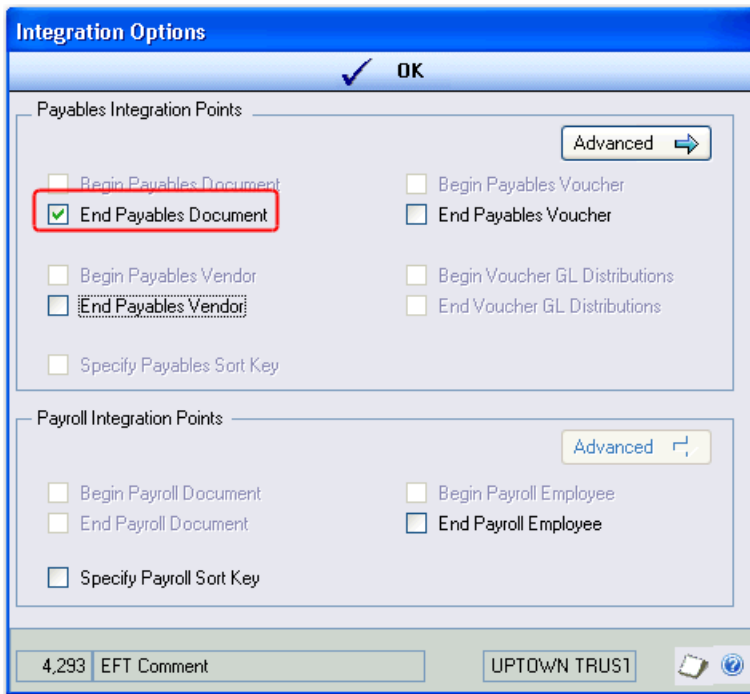
4. Enter or select the **Checkbook ID** you wish to enable the easyAdd for and click **Integrate**.



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



6. Check the **Enabled** checkbox to the right of the **EFT Comment** easyAdd and then click on the  arrow button.
7. On the Integration Options dialog box that displays, check the **End Payables Document** option.

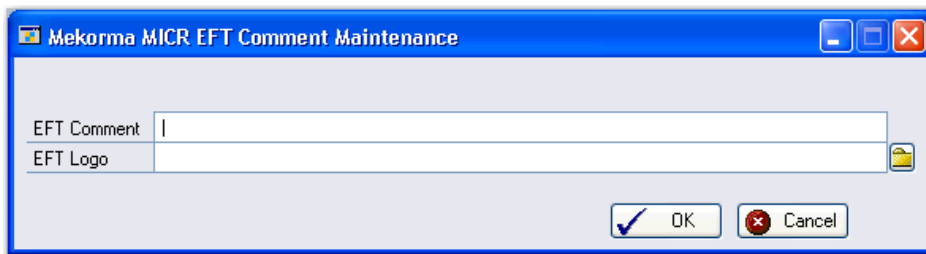


- Click **OK** to close the Integration Options dialog box and then **OK** again to close the Mekorma MICR Integration Setup dialog box.
- Click **Save** on the Mekorma MICR Setup (Payables) dialog box to finish enabling the integration for the selected checkbook.
- Repeat these steps for each checkbook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

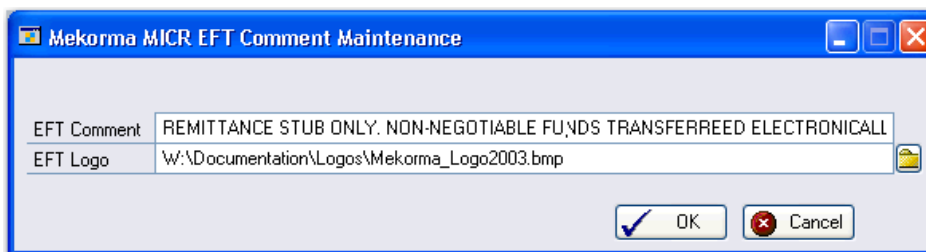
Defining EFT Comment and Logo

A separate text comment and bitmap image may be defined for each company using the easyAdd. Enter the comment and path to the bitmap image on the Mekorma MICR EFT Comment Maintenance dialog box. The same comment and image is used for all checkbooks in each Microsoft Dynamics GP company.

- From the Shortcuts bar, click on the **Mekorma MICR EFT Comment Maintenance** shortcut. You see the Mekorma MICR EFT Comment Maintenance dialog box:



- If desired, you can enter comment text to print on EFT remittance checks or stubs. You can also enter a path to a .bmp file that you want to print on EFT remittance checks or stubs. Only the path is stored by Mekorma MICR, not the image file itself. The image must be accessible in the stored folder location at the time of check printing.



NOTE

Only .bmp images are accepted for use with Mekorma MICR.

3. Click **OK** to save your information.

Adding EFT Comment and Logo Fields to the Stub Layout

The **EFT Comment** and **EFT Logo** fields are available as check and stub fields. You can add them to your check format using the Mekorma MICR Configurator after you have [enabled](#) the easyAdd.

These fields can be positioned and formatted like all standard Configurator fields. The **EFT Comment** and **EFT Logo** fields are located under the Logical Fields category. After you add them to the check format, the fields print automatically for EFT transactions and will not print for negotiable checks.

NOTE

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

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:


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 9.0. 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 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 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.