



**MEKORMA**

***MICR easyAdd***

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**Print Employee Notes**

Version 9.0

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# Getting Started

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This section provides information on the following topics:

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

## Overview

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The *Print Employee Notes* easyAdd adds a field to the Mekorma MICR Configurator that prints the first 30 lines (up to 150 characters in each line) of the **Notes** field on the Microsoft Dynamics GP Employee Maintenance card. The note automatically wraps at 150 characters and at a hard line break.

### 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 Deposit 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

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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](http://www.mekorma.com) and select **Custom Dev** ☞ **Request Consultation**.

## ***Installing the easyAdd***

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You must install and configure Microsoft Dynamics GP with US Payroll and Mekorma MICR before installing the *Print Employee Notes* easyAdd.

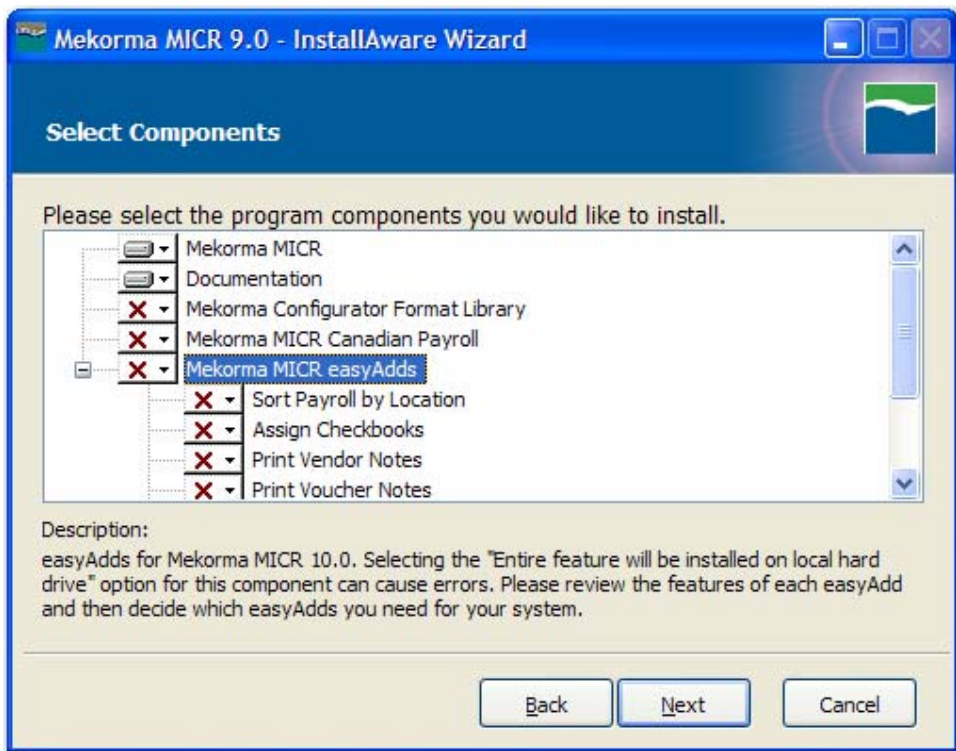
### **Installing from the Mekorma MICR Installer**

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.

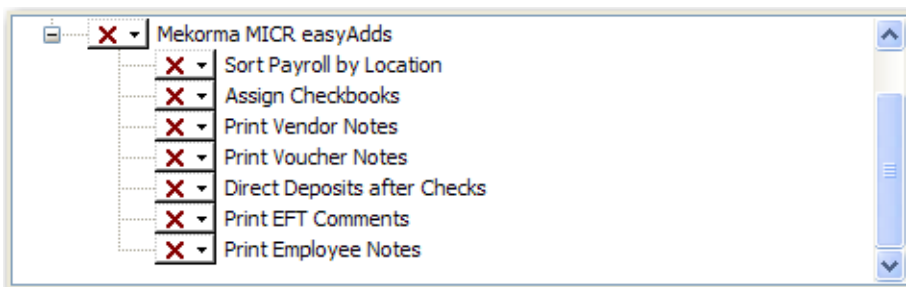
To install an easyAdd:


1. Launch the Mekorma MICR 09.00.0b Setup.exe file (where b\* is the build number) and follow the onscreen instructions to proceed past the Welcome, License, and Release Notes screens.

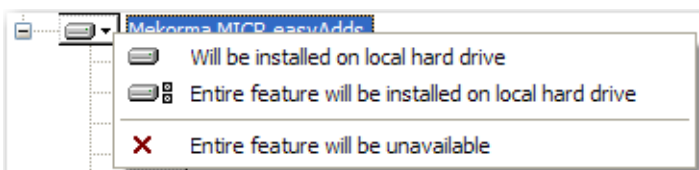
- When you click **Next** on the Release Notes dialog box, you see the Select Components dialog box:



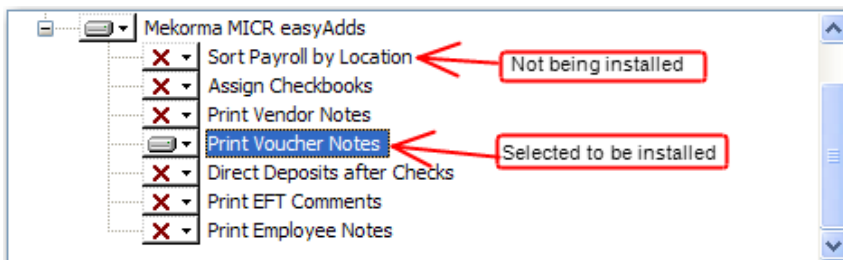
- Under the expanded **Mekorma MICR easyAdds** folder, you see the following easyAdds:



- Click the  drop-down arrow next to the **Print Employee Notes** 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 Employee Notes* easyAdd and the accompanying documentation (the *Print Employee Notes.pdf* file).

## NOTE

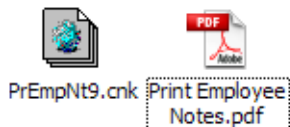
*You can install all the easyAdds at the same time by highlighting the main **Mekorma MICR easyAdds** folder and selecting the **Entire feature will be installed on local hard drive** option.*

## Downloading From the Mekorma Website

To download the EmployeeNote9.zip file from the Mekorma website, go to [www.mekorma.com](http://www.mekorma.com) and select **Mekorma MICR easyAdds**. Click the **Download 9.0** link under the **Print Employee Notes** easyAdd and follow the onscreen instructions to download the file.

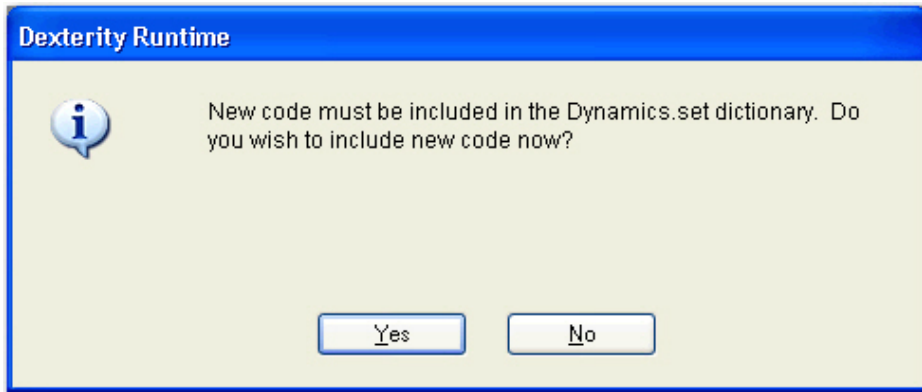
To install the easyAdd:

1. Navigate to the folder you downloaded the EmployeeNote9.zip file to (for example, c:/downloads or c:/temp) and double-click it to extract the PrEmpNt9.cnk and *Print Employee Notes.pdf* files.



2. Copy the PrEmpNt9.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. The next step is to enable the easyAdd.

# Using and Integrating the easyAdd

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This section provides information on the following topics:

- Enabling the easyAdd, following
- [Formatting the Employee Note](#)
- [Adding the Employee Note Field to the Stub Layout](#)

## ***Enabling the easyAdd***

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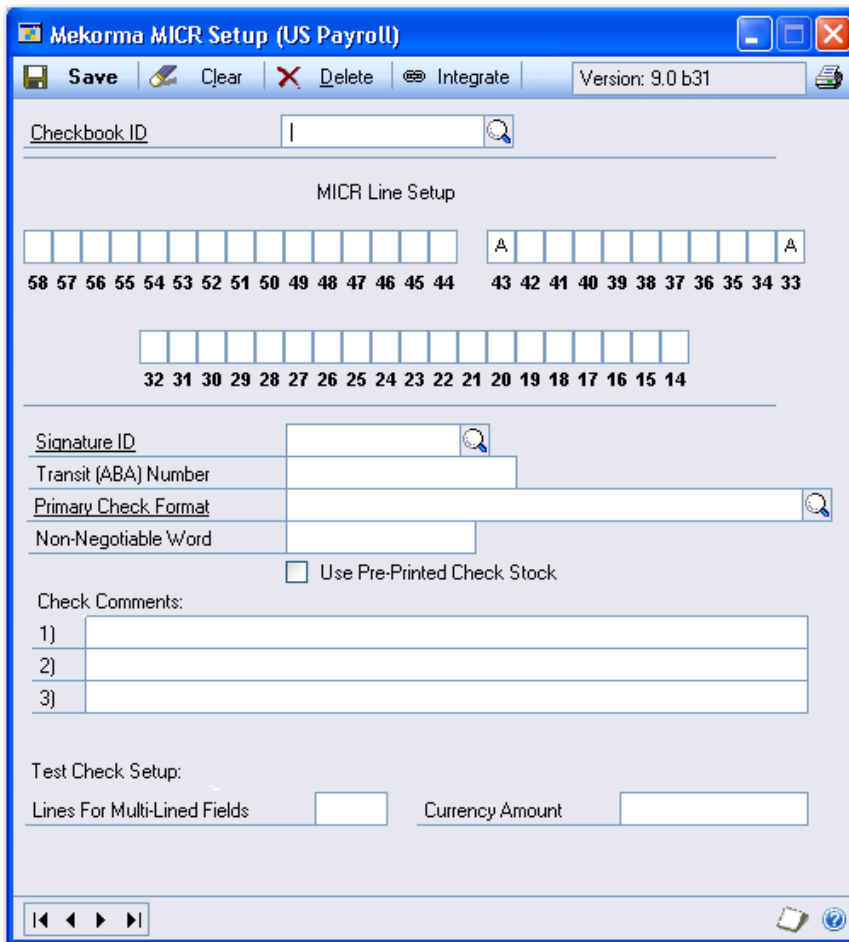
Because the *Print Employee Notes* easyAdd uses additional resources during check printing, you should only enable it for those checkbooks which use the easyAdd functionality.

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.

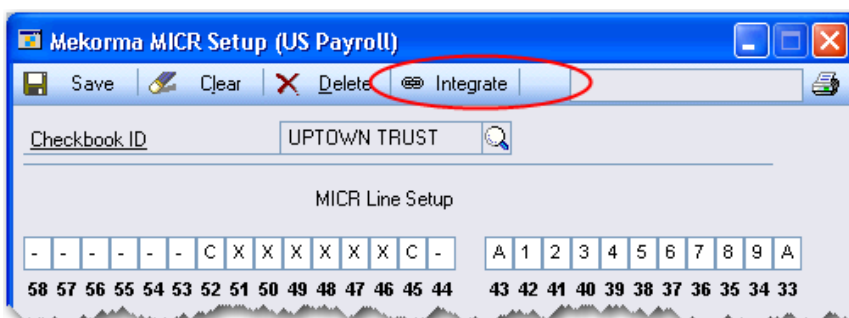
To enable the easyAdd:

1. Launch Dynamics GP and log on as the “sa” user.

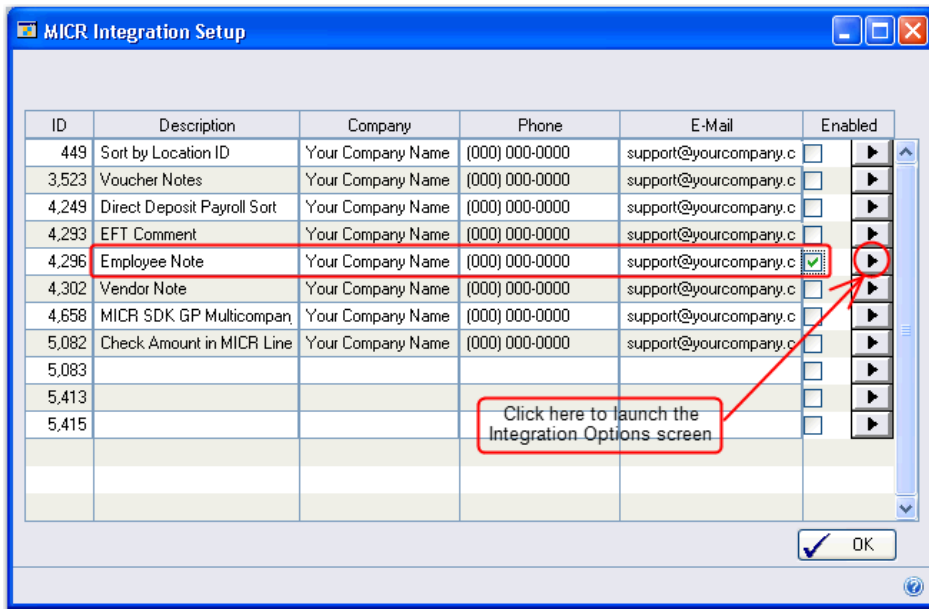
2. Select **Tools** → **Setup** → **Payroll** → **Mekorma MICR UP Payroll Setup** → **Mekorma MICR Setup**. You see the Mekorma MICR Setup (US Payroll) dialog box:




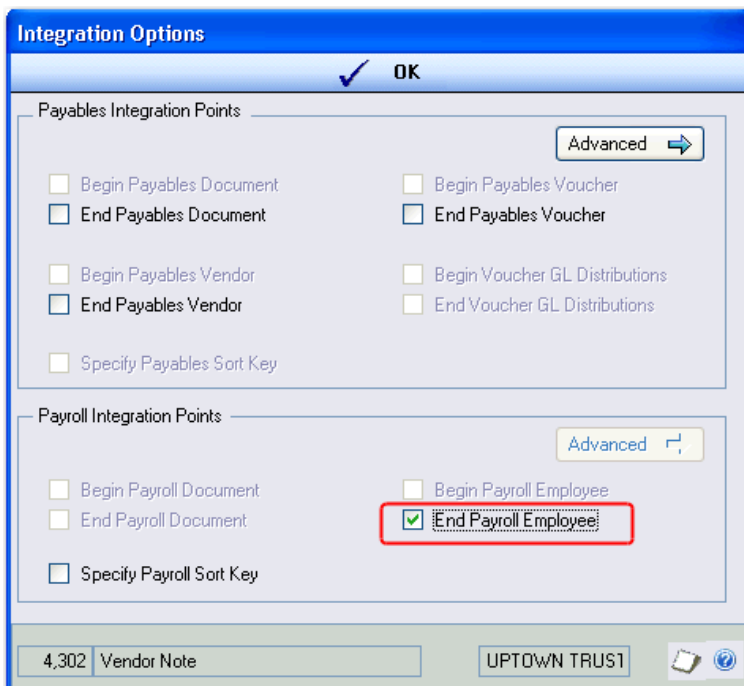
3. Enter or select the **Checkbook ID** you wish to enable the easyAdd for and click **Integrate**.



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



5. Check the **Enabled** checkbox to the right of the **Employee Note** easyAdd and then click on the  arrow button.
6. On the Integration Options dialog box that displays, check the **End Payroll Employee** option.



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 (US Payroll) dialog box to finish enabling the integration for the selected checkbox.
9. Repeat these steps for each checkbox that will be using the easyAdd.

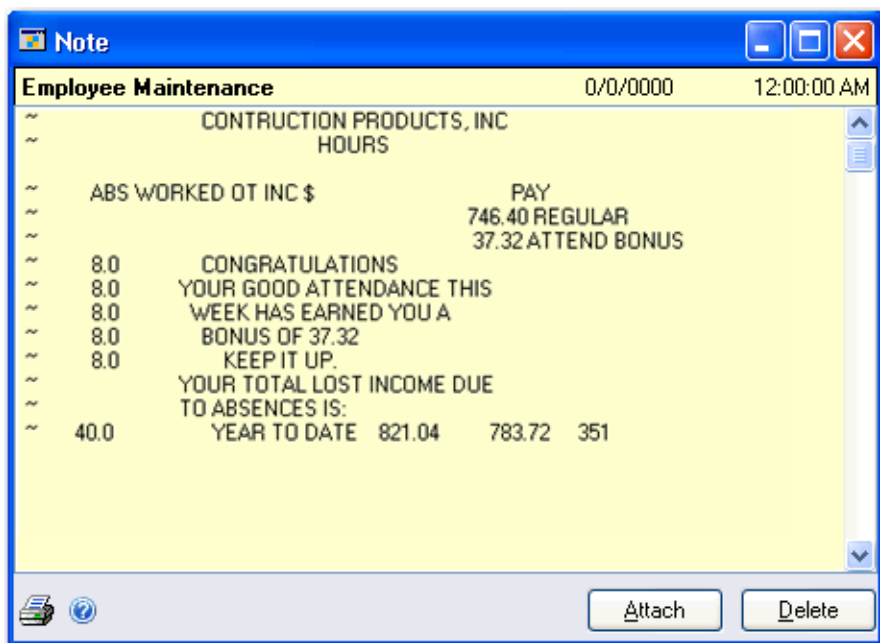
## ***Formatting the Employee Note***

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The *Print Employee Notes* easyAdd has a feature that allows you to format Employee Notes more precisely. In standard Dynamics GP functionality, blank spaces at the beginning of a line after a hard line break are ignored and printing begins at the first “non-blank” space character. This behavior makes it difficult to format the note with aligned columns or center justification.

This easyAdd allows you to create the effect of using leading blank spaces to format the Employee Note. This is done by placing a “~” symbol at the beginning of each line before the blank spaces. When the note is printed, the “~” symbol is suppressed, but the spacing achieved by the blank spaces is preserved.

### *Example of Employee Note With Formatting*



## ***Adding the Employee Note Field to the Stub Layout***

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The **Employee Note** field is automatically added to the Mekorma MICR Configurator when the easyAdd is enabled. This field can be positioned and formatted like all standard Configurator fields. The **Employee Note** field is located under the Employee category.

### **NOTE**

*For more 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***

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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***

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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***

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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.