



**MEKORMA**

***MICR easyAdd***

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# **Print Voucher Notes**

Version 10.0

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### ***Company Address***

Mekorma is located at 8265 West Sunset Boulevard, Suite 207B, West Hollywood, CA 90046. Office Telephone: 888-MEKORMA (635-6762), Office Fax: 888-635-6765 (US & Canada).

# Table of Contents

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<b>Getting Started .....</b>	<b>3</b>
<i>Overview .....</i>	<i>3</i>
<i>About Mekorma .....</i>	<i>4</i>
Custom Development .....	4
<i>Installing the easyAdd.....</i>	<i>4</i>
Installing from the Mekorma MICR Installer .....	4
Downloading From the Mekorma Website.....	6
Adding the New Code to Dynamics GP .....	7
<b>Using and Integrating the easyAdd .....</b>	<b>8</b>
<i>Enabling the easyAdd.....</i>	<i>8</i>
<i>Entering Voucher Notes .....</i>	<i>11</i>
<i>Adding Voucher Notes to the Stub Layout .....</i>	<i>11</i>
<i>Increasing the Width of the Voucher Note.....</i>	<i>12</i>
<b>Additional Resources and Support.....</b>	<b>13</b>
<i>Product Documentation.....</i>	<i>13</i>
<i>Mekorma KnowledgeBase .....</i>	<i>13</i>
<i>Technical Support.....</i>	<i>13</i>

# 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 Voucher Notes* easyAdd prints any notes associated with vouchers on Payables check stubs. The notes print after the associated voucher and in addition to any text from the voucher **Transaction Description** field. Any text that does not fit on the first stub is printed on the overflow stubs.

This easyAdd automatically starts a new line at every hard line break, or at every 30 characters. The character limit is set to 30 in order to fit within the **Transaction Description** field but the limit can be increased by adjusting a setting in the dex.ini file (please see [Increasing the Width of the Voucher Note](#) for more information).

### 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**

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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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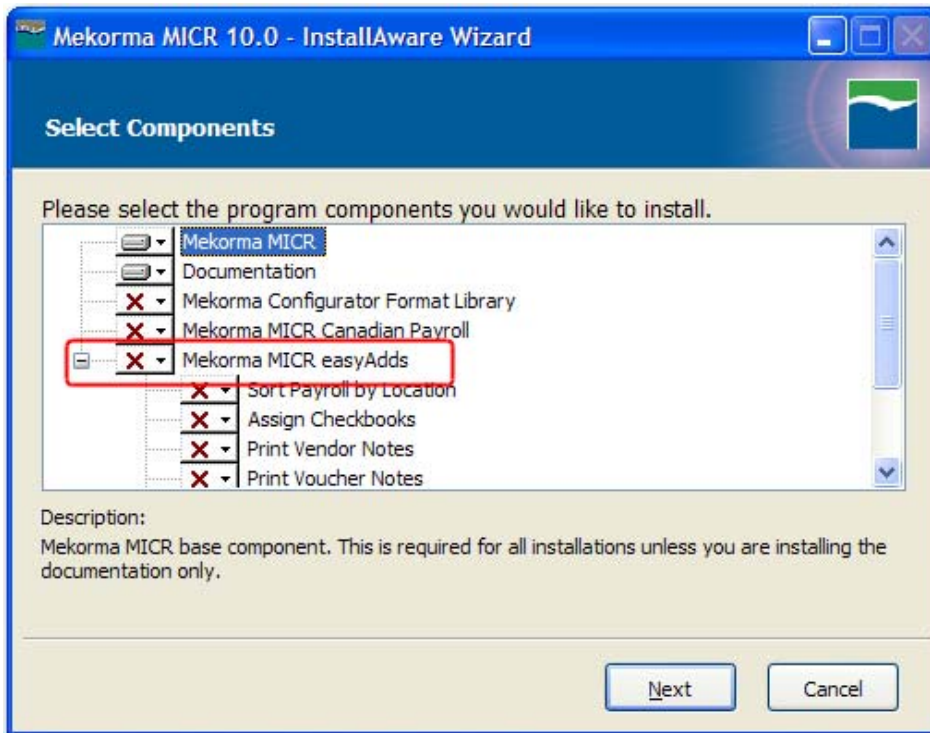
You must install and configure Microsoft Dynamics GP and Mekorma MICR before installing the *Print Voucher Notes* easyAdd.

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

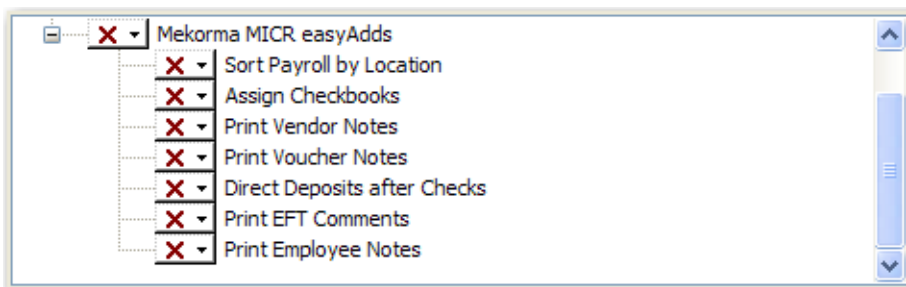
With Mekorma MICR Version 10.00 Build 31 (and later), you have the option of installing Mekorma MICR easyAdds at the same time you install Mekorma MICR Version 10.0 or independently of Mekorma MICR.

To install an easyAdd:

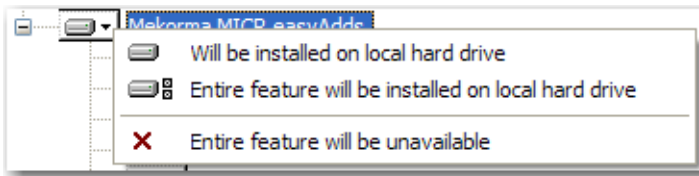
1. Launch the Mekorma MICR 10.0b Setup.exe file (where b\* is the build number) and follow the onscreen instructions to proceed past the Welcome, License, and Release Notes screens. When you click **Next** on the Release Notes dialog box, you see the Select Components dialog box:



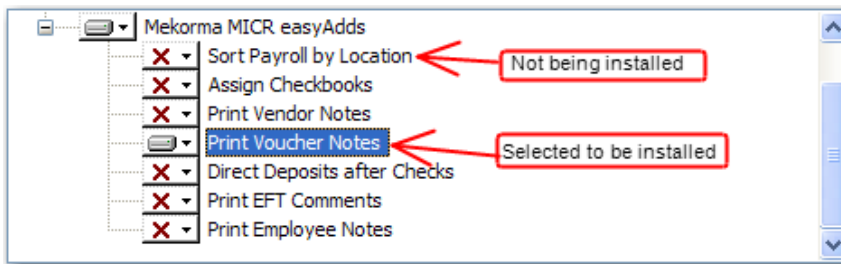
2. Under the expanded **Mekorma MICR easyAdds** folder, you see the following easyAdds:



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

## NOTE

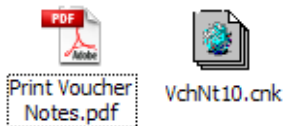
*You can install all the easyAdds at the same time by highlighting the main **Mekorma MICR easyAdd** folder and selecting the **Entire feature will be installed on local hard drive** option.*

## Downloading From the Mekorma Website

To download the VoucherNotes10.zip file from the Mekorma website, go to [www.mekorma.com](http://www.mekorma.com) and select **Mekorma MICR easyAdd**. Click the **Download 10.0** link under the **Print Voucher Notes** easyAdd and follow the onscreen instructions to download the file.

To install the easyAdd:

1. Navigate to the folder you downloaded the VoucherNotes10.zip file to (for example, c:/downloads or c:/temp) and double-click it to extract the VchNt10.cnk and *Print Voucher Notes.pdf* files.

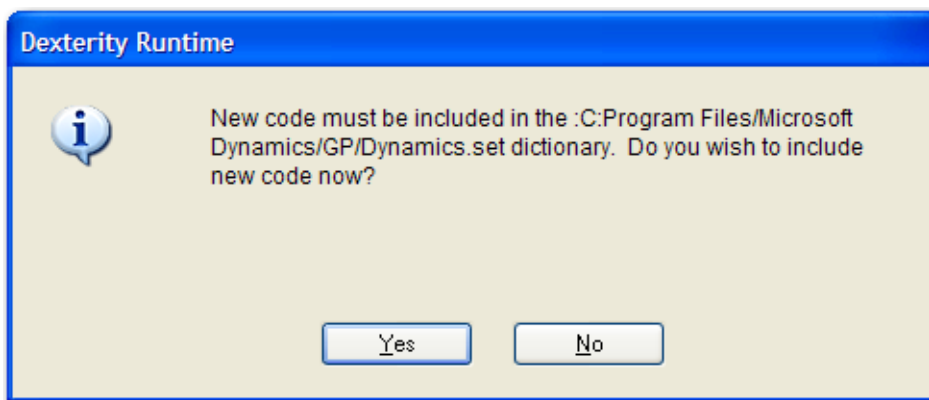


2. Copy the VchNt10.cnk file to the Microsoft Dynamics GP launch directory, for example, C:\Program Files\Microsoft Dynamics\GP.

### 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 Steps #2-4 on every workstation that prints checks.

# Using and Integrating the easyAdd

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This section provides information on the following topics:

- Enabling the easyAdd
- [Entering Voucher Notes](#)
- [Adding Voucher Notes to the Stub Layout](#)
- [Increasing the Width of the Voucher Note](#)

## ***Enabling the easyAdd***

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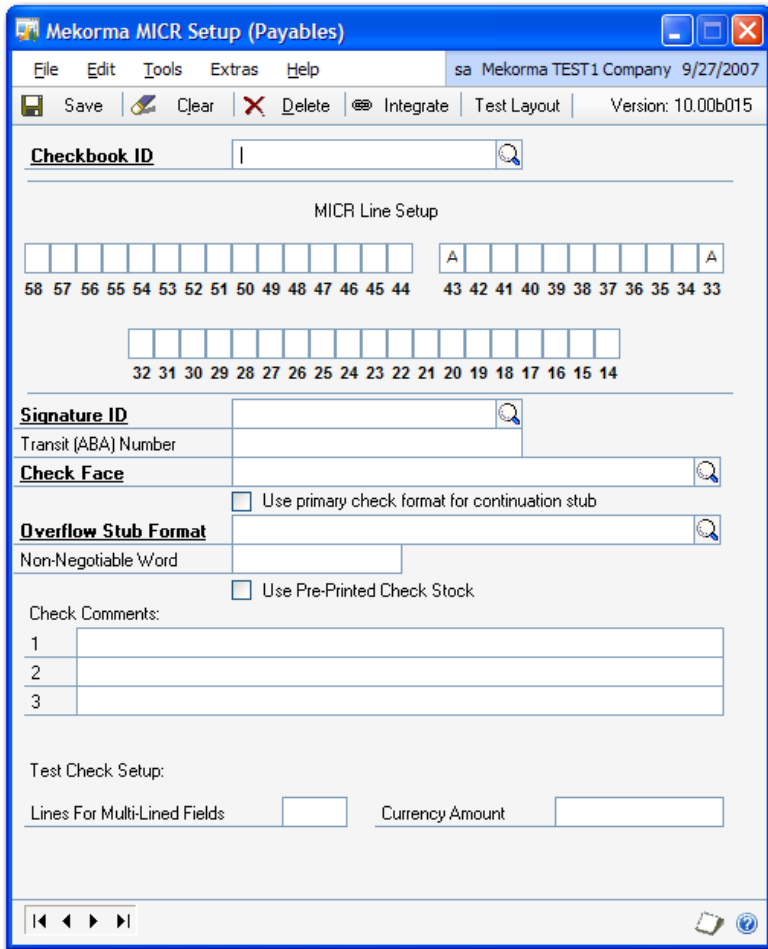
Because the *Print Voucher Notes* easyAdd uses additional resources during check printing, you should only enable it for those checkbooks which use the easyAdd functionality.

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.

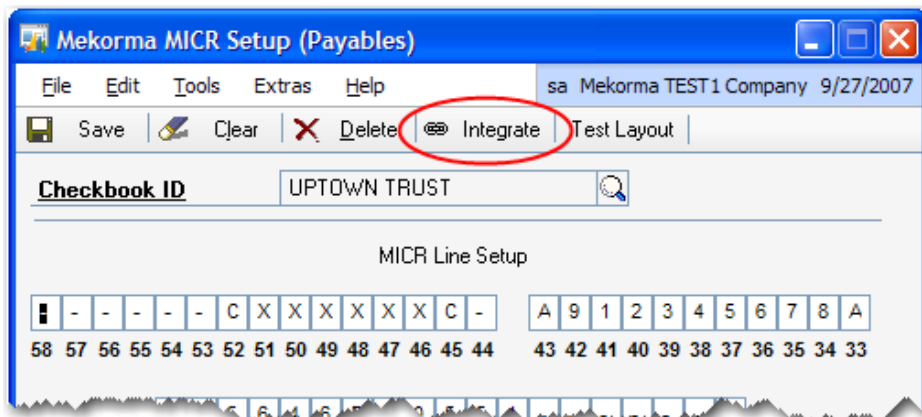
To enable the easyAdd:

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

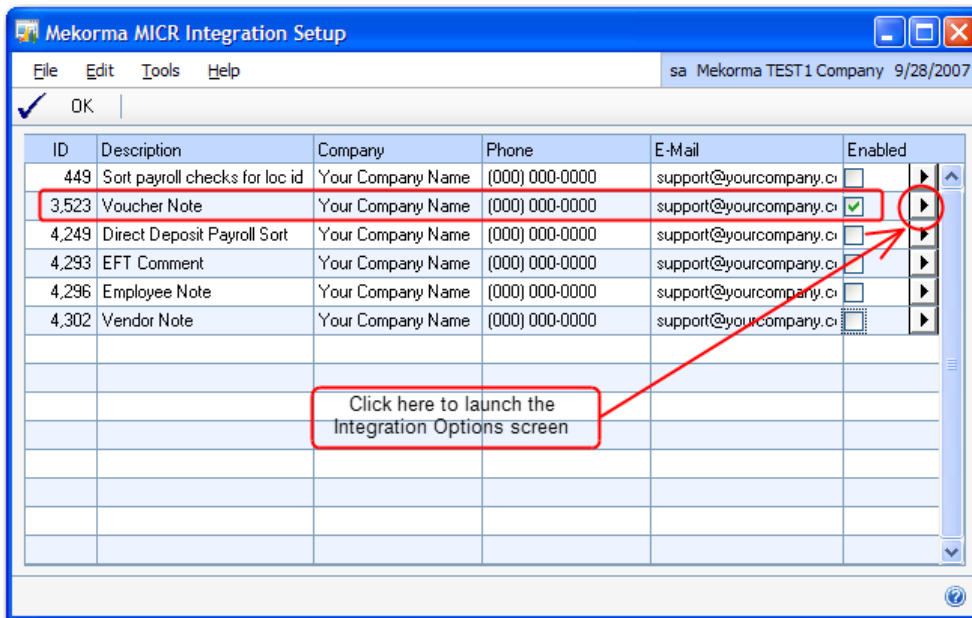
3. You see the Mekorma MICR Setup (Payables) dialog box:




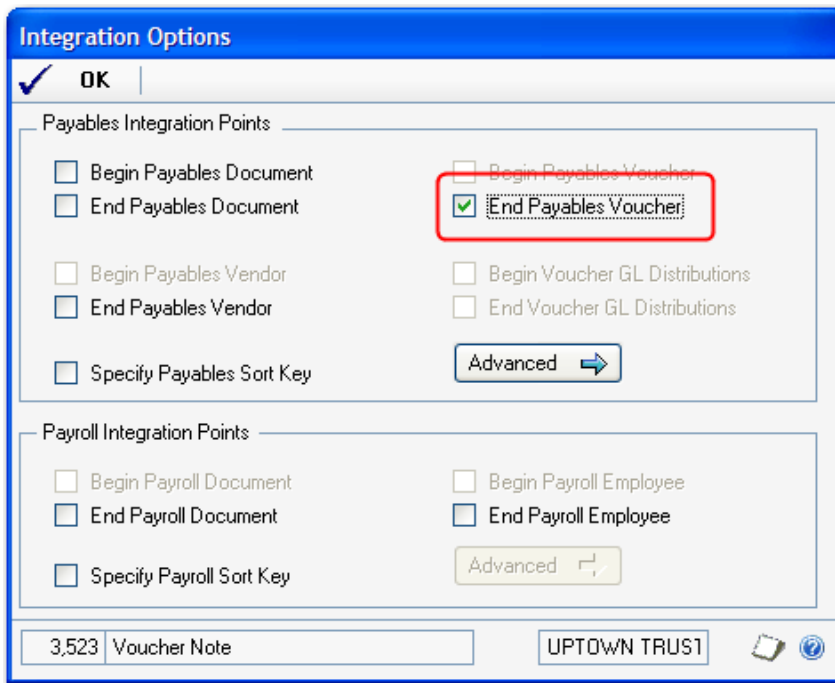
4. Enter or select the **Checkbook ID** you wish to enable the easyAdd for and click **Integrate**.



- You see the Mekorma MICR Integration Setup dialog box:



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



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

## **Entering Voucher Notes**

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The *Print Voucher Notes* easyAdd uses the standard **Notes** field on a Microsoft Dynamics GP voucher. This easyAdd makes the standard voucher notes available on Mekorma MICR stubs.

## **Adding Voucher Notes to the Stub Layout**

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When the easyAdd is installed, voucher notes print as part of the Mekorma MICR Configurator's **Voucher::Transaction Description** field. Normally, the **Voucher::Transaction Description** field prints the text entered in the **Description** field on the Microsoft Dynamics GP Payables Transaction Entry dialog box.

With the *Print Voucher Notes* easyAdd installed, the **Voucher::Transaction Description** field prints the text entered in the **Description** field of the Payables Transaction Entry screen first, and then the text entered in the Voucher **Notes** field.

### **NOTE**

*Even if you do not enter any information in the **Voucher::Transaction Description** field, the program still creates a blank line on the check stub.*

To avoid having a 0.00 amount displayed across from the Transaction Description line on the check stub, you can hide the **Amount** field using the Mekorma MICR Configurator tool.

### **TIP**

**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.**

## ***Increasing the Width of the Voucher Note***

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By default, the **Voucher::Transaction Description** field is limited to 30 characters in width. To print voucher notes that are more than 30 characters, you must do the complete the following two steps:

1. Set an override value for the default width. To do this, you need to add the following command line to the dex.ini file (where x is the width):

```
VOUCHER_NOTE_LENGTH=x
```

Add this to the dex.ini file for any workstation printing checks.

### **NOTE**

*You can enter any width up to the actual width of the page.*

2. You should also resize the **Voucher::Transaction Description** field in the Configurator. Delete some of the other fields on the check stub and use that space when increasing the size of the **Voucher::Transaction Description** field.

### **TIP**

**For more information on resizing fields in 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 and 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, align fields, create boxes, add signatures, and more.
- ❖ The *Mekorma Check Format Library Reference.pdf* gives examples of the pre-configured checks and stubs contained in our Check Format Library.
- ❖ 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 need additional assistance, you can visit our [website](#) 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 our annual enhancement plan.