



**MEKORMA**

***MICR easyAdd***

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# Sort Payroll by Location

Version 10.0

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Use of this product is covered by a license agreement provided by Mekorma, Inc., with the software product. If you have any questions, please call the Mekorma Sales Department at 888-MEKORMA (635-6762).

### ***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).

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# Getting Started

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This section provides information on the following topics:

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

## Overview

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The *Sort Payroll by Location* easyAdd forces the program to sort US payroll checks by Location ID. When the easyAdd is enabled, the **Location ID** field on the Employee Maintenance screen is the primary sort criterion and all other criterion (**Employee First Name, Employee Last Name, Employee ID, Department** or **Class**) is secondary. This feature requires that you install and activate the Dynamics GP HR module.

### 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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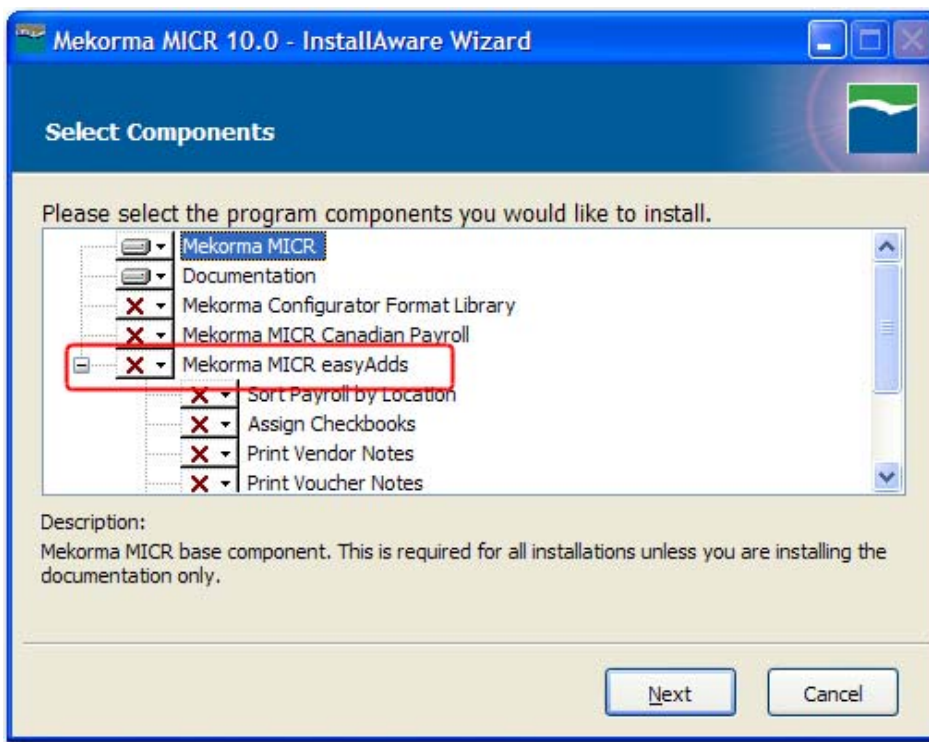
You must install and configure Microsoft Dynamics GP and Mekorma MICR before installing the *Sort Payroll by Location* easyAdd.

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

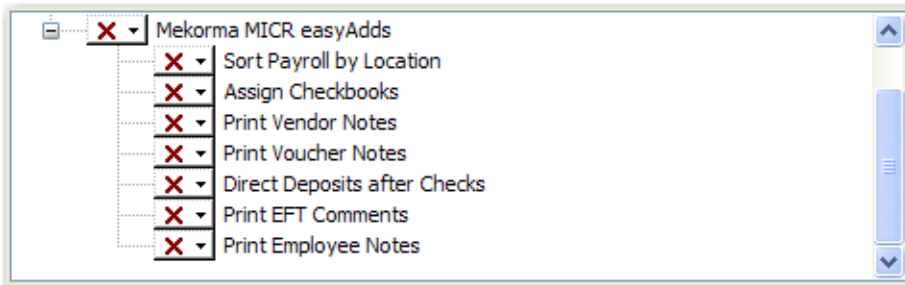
With Mekorma MICR Version 10.00 Build 31 (and later), you have the option of installing Mekorma MICR easyAdds at the same time you install Mekorma MICR Version 10.0 or independently of Mekorma MICR.


To install an easyAdd:

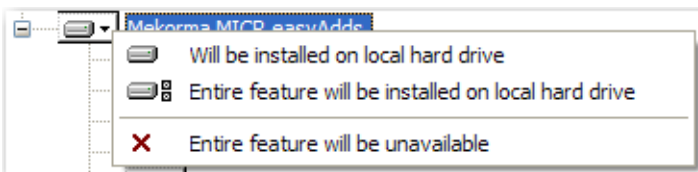
1. Launch the Mekorma MICR 10.0b Setup.exe file (where b\* is the build number) and follow the onscreen instructions to proceed past the Welcome, License, and Release Notes screens. When you click **Next** on the Release Notes dialog box, you see the Select Components dialog box:



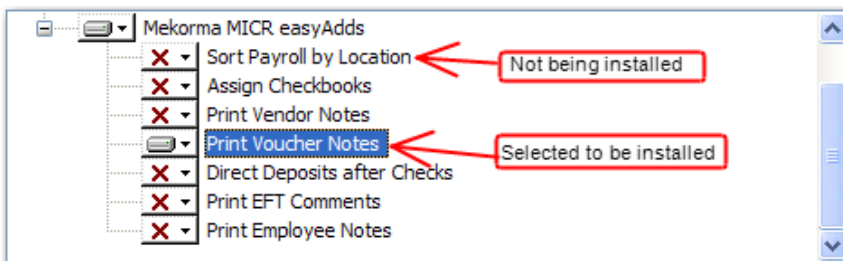
2. Under the expanded **Mekorma MICR easyAdds** folder, you see the following easyAdds:



3. Click the  drop-down arrow next to the **Sort Payroll by Location** easyAdd to display the following menu:



4. 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.



5. After the easyAdd is selected, click **Next** to continue and follow the remaining onscreen instructions to install the *Sort Payroll by Location* easyAdd and the accompanying documentation (the *Sort Payroll by Location.pdf* file).

## NOTE

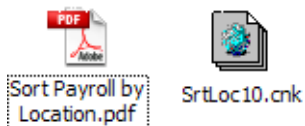
*You can install all the easyAdds at the same time by highlighting the main **Mekorma MICR easyAdds** folder and selecting the **Entire feature will be installed on local hard drive** option.*

## Downloading From the Mekorma Website

To download the Srtloc10.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 **Sort Payroll by Location** easyAdd and follow the onscreen instructions to download the file.

To install the easyAdd:

1. Navigate to the folder you downloaded the Srtloc10.zip file to (for example, c:/downloads or c:/temp) and double-click it to extract the SrtLoc.cnk and *Sort Payroll by Location.pdf* files.

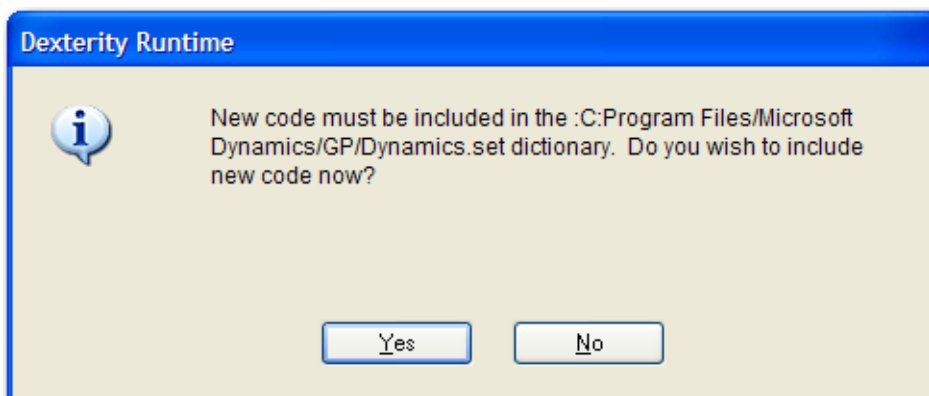


2. Copy the SrtLoc10.cnk file to the Microsoft Dynamics GP launch directory, for example, C:\Program Files\Microsoft Dynamics\GP.

## 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.

# Enabling the easyAdd

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Because the *Sort Payroll by Location* easyAdd automatically sorts payroll checks by Location ID and ignores the remaining sort criterion, 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.

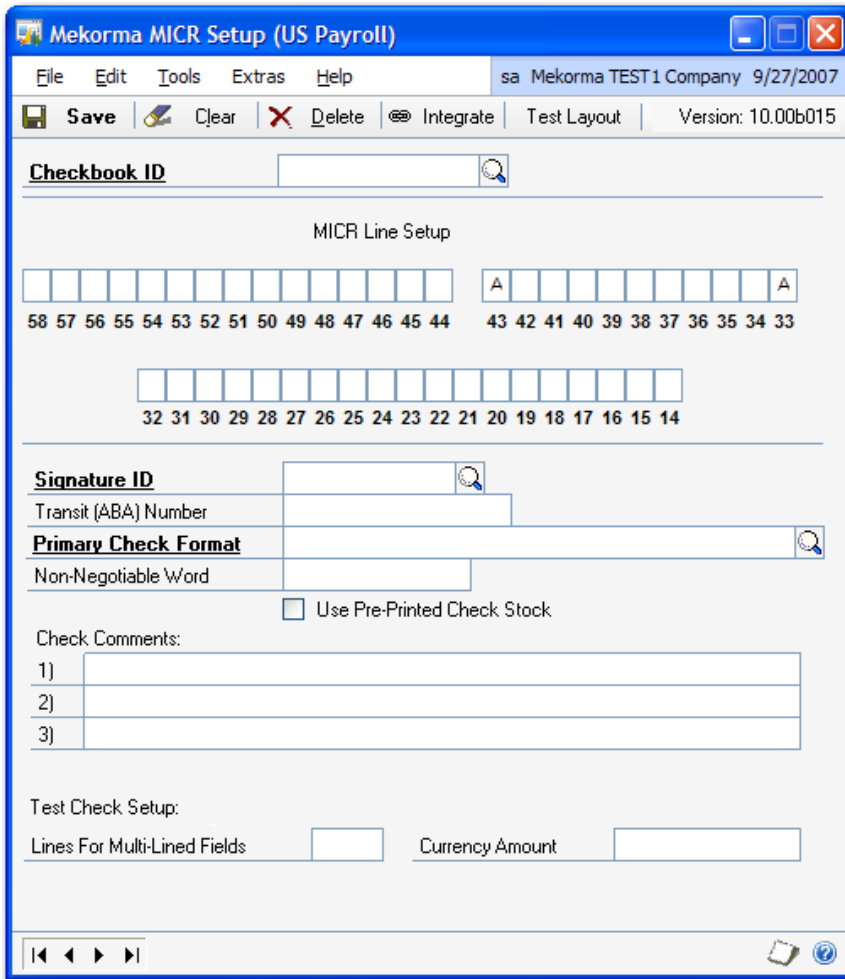
## IMPORTANT

**If you print payroll checks and select the Reprint Checks option on the Post Payroll Checks dialog box, the reprinted checks will not be sorted by Location ID. You must void the original checks, and then go through the processes of building, calculating and printing the checks again for the location ID sort feature to be applied.**

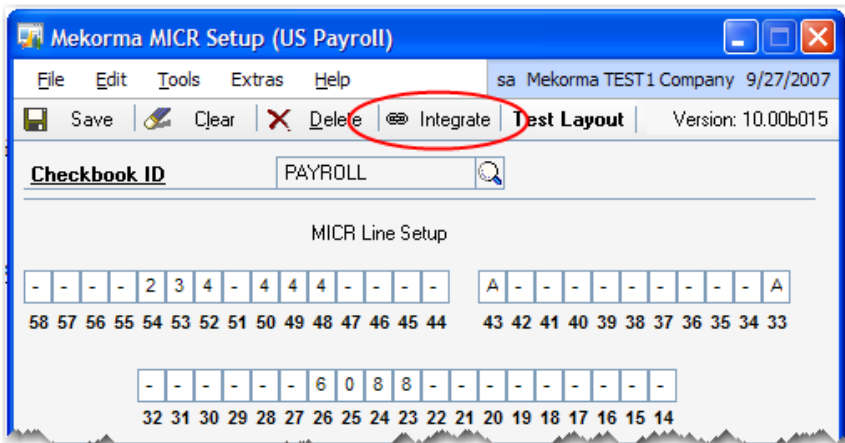
To enable the easyAdd:

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

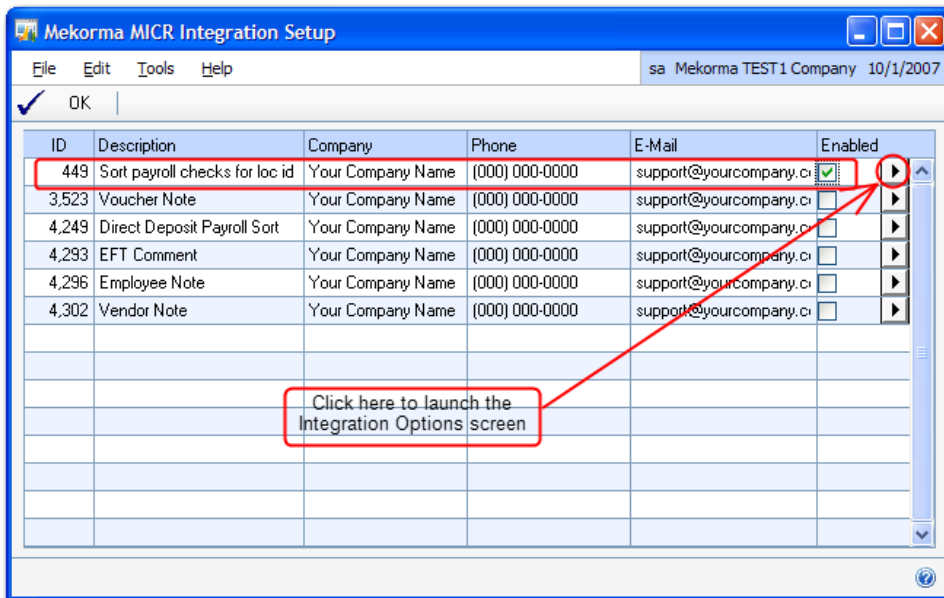
3. You see the Mekorma MICR Setup (US Payroll) dialog box:



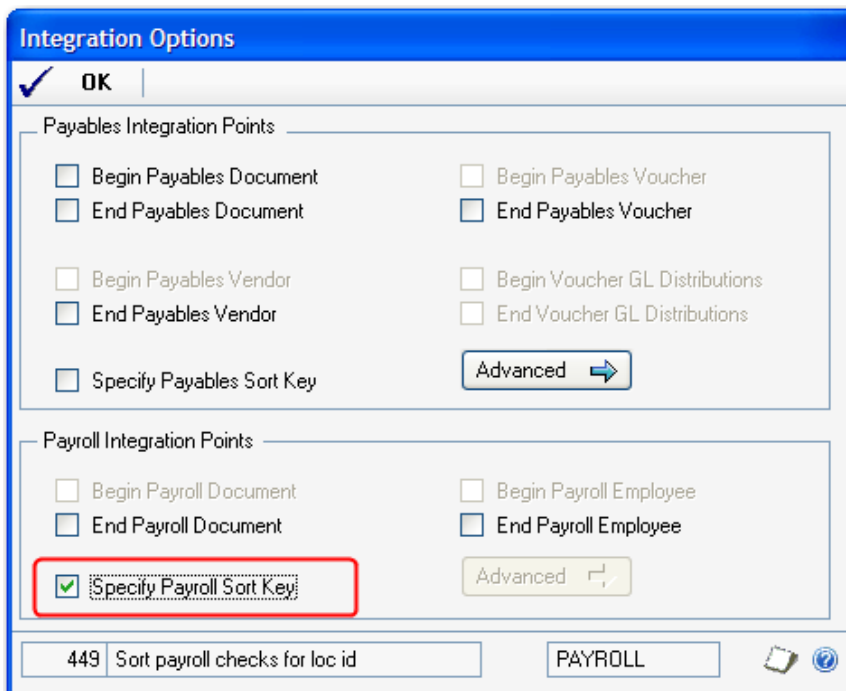
4. Enter or select the **Checkbook ID** you wish to enable the easyAdd for and click **Integrate**.



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



6. Check the **Enabled** checkbox to the right of the **Voucher Note** easyAdd and then click on the  arrow button.
7. On the Integration Options dialog box that displays, check the **Specify Payroll Sort Key** 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.

# 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.