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Setting Up an AP Checkbook

1. Select **Microsoft Dynamics GP** ➤ **Tools** ➤ **Setup** ➤ **Purchasing** ➤ **Mekorma MICR** ➤ **Checkbook Setup**.
2. On the Mekorma MICR Checkbook Setup window, enter a **Checkbook ID**.
3. Enter the MICR line characters in the MICR Line Setup boxes. Use an existing check along with a MICR Gauge to find the proper position for each character. There are several special characters:

A	Transit Number symbol
B	Dash
C	On-Us Symbol
D	Amount Symbol
X	Check Number Placeholder. The number of X's should match the number of digits in your check number.

4. In the Transit (ABA) Routing Number field, enter the Fractional Routing number from the upper right of the check. Use '/' to replace a horizontal line.
5. Select an .stbz file using the look-up for the Primary Check Format* field.
6. Click the words "Primary Check Format" to open the Mekorma Configurator. Make any desired edits to the your check and remittance stub format.

The Mekorma Configurator is a specialized graphical layout tool for checks and remittance stubs, but it uses many standard page layout tools.

- a. Use the mouse to select fields to move, re-size or delete. You can use the control key to select multiple fields.
- b. Use the Zoom In and Zoom Out buttons to see more of the page or get a closer look at a field.

- c. To add fields, labels, lines and images, use the Add Elements button. The element will be added to the upper left corner of the format. It can then be moved to the check or stub of your choice.
 - d. Select entire regions to move or delete the region and all fields. A region will appear as blue when selected. To de-select a region, click on white space or any unselected element.
 - e. For finer manipulation, to change font, for alignment and other adjustments, select a field and use the Properties box in the lower left of the Configurator window.
 - f. You can select and copy entire regions to make duplicate remittance stubs.
 - g. For quicker alignment of fields, use the Alignment tools on the Layout tab at the top of the Configurator window.
 - h. You can use the Save and Test function on the Home tab for a quick preview of the layout with demo data.
5. (optional) If you will print physical check copies of all checks each time you print, choose a check copy format. If not, you can leave this blank.
 6. (optional) Mark the 'Use Check Format (First page) for overflow pages' box if you want excess remittance information to flow to the next piece of check stock in the printer.
 7. (optional) If you would like to use a separate format for excess remittance information, choose select a format in the Check Overflow Format field. This format can be printed on different paper from a separate tray in the same printer but will still be properly collated with the checks.
 8. (optional) In the Non-Negotiable Word field enter a word to print as a watermark on check copies.
 9. (optional) Choose an EFT Remittance option. You can use the Microsoft Dynamics GP Separate Remittance report, your Mekorma MICR check format or a different Mekorma MICR format you create specifically for EFTs.
 10. (optional) If you will be using the Refund Checks feature in Microsoft Dynamics GP along with Mekorma MICR enter a Refund Check format. Otherwise, you can leave these fields blank.
 11. Choose Save.

Setting Up an US Payroll Checkbook

1. Select **Microsoft Dynamics GP** ➤ **Tools** ➤ **Setup** ➤ **Payroll** ➤ **Mekorma MICR** ➤ **Check Setup**.
2. On the Mekorma MICR Checkbook Setup window, enter a Checkbook ID.
3. Enter the MICR line characters in the MICR Line Setup boxes. Use an existing check along with a MICR Gauge to find the proper position for each character. There are several special characters:

A	Transit Number symbol
B	Dash
C	On-Us Symbol
D	Amount Symbol
X	Check Number Placeholder. The number of X's should match the number of digits in your check number.

4. In the Transit (ABA) Routing Number field, enter the Fractional Routing number from the upper right of the check. Use '/' to replace a horizontal line.
5. Select an .stbz file using the look-up for the Primary Check Format field.
6. Click the words "Primary Check Format" to open the Mekorma Configurator. Make any desired edits to your check and remittance stub format.
 - a. The Mekorma Configurator is a specialized graphical layout tool for checks and remittance stubs, but it uses many standard page layout tools.
 - b. Use the mouse to select fields to move, re-size or delete. You can use the control key to select multiple fields.
 - c. Use the Zoom In and Zoom Out buttons to see more of the page or get a closer look at a field.
 - d. To add fields, labels, lines and images, use the Add Elements button. The element will be added to the upper left corner of the format. It can then be moved to the check or stub of your choice.

- e. Select entire regions to move or delete the region and all fields. A region will appear as blue when selected. To de-select a region, click on white space or any unselected element.
 - f. For finer manipulation, to change font, for alignment and other adjustments, select a field and use the Properties box in the lower left of the Configurator window.
 - g. You can select and copy entire regions to make duplicate remittance stubs.
 - h. For quicker alignment of fields, use the Alignment tools on the Layout tab at the top of the Configurator window.
 - i. You can use the Save and Test function on the Home tab for a quick preview of the layout with demo data.
7. (optional) If you will print physical check copies of all checks each time you print, choose a Check Copy format. If not, you can leave this blank.
 8. (optional) In the Non-Negotiable Word field enter a word to print as a watermark on check copies.
 9. Choose Save.

Using Mekorma MICR with Pre-Printed Check Stock

To print separate remittances using the Dynamics GP Report Writer, check the **Use Pre-Printed Check Stock** option on the Mekorma MICR Setup (Payables) screen.

When you check this option, the option under the **Check Face** field changes from **Use Check Format (First page) for overflow pages** to **Print separate remittance for overflows**. Check this option to print separate remittances using the Dynamics GP Report Writer.

If checked, the **Overflow Page Format** field is automatically disabled and separate remittances are used for overflows.

Check Format [First page]	AP Check_middle_2 Std AP Stubs.stbx	
	<input checked="" type="checkbox"/> Print separate remittances for overflows	
Overflow Page Format		
Non-Negotiable Word	VOID	
EFT Remittance Options	Dynamics GP Report Writer	 
	<input checked="" type="checkbox"/> Use Pre-Printed Check Stock	

NOTE

If the Use Pre-Printed Check Stock option is checked, when you print a check containing more than 12 invoices, the separate remittance prints automatically.

Testing the Check Layout and Security

1. Select **Microsoft Dynamics GP** ⌵ **Tools** ⌵ **Setup** ⌵ **Purchasing** ⌵ **Mekorma MICR** ⌵ **Test Layout and Security** to open the Mekorma MICR Check Layout screen.
2. Select a **Check Type** from the drop-down list. The choices are **Payables, US Payroll** or **Canadian Payroll**.
3. Use the lookup on the **Checkbook ID** field to select a checkbook you have set up for Mekorma MICR.
4. In the **Check Amount** field, enter the amount to print in the currency fields on the check. You can enter different amounts to test your password and signature logic.
5. In the **Number of Vouchers** field, enter the number of remittance lines to print on the stub. For example, if you want to see a stub that is paying five invoices, enter "5". If you are using an overflow format, enter a number large enough to force the stub information to overflow to the next page.
6. Click **Print**. If you required User IDs and/or Passwords for the checkbook and check amount, you see the Check Password screen.
7. Enter the User ID and Password and click **OK**.
8. If the applicable approver(s) has access to the checkbook, is authorized for the check amount, and the correct password is entered, you see the Mekorma MICR Check Printing screen.
9. On the Mekorma MICR Check Printing screen, confirm that the **Check Printer** is the printer you will be using for checks. If not, select the check printer from the drop-down list of printers.
10. Click **Print** to send the check to the printer and review the check layout.

Setting Approvals and Signatures Based on User ID

Importing Signature Images

Before it can be used, each signature image file must be imported into the Signature Library.

1. Choose Import on the Mekorma MICR Signature Library window: Tools > Company > Mekorma MICR > Signature Library.
2. Browse to select the signature image file you wish to use on your checks.
3. Repeat steps 1 – 2 in each company for each image to be used in that company.

Assigning a Signature to a User ID

1. Open the Mekorma MICR Security Setup window: Tools > Setup > Company > Mekorma MICR > Security Setup.
2. Use the Add/Modify User button to a Dynamics GP user that will sign checks.
3. On the User Signature Entry window, enter the User ID.
4. Use the look-up to select a Signature Image ID from the Signature Library and save the record.
5. Repeat for each user that will sign checks in that company.

Setting Rules for When Signatures Print

1. Open the Mekorma MICR Security Setup window: Tools > Setup > Company > Mekorma MICR > Security Setup.
2. If you print a different number of signatures based on payment amount, use the Password / Signature Threshold fields to enter the amount threshold where the rules change for each module
3. Choose an option for the When to Print Signatures drop-down and save.

Granting Payment Approval Authority to Users

1. Open the Mekorma MICR Security Setup window: Tools > Setup > Company > Mekorma MICR > Security Setup.
2. Use the Add/Modify User button to open the User Signature Entry window.
3. Select the User ID that will approve payments.
4. In the Max. Amount Field choose unlimited or enter an upper limit for which the selected User has approval authority and Save.
5. On the Mekorma MICR Security Setup window, select the User ID in the scrolling window.
6. With the User ID selected, mark all the Checkbooks for which the User has approval authority.

Setting Rules for Requiring Approval Before Printing

1. Open the Mekorma MICR Security Setup window: Tools > Setup > Company > Mekorma MICR > Security Setup.
2. If you require a different number of approvers based on payment amount, use the Password / Signature Threshold fields to enter the amount threshold where the rules change for each module.
3. Select a rule from the When to Require Passwords drop-down.

Activating Secure Approval Workflow

1. Open the Mekorma MICR Security Setup window: Tools > Setup > Company > Mekorma MICR > Security Setup.
2. Mark the Activate Workflow checkbox.
3. If you are using thresholds, mark the Split Batches box to automatically split payments batches into groups by number of approvers and signatures.

Enabling Approvals for EFT and Direct Deposit

1. Open the Mekorma MICR Security Setup window: Tools > Setup > Company > Mekorma MICR > Security Setup.
2. Mark the EFT Security (Payables) and/or the DD Security (Payroll) checkbox.

Setting Separate Approval and Signature Rules Based on Vendor Class

1. Open the Vendor Class Security window: Tools > Company > Mekorma MICR > Vendor Class Security.
2. From the drop-downs list, select a new Approval rule and a new Signature rule for each Vendor Class that should have rules separate from the rules for the company configured on the Mekorma MICR Security window.
3. Save.

Using Signatures and Signature Lines with 'No Security'

If you select the **No Security** option, you can still print signatures on your checks as logos, using the Mekorma [Configurator](#). If you want all the checks to be auto-signed, but do not want to enter a password, you can add an image file of the signature using the [Add Picture](#) function to the check stub (.stbx) file.

You could also scan a line under the signature so it prints on the check. If you do not want the signature or passwords, but you want a line to print, you can [add the line](#) (or lines) to the check format using the Configurator.

Assigning Checkbooks for Invoice Selection

Assigning an Invoice or Purchase Order to a Checkbook

You can assign Payables invoices, POP Shipment/Invoices and POP invoices to checkbooks using the **Mekorma Select by Checkbook** option available from the **Additional** menu on transaction entry screens.

The **Additional** menu options are available when an appropriate document entry window is open. The Mekorma Select by Checkbook easyAdd Entry screen can also be accessed from the **Additional** menu when a payables document inquiry window is open. This allows users to edit checkbooks for posted, but unpaid invoices.

IMPORTANT

Credit Memos and Returns cannot be assigned to checkbooks. Credits and Returns must be applied to the appropriate invoices to be credited to the specified checking account.

To assign an invoice or PO to a checkbook:

1. Open a Payables invoice, POP Shipment, or POP invoice in an entry or inquiry screen (for example, **Transactions**  **Purchasing**  **Transaction Entry**).
2. On the Payables Transaction Entry screen, enter or select a **Vendor ID**, then select **Additional**  **Mekorma Select by Checkbook**.
3. In the Mekorma Select by Checkbook easyAdd Entry screen, assign a **Checkbook ID** and click **OK**.

NOTE

*If you click **Cancel** or close the dialog box without clicking **OK**, the checkbook may change based on Payables or invoice batch defaults.*

4. Continue entering information in the entry or inquiry screen.

IMPORTANT

You cannot assign checkbooks to Credit Memos or Returns. You must manually apply Credit Memos and Returns to ensure they are credited against the correct vouchers.

Assigning a Batch of Invoices to a Checkbook

If you want to assign a large group of invoices to a single checkbook, you can save time by assigning them in a batch. First assign the checkbook on the Payables Batch Entry screen, and then save each invoice to the batch. You can still assign a different checkbook to individual invoices in the batch, if desired.

1. Select **Transactions**  **Purchasing**  **Batches** to open the Payables Batch Entry screen. Select the desired **Checkbook ID**.
2. You can add invoices entered on the Payables Transaction Entry screen to your batch. When all invoices have been saved to the batch, click the **Post** button to post the batch.
3. Each invoice is assigned the checkbook that is assigned to the batch. The only invoices in the batch not assigned to the checkbook are the invoices which were assigned a different checkbook using the Select By Checkbook easyAdd Entry screen.

Assigning Posted Invoices to a Checkbook

If you want to change the checkbook to which an invoice has been assigned after the invoice has been posted, or you have invoices that were entered before the Assign Checkbooks feature was installed, you can assign checkbooks using either of the following inquiry screens:

- ❖ **Inquiry**  **Purchasing**  **Transaction by Vendor**
- ❖ **Inquiry**  **Purchasing**  **Transaction by Document**

To assign the checkbook:

1. Select the inquiry screen (for example **Inquiry**  **Purchasing**  **Transaction by Vendor**) and highlight the invoice you wish to assign:
2. Select **Additional**  **Mekorma Select by Checkbook** option.
3. In the Mekorma Select by Checkbook EasyAdd Inquiry screen, select the new **Checkbook ID**.
4. Click **OK** to close the dialog box.

Assigning Vendors to Checkbooks

You can assign a Dynamics GP vendor to a specific checkbook. Assigning a vendor to a checkbook allows you to automatically exclude that vendor from check batches of other checkbooks.

The option to exclude vendors can be activated when each check batch is built. Even if a vendor has been assigned to a checkbook, if the option to automatically exclude is not selected at the time a check batch is built, the vouchers from the vendor can be included in a check batch from any checkbook.

To assign a vendor to a checkbook:

1. Select **Cards** ➤ **Purchasing** ➤ **Vendor**. On the Vendor Maintenance dialog box click **Options** and select a **Checkbook ID**.
2. Click **OK** to return to the Vendor Maintenance dialog box.

Selecting Invoices by Checkbook

After checkbooks have been assigned to vouchers and vendors, the next step is to build your check batch using the Select Payables Checks dialog box. The Assign Checkbooks feature cannot be used with the Edit Payables Checks function.

To select invoices by checkbook:

1. Select **Transactions** ➤ **Purchasing** ➤ **Select Checks**. The Select by Checkbook dialog box automatically opens with the Select Payables Checks screen.
2. On the Select by Checkbook dialog box, check either the **Select vouchers by Voucher Checkbook ID** or **Select Vouchers by Vendor Checkbook ID** option.
3. Enter a **Batch ID** and any other applicable information on the Select Payables Checks screen.
4. Click **Build Batch** to build the check batch.
5. Close the screen when finished.

Credit Memo Limitations

The following conditions apply to the Assign Checkbooks feature when working with credit memos:

- ❖ If you check the **Select Voucher by Voucher Checkbook ID** option, the check will contain voucher information from the non-selected Checkbook ID when credit memos and returns are involved. This does not occur for vouchers that are invoice only.
- ❖ If the user has an applied credit memo or return in the system, the invoice detail displays on the next check stub.

Using the Integration Manager

You can populate fields in the Mekorma Select by Checkbook Entry screen at the time of integration using the Integration Manager. In the Integration Manager, populate table **ME27623** with the **Voucher Number**, **Vendor ID**, **Checkbook ID**, and **Address ID** and enter a **1** in the **ME_User_Chosen** field.

NOTE

Please refer to Microsoft Dynamics GP User Guide for information on using the Integration Manager feature.

Changing the VPS Hotkey in the Dex.ini File

The default hotkey to open the Assign Checkbooks feature from Dynamics GP screens is **CTRL+E**. If desired, you can change the VPS hotkey in the dex.ini file. To change the hotkey, enter `VPS_HOTKEY=X` in the Dex.ini file, where X is the new hotkey letter, for example, `VPS_HOTKEY=K`.

Approving Checks / EFT with Workflow

After building a batch of payments, the batch can be locked before printing. Secure Approval Workflow can be used to notify approvers and facilitate payment approvals. Workflow must already have been selected on the Mekorma MICR Security Setup window.

1. After building a batch of payments, select the Request Approval button on one of these windows:
 - a. Select Check (under Additional)
 - b. Edit Check Batch (under Additonal)
 - c. Edit Check (uder Additional)

d. Print Payables Checks (replaces Print button)

An email or text message will be sent to all eligible approvers.

2. After receiving notification of payments pending approval, open the Mekorma MICR Checks/ EFTs Pending Approval navigation list.
3. To review the payments in a batch, select the batch and choose Mekorma Batch Drill-Down under Go To.

You will be able to see all transaction in the batch. You cannot add or modify any payment, but you can review or reject.

To review the details of a transaction, select the associated payment on the left then double-click the specific transaction on the right.

On the Mekorma Approval Batch Drill Down type in a reason for rejecting the items or leave blank.

4. After reviewing and/or rejecting transactions in the batch, select OK on the Mekorma Approval Batch Drill-Down window.
5. To approve payments, in the navigation list, mark the batch and choose Approve.
6. When all needed approvals are obtained, a notice will be sent to the Requestor to inform them the payments are ready to be printed.

Granting Access to Alternate Print Windows

Mekorma MICR uses alternate Microsoft Dynamics GP windows for printing payables transaction checks, payables batch checks and US payroll checks. Security must be granted to these alternate windows for each user printing checks.

1. Log on to GP as a system administrator and select **Microsoft Dynamics GP**  **Tools**  **Setup**  **System**  **Alternate/Modified Forms and Reports**.
2. Select an Alternate/Modified Forms and Reports **ID** and enter the following values in the fields:

Product: Mekorma MICR

Type: Windows

3. In the Alternate /Modified Forms and Reports List, open the folders (by clicking the + sign) and verify that Mekorma MICR is selected.
4. Repeat Step #3 for each user ID you wish to grant access to.

 **IMPORTANT**

You must grant access to the standard Dynamics GP window before access can be granted to the alternate version of the window. Alternate windows will not appear in the access list until security has been granted

Printing a Payables Transaction Check

The process for printing payables transaction checks with Mekorma MICR follows the same steps as printing standard Dynamics GP payables transaction checks with the exception of using the alternate Print Mekorma MICR Payables Transaction Checks screen rather than the standard Dynamics GP Print Payables Transaction Checks screen.

Dynamics GP security must be set to the Mekorma MICR alternate windows for each user printing payables transaction checks in the company.

NOTE

*When using Mekorma MICR to print payables checks, the **Separate Remittance** option found on the Dynamics GP Payables print screen is not displayed because we have the overflow stubs option which replaces that GP feature.*

To print a payables transaction check:

1. Select **Transactions** > **Purchasing** > **Transaction Entry**. You see the Payables Transaction Entry screen. Enter the applicable information.
2. When tab out of the **Check Amount** field, you see the Payables Check Entry screen.
3. This is a standard Microsoft Dynamics GP screen. If desired, you can change the selected **Checkbook ID**. Click **OK** to close this screen and proceed.

4. After entering the transaction information, click **Print Check** on the Payables Transaction Entry screen. You see the Print Mekorma MICR Transaction Check screen.

NOTE

If you did not [suppress warning messages](#), the Security Settings for Mekorma MICR screen displays stating that you must setup security to the Mekorma MICR alternate print check windows. If this message appears, click **OK** on the screen and set security to the alternate windows.

5. Click **Print**. After entering any required User IDs and/or Passwords, the Mekorma MICR Check Printing screen is displayed:

6. Click **Print** to print checks. If you want to print check copies, click the **Use Copy Printer** option to display the check copy fields (see [Printing Check Copies](#) for more information).

Printing Payables Batch Checks

The process for printing payables batch checks with Mekorma MICR follows the same steps as printing standard Dynamics GP payables batch checks with the exception of using the alternate Print Mekorma MICR Payables Checks screen rather than the standard Dynamics GP Print Payables Checks screen.

Dynamics GP security must be set to the Mekorma MICR alternate windows for each user printing payables batch checks in the company. See the [Granting Security Access to Alternate Windows](#) section of this guide.

NOTE

You can use the **Applied Order** option of the **List Document** field on the Select Payables Checks screen with any stub fields except for the GL Distribution fields.

This option lists credit memos directly after the invoice they were applied to instead of in the order the documents were entered.

*Because the **Applied Order** option does not work with the GL distribution and the multi-currency stub contains GL distribution fields, this option should not be used with the Multi-currency stub file provided in the Mekorma Check Format Library.*

To print payables batch checks:

1. Build the check batch using regular Microsoft Dynamics GP procedures. Click **Print Checks** on the Select Payables Checks screen to display the Print Mekorma MICR Payables Checks screen.

NOTE

*If you are using the [Payables Workflow](#), the **Print** button is replaced with a **Request Approval** button until the batch is approved.*

2. Be sure the title of the window includes the words Mekorma MICR. If not, abort the procedure and set up security to the Alternate Mekorma MICR Print Payables Checks window.

NOTE

If you did not suppress warning message, the Security Settings for Mekorma MICR screen displays stating that you must setup security the Mekorma MICR [alternate print check windows](#).

3. If desired, you can change the **Check Number**, **Check Date** and **Check Comment**. The Check Comment for each check will print in the **Payment::Check Comment** field.
4. Select a sort order using the **Sort Checks By** drop-down list options. Checks will be sorted in the order specified in the drop-down list.
5. Click the **Print** icon to view the report options:

The **Check Edit List** report displays the standard Microsoft Dynamics GP Check Edit List report.

The **MICR Check Preview** report displays the order the checks will print after being resorted into threshold groups in addition to the payments being made by Electronic Fund Transfer.

NOTE

The checks are only re-sorted into threshold groups if the [Sort Checks in Threshold Groups when Printing](#) option is marked on the Mekorma MICR Password and Signature Setup screen for the [Signature ID](#) assigned to the checkbook.

6. Click **Print** to proceed. After entering any required User IDs and/or Passwords, you see the Mekorma MICR Check Printing screen.
7. Click **Print** to print checks.

Printing Multiple Check Batches at One Time

This module provides an ability to automate the printing and posting of payables batches across multiple companies. It works in conjunction with Mekorma MICR to allow only approved batches for printing and posting. Instead of needing to log in to each company separately, all batches can be viewed and selected for processing from a single screen. Batches are further filtered out by the user's access level. This means users can only view and select batches from companies of which they have access to.

Mekorma Multi-Batch Print & Post (referred to as MPP in this documentation) automatically logs in to each company and completes the processing for the check batches you select. At the end of the process, the system logs in to the company you started in and displays the results.

MPP uses Dynamics GP's macro system to process all batches. It builds and runs a macro based on batches selected in the Multi-Batch Print and Post screen. Because a macro will be running when you process your selection, you must let the process run to completion before you resume working in Dynamics GP.

NOTE

Multiple Batch Printing is not included in the basic Mekorma MICR license. Multiple Batch Printing requires an additional license from Mekorma.

Setting the Posting Journals to Print to File

To suppress the posting journal print dialog box, you must turn off the posting journals. If posting journals are not turned off, MPP cannot process check batches for that company.

- Go to **Microsoft Dynamics GP**  **Tools**  **Setup**  **Posting**  **Posting** to open the Posting Setup screen.
- Choose the following options and click the Unmark All button to deselect reports:

Series: Purchasing

Origin: Computer Checks

If you want a file copy of a report, you can leave the Print box marked and check *only* the File  Type checkbox for the report. Be sure the ,  and  boxes are unmarked.

Printing Multiple Batches

Select **Transactions**  **Purchasing**  **Multi-Batch Print and Post**. You see the Multi-Batch Print & Post screen.

Batches are displayed if they meet the following criteria and are based on the **View Batches** and **Show Batches With Error Status** option selected.

- If the window is set to print and batches are free of error and can be printed.
- If the window is set to post and batches are free of error and can be posted.
- The batch is approved and locked for editing.
- MEM (Multi-Entity Management) users must have access to the batch in the MEM product.

By default, the **Show Batches With Error Status** option is checked to display a status description for all batches, including any issues that prevent the batch from being processed. If unchecked, only valid batches that are ready to print or post are displayed.

Select the applicable **View Batches** option:

Check

To Print to view only batches that are ready to print. If the checks/EFTs have been already been printed for a batch, the batch it is not displayed.

To Post to view only batches that are ready to post. Only batches that have successfully printed are displayed.

Select the applicable **View Company** option:

Check

All to view all the activated companies.

Current to view only batches for the company you are currently logged into.

Use the **Print** or **Post** column to mark the batches for printing and posting. If a batch is not eligible for processing, clicking the checkbook generates an error message.

Click the **Print** column drop-down arrow to select access the following menu:

Click

Mark All to mark all eligible batches for processing.

Unmark All to deselect all marked batches.

Reprinting

If the Print and Post failed as a result of a printer jam or power outage and you need to reprint checks, use the standard Dynamics GP Post Payables Checks screen to reprint the checks.

Posting Multiple Checks Batches

After printing the batches, click **Procss** to post the batches.

You see the macro screen indicating that the system is posting the check/EFT batch.

You cannot use Dynamics GP during the posting or printing process to allow the macros to run without interruption.

Printing EFT Remittances

If you are printing EFT remittances, you can select the format for printing the remittances by entering an option in the [EFT Remittance Options](#) field. The selected format is displayed in the Mekorma MICR Check Printing screen when you go to print the remittances.

You also can apply the same password security to your EFT Remittances that is applied to your checks by checking the **EFT Security** option on the [Mekorma MICR Security](#) screen. Before printing EFT remittances, verify that you have completed the following processes:

- ❖ Enabled EFT in Dynamics GP
- ❖ Configured a Checkbook for EFT
- ❖ Set up pre-notes (if applicable)
- ❖ Configured a vendor for EFT (please see your Dynamics GP documentation for more information)

To print EFT remittances after you have created an EFT batch:

1. Click the **Process** or the **Print** button on the Print Mekorma MICR Payables Checks screen or select **Transaction**  **Purchasing**  **Process Remittance** to display the Process Payables Remittance screen.
2. Verify that Remittance Form is selected click the Destination option you want to use. Choose

Print Document to print the EFT Remittance.

Send Document in E-mail (Print if mail cannot be sent.) to send the EFT Remittance in email. If this fails for any reason, the remittance will be printed instead.

NOTE

The **EFT Remittance** option must be checked on the [Mekorma MICR System Options](#) screen and Dynamics GP must be configured for email to [email the EFT remittance](#).

3. Click **Process** or **Process Later**.

If you print EFT remittances using check numbers (zero dollar checks) and the **EFT Security** option is checked on the Mekorma MICR Security screen, the following is true:

- ❖ The program checks for passwords when you print checks from the Print Mekorma MICR Payables screen. The number of passwords is determined by your Mekorma MICR Security configuration.
- ❖ The program checks for passwords when you print the **Remittance Form** but not when you **Post** the remittance.

If you print EFT remittances using EFT numbers, the following is true:

- ❖ If the **EFT Remittance Options** field on the Mekorma MICR Setup (Payables) screen is set to “Dynamics GP Report Writer”, the program does NOT check for passwords when you process EFTs from the Print Mekorma MICR Payables screen (unless the **EFT Security** option is checked on the Mekorma MICR Security screen, then the program does check for passwords).
- ❖ If the **EFT Remittance Options** field on the Mekorma MICR Setup (Payables) screen is set to “Check Face/Overflow Stub or EFT Remittance Format”, the program does check for passwords when you process EFTs from the Print Mekorma MICR Payables screen.

Printing US Payroll Checks

The first step is to create a US payroll batch using the standard Microsoft Dynamics GP procedures. After you have built your checks and calculated them, you are ready to print. To print US Payroll checks:

1. Select **Transactions** ➤ **Payroll** ➤ **Print Checks** to display the Print Mekorma MICR US Payroll Checks screen.
2. Verify that the title of the screen includes the words Mekorma MICR. If not, abort the procedure and set up security to the Alternate Mekorma MICR Print Payables Checks window.
3. For Direct Deposit, select the **Calculate Employee Deposits** option for the **Process** field.

NOTE

If you are printing Direct Deposit Earnings Statements “As Voided Checks”, they will print interspersed with the checks using the Mekorma MICR format. If printing

Direct Deposit Earnings Statements “Separate From Checks”, they will print after the checks using the standard Microsoft Dynamics GP report.

4. Click **Process** to process the Direct Deposits. After calculating the Direct Deposits or if you are not running Direct Deposits, from the Print Mekorma MICR US Payroll Checks screen, select a sort order using the **Sort Checks By** drop-down list.

IMPORTANT

Checks will be numbered after being sorted in the order specified in the drop-down list. However, if checks are being printed in threshold groups, they will be grouped after being numbered so the checks will not print sequentially by number. For this reason, threshold group sorting cannot be used with pre-printed checks.

5. If desired, change the **Starting Check Number** and **Check Date**. To change the **Starting Check Number**, the **Override Check Number** option on the Checkbook Maintenance screen must be selected.
6. Verify the **Print** field is set to “Checks” and click **Print** to print the checks.

NOTE

If you would like a different sort order than the choices given, Mekorma can create a custom sort order for you. Please contact us at 888-MEKORMA or click [here](#) to visit our website and fill out a customization request.

7. Click **Print** to proceed. After entering any required User IDs and/or Passwords, you see the Mekorma MICR Check Printing screen.
8. Define your print settings and click **Print** when you are ready to print checks.

Reprinting Checks

When reprinting checks, the regular Microsoft Dynamics Post Checks screen is used. You can reprint all the checks or a selected range of checks.

1. To reprint checks, on the Post Checks screen, set the **Process** field drop-down list to **Reprint Checks**.
2. Select a range for reprinting checks. Click the lookup icon on the **From** option to display a list of checks.
3. Enter a check range and click **Process** to reprint the checks.

Printing Canadian Payroll Checks

NOTE

The check numbering system for Canadian Payroll checks is configured on the Payroll Control Setup – Canada screen, not the Checkbook Maintenance screen.

After completing the standard GP processes to generate and calculate Canadian Payroll, complete the following steps to print Mekorma MICR checks:

1. Select **Reports** ➤ **Payroll – Canada** ➤ **Transactions** ➤ **Cheque Reports**. You see the Payroll Cheque Reports – Canada dialog box.

NOTE

*To change the **Cheque Number**, the **Override Cheque Number** option on the Checkbook Maintenance dialog box must be checked.*

2. Verify that the **Cheques** radio button is selected and click **Print Cheques**.
3. Enter any required User IDs and/or Passwords are required.
4. On the Mekorma MICR Check Printing screen, confirm that the **Check Printer** is the printer you want to use for checks. If not, select another printer from the drop-down list.
5. Click the **Print** to send the checks to the printer.
6. Click **OK** to proceed. The Mekorma MICR Check Printing screen is displayed again with the **Check Stub** defaulting to the stub you entered in the **Earnings Statement** field on the Mekorma MICR Setup (Payroll – Canada) screen.
7. Click **Print** to print Direct Deposits.

Printing Miscellaneous Checks

The Dynamics GP Miscellaneous Check feature allows you to print a check to any entity without creating the entity as a vendor. Mekorma MICR uses the Dynamics GP Miscellaneous Check screen, but intercepts the check printing process and prints the checks using the Mekorma MICR check format assigned to the checkbook.

Unlike payables batch checks, payables transaction checks and payroll checks, there is no alternate window for Miscellaneous Checks when using Mekorma MICR and no security settings to configure. If Mekorma MICR is installed and registered, Miscellaneous Checks print using Mekorma MICR.

If you do not want to use Mekorma MICR to print Miscellaneous Checks, you can turn off this feature by checking the “Payables” box on the [Mekorma MICR Suppress Warnings](#) screen.

To print a Miscellaneous Check:

1. Select **Transactions**  **Financial**  **Miscellaneous Check**. You see the Miscellaneous Check screen.
2. When you are finished entering values in all required fields, click **Print Check and Post**.
3. After entering any required User IDs and/or Passwords, you see the Mekorma MICR Check Printing screen.
4. Click **Print**.

Printing Blank Checks

Blank checks are not posted to the General Ledger when they are printed. To record them, they must be entered later as manual payments. Though the blank checks are not recorded at the time of printing, if the default starting check number is used, the **Next Check Number** field for the checkbook will be advanced by the number of checks printed.

This can lead to missing check numbers if one or more of the blank checks are never entered as manual payments. To avoid this, change the starting check number for the blank check batch. This prevents the **Next Check Number** from advancing.

When printing blank checks, only one check approver is required, but the approver must be assigned to the checkbook you are printing the blank checks from (see [Assigning Users to Checkbooks](#)).

NOTE

*When you first install Mekorma MICR, the **Print Blank Checks** menu option is disabled until you enable it from the [Mekorma MICR Security](#) screen.*

To print blank checks:

1. Select **Microsoft Dynamics GP** ☞ **Tools** ☞ **Setup** ☞ **(Purchasing, US Payroll or Payroll – Canada)** ☞ **Print Blank Checks**. You see the Print Blank Checks screen for the applicable module.
2. Enter the **Checkbook ID** and the **Number of Checks** you would like to print. If desired, enter a different **Starting Check Number** for the batch of blank checks you plan on printing.
3. Select the number of Signature lines to print on each check. Signature lines are blank lines upon which a signature can be written.
4. Click **Print**. After entering any required User IDs and/or Passwords, you see the Mekorma MICR Check Printing screen.
5. Enter your print settings and click **Print** when you are ready to print checks.

Printing Check Copies with Checks

Mekorma MICR has a check copy feature that allows you to print a second run of checks and stubs. The second run prints an exact copy of the stubs and a modified copy of the check. By default, the check copy prints a gray background image of the word “VOID” in large letters across the whole face of the check.

NOTE

*The Copy Printer automatically prints the check copies according to the **Number of Copies** specified.*

You can also print check copies automatically to PDF using the Check Copies to PDF feature. Please see the [Printing Check Copies to PDF](#) section that follows for complete instructions. The option to print check copies is located on the Mekorma MICR Check Printing screen that displays when you are ready to print checks. To print copies, check the **Use Copy Printer** option.

Select the number of copies you want to print. You can also choose to from the following **Copy Options**:

Select

Keep Copies Separate to print copies after checks are printed.

Keep Copies with Checks to print check copies with the checks.

Select the **Copy Stub**, **Copy Printer** and **Paper Bin** for the check copies using the drop-down lists. If you are printing Overflow copies, you can also select a stub format, printer, and paper bin for overflow copies.

NOTE

You can set the **Use Copy Printer** option to default to the “On” position by clicking the **Keep Print Window Open After Printing** checkbox on the Mekorma MICR System Options screen.

Printing Check Copies to PDF

The check copies to PDF feature automatically generates PDF copies of each individual check printed and posted. Check copies are stored in a location defined on the [System Options](#) screen.

IMPORTANT

The automatic PDF copies feature is an optional resource-intensive feature that can affect performance speed during printing.

After configuring the folder and naming hierarchy of PDF check copies (if desired) on the System Options screen, when you print and post checks, a copy of each individual check is automatically generated and placed in the applicable folder or subfolder. You must post checks before you can generate PDF check copies.

NOTE

If your checkbook is configured for EFT and you print PDF check copies, the copies will use EFT numbers for the naming convention instead of check numbers.

Automatic check copies are generated when you print:

- Payables Batch Checks
- Payables Transaction Checks
- Payroll Checks
- Canadian Payroll Checks
- Miscellaneous Checks

NOTE

If you change the check stub format in the **Copy Stub** or **Copy Overflow Stub** field of the Mekorma MICR Check Printing screen, the new stub format is used to generate the PDF check copy.

To view the PDFs, after posting, navigate to the folder location defined for the PDF check copies on the Mekorma MICR System Options screen. Open the PDF file to view the check copy:

PDF Check Copies follow the standard Mekorma MICR check copy rules and do **NOT** display:

- MICR Line
- Signatures
- Signature Lines

NOTE

PDF Check Copies are not supported for [Blank Checks](#) or the [Test Layout and Security](#) feature.

Generating Automatic PDF Check Copies

Open Mekorma Systems Options: **Microsoft Dynamics GP** ⚙️ **Tools** ⚙️ **Setup** ⚙️ **System** ⚙️ **Mekorma MICR** ⚙️ **System Options**.

Mekorma MICR provides the option to email EFTs to vendors in PDF format and/or to generate automatic PDF copies of posted checks. Both of these options include the ability to specify the folder location and naming convention of the PDF.

If either or both [Enable PDF Check Copies](#) and [Enable Email Remittance](#) options are selected, all PDFs are generated in the folder location specified in the [Base Folder](#) field. If only [Enable Email Remittance](#) is selected, the folder and file configuration is used to generate a PDF for the email. Please see [Emailing EFT Remittances](#) for information on using this feature.

If [Enable PDF Check Copies](#) is unchecked, the EFT PDF is deleted from the folder after the email is sent to the vendor. If [Enable PDF Check Copies](#) is checked, EFT Remittance PDF remains in the folder location after a copy is emailed to the vendor.

You can add subfolders using the options in the **Available Fields for Folder Name** section. The PDF is given the file naming convention specified in the **Available Fields for File Name** section.

Setting Up Automatic PDF Copies

Click the **Enable PDF Check Copies** option to enable the automatic [Printing Check Copies to PDF](#) feature. The path defined in the **Base Folder** field is used to store the PDFs. If the **Base Folder** field was populated prior to upgrading, the **Enable PDF Check Copies** option is automatically checked.

IMPORTANT

The folder containing the PDF files should be a shared network folder that all applicable users have access to.

To define the folder hierarchy, choose from the options listed under the **Available Fields for Folders** section. Each folder path you select is created as a sub-folder under the **Base Folder** field location. So if you configured the folder hierarchy as **Company ID | Date | Vendor ID** on the Mekorma MICR System Options screen.

To define the naming convention of the PDF, select from the options listed under the **Available Fields for Filename** section. The naming convention following the hierarchy that is defined, so if you configured the hierarchy as **Company ID | Batch Number | Check Number** on the Mekorma MICR System Options screen:

You must set a naming convention for the PDFs before you can save your settings. When you are finished configuring the options on the Mekorma MICR System Options screen, click **Save** to close the screen and save your settings.

Using the Check Image Archive

With Check Image Archive, you can view and print an image of the check from the following Payables, US Payroll and Canadian Payroll screens:

- Payables Payments Zoom
- Payroll Check Inquiry
- Payroll Transaction Inquiry
- Canadian Payroll Inquiry
- Miscellaneous Check Inquiry

IMPORTANT

This is an optional feature. Please be aware that when using the Check Image Archive feature, your performance speed when printing checks will be slower.

The Check Image Archive uses the format specified in the **Copy Stub** field of the Mekorma MICR Check Printing screen at the time the check was printed. If no format was specified in the **Copy Stub** field, the format in the **Check Stub** field will be used.

To view check images, open an Inquiry screen. For this example, we will use **Inquiry**  **Purchasing**  **Transaction by Vendor**. On the Payables Transaction Inquiry screen, choose the applicable vendor, highlight the check number you want to zoom to, and click the [Voucher/Payment Number](#) or [Document Number](#) hyperlinks.

If you checked the **Auto Show Check Inquiry Preview** option on the [System Options](#) screen, the Payables Payment Zoom screen displays with the check image located to the right.

Payables check images follow the rules of Mekorma MICR check copies and do not display the MICR Line, Signatures, or Signature Lines. They also contain the word “VOID”. To print the check image, click Print icon on the toolbar. If security is set to [User ID](#), you also see the audit information associated with the payment:

If you did **not** check the **Auto Show Check Inquiry Preview** option, when the Payables Payment Zoom screen displays, select **Additional**  **Show Inquiry Check Preview** to display the check image:

TIP

~~You can also use the CTRL+M shortcut to display the check image.~~

For Payroll check image archive, after printing and posting Payroll checks, select a Payroll Inquiry, for example, **Inquiry**  **Payroll**  **Check History**.

On the Payroll Check Inquiry screen, select an **Employee ID**. On the detail screen that displays, highlight a check number. When you highlight the check, you see the check image archive:

Click the Print icon to print the check image. Payroll check images follow the rules of Mekorma MICR check copies and do not display the MICR Line, Signatures, or Signature Lines. They also contain the word “VOID”.

NOTE

If your checkbook is configured for EFT, the check image archive will use EFT numbers for the naming convention instead of check numbers.

Auto Show Inquiry Check Preview

If check image archiving is enabled, mark this option to automatically display check images from the Dynamics GP Inquiry screens. If unmarked, you can use the **CTRL+M** shortcut to display the image.

Using the Connector to Multi-Entity Management*

MEM Connector for Payables

The Mekorma MICR MEM Payables Connector module integrate with Binary Stream's *Multi-Entity Management*® product to provide access to facility information for vouchers printed on Mekorma MICR check stubs. The MEM Connector for Payables requires a separate registration key.

*The Connector to Binary Stream's Multi-Entity Management is a premium feature of Mekorma MICR. A separate license is required to use this feature.

Depending on which version of Multi-entity Management is set up for your organization, you will find the facility fields in either the MEM Decentralized Payables category, or the MEM Centralized Payables category. The following six new fields are available in the Mekorma Configurator:

- **Facility ID**
- **Facility Name**
- **Facility Company Name**
- **Facility Address**
- **Internet User Defined 1** (from the Company Internet Information window)
- **Internet User Defined 2** (from the Company Internet Information window)

An optional check sort by **Facility ID** or by **Facility Name** is also available for Decentralized Payables. For Centralized Payables, you can select a setup option to sort transactions on the check stub by **Facility ID** or **Facility Name** and print a subtotal at the end of each facility grouping.

The subtotal line contains the **Facility ID** and **Facility Name** in the Transaction Description column, and the facility total in the New Amount Paid column. All other fields on the line are left blank. You may also choose an option to print a Grand Total line after the last subtotal line. The following is an example of how a check stub will print when using facility subtotals and a grand total:

Example:

<u>Voucher#</u>	<u>Description</u>	<u>Voucher Amt</u>	<u>Disc</u>	<u>Paid</u>
Voucher 1	Description for Voucher 1	\$255.00	25.50	
	229.50			
Voucher 2	Description for Voucher 2	\$425.00	42.50	
	382.50			
	123001-Main	\$680.00	68.00	
	612.00			
Voucher 3	Description for Voucher 3	\$250.00	0.00	
	250.00			
Voucher 4	Description for Voucher 4	\$125.00	0.00	
	125.00			
	456001-North	\$375.00	0.00	
	375.00			
Check Total				
	987.00			

For correct alignment of columns on the stub when using the subtotal options, all normal voucher line fields should be replaced with fields from the **MEM Centralized Payables** category of the Configurator.

The following fields are provided for placement on the stub layout:

- **Document Number**
- **Voucher Number**
- **Document Date**
- **Voucher Date**
- **Transaction Description**
- **Purchase Order Number**
- **Discount Taken Amount**
- **New Amount Paid (TechKnowledge 18381)**
- **Document Amount**

- **Facility ID**
- **Facility Name**
- **Facility Company Name**

Setting up the MICR-MEM Connector Options

1. Go to **Microsoft Dynamics GP** ➤ **Tools** ➤ **Setup** ➤ **Purchasing** ➤ **Mekorma MICR—MEM Integration Setup**. You see the Mekorma MICR MEM Integration Setup screen.
2. Select an option in the first section to define Facility Check Sorting and an option in the second section to define the Facility Check Stub Subtotal.
3. If you select **Subtotal by Facility ID** or **Subtotal by Facility Name**, the Print Grand Total checkbox displays.
4. Check the **Print Grand Total** option to include a grand total of all facilities on the check at the bottom of the stub.
5. Click **OK** to save your changes or **Cancel** to exit without making changes.
1. On the Integration Options screen, check the **End Payables Document** and **End Payables Voucher** options.
2. Click **OK** to close this screen and **OK** again to close the Mekorma MICR Integration Setup screen.
3. Click **Save** on the Mekorma MICR Setup dialog box to finish enabling the integration for the selected checkbook.
4. Repeat these steps for each checkbook that will be using the Connector.

Sorting by Facility ID

If you would like checks to sort in Facility ID order, mark the **Specify Payables Sort Key** option on the Integration Options screen when you check the **End Payables Document** and **End Payables Voucher** options (see Step #6 in the

prior page). If you prefer to use normal MICR sorting options, leave this checkbox unmarked.

Using the New Fields

After integrating the Connector with a checkbook, the **Facility ID**, **Facility Name**, **Facility Company Name**, **Facility Address**, **Internet User Defined 1**, and **Internet User Defined 2** fields are available in the **MEM Decentralized Payables** and **MEM Centralized Payables** category of the Mekorma Configurator for placement on the stub layout.

Facility ID, **Facility Name**, and **Company Name** are multi-line fields (to print on each voucher line) for Centralized Payables and single-line fields (to print in the header) for Decentralized Payables.

Internet User Defined 1 and **Internet User Defined 2** are single-line fields in both categories. **Facility Address** is a multi-line field which contains one line each for address 1, 2, and 3 (if they are populated) and a final line containing city, state, and zip code. This field is only available for Decentralized Payables.

MEM Connector for US Payroll

When Binary Stream's Multi-Entity Management is installed, each employee is assigned to a facility, and each facility is assigned to a payroll checkbook. When payroll is processed, multiple checkbooks may be accessed.

Check numbers are assigned according to the checkbook associated with the employee's facility. This connector adds functionality to Mekorma MICR to handle the integration with MEM for payroll. The MEM Connector for Payroll requires separate registration keys.

IMPORTANT

All payroll checkbooks should be set up with the same stub layout file. Only one layout is used when printing payroll checks. No passwords are allowed for payroll checkbooks when MEM is installed with Mekorma MICR.

The MEM Connector for US Payroll provides the following custom sort order for payroll checks:

1. Facility ID
2. Division Code
3. Class ID
4. Last Name of Employee

5. First Name of Employee

The MEM Connector hides payroll hours on the check stub if the pay code for the employee ends with the letters “SLY”. This requires a custom field for the payroll hours on the check stub. If you want to use this functionality, the normal “Hours Array” field on the check stub should be replaced with this field from the **Payroll Custom** category:

Payroll Custom::Hours Array

The MEM Connector also adds eight fields to the Mekorma Configurator to allow users to incorporate fields from Binary Stream’s Multi-Facility Processing into their payroll check processing.

The following new fields are located in the **Check** category of the Configurator:

- **Check::Facility Name** field – This is the **Description** field in the GL Segment Description Setup table where the Segment Number = 1 and the Segment ID is the Facility ID.
- **Check::Facility Stub String** field - This is a concatenated field consisting of the Facility ID, Division Code (from the Employee Master table), and the Employee ID. This field is separated by hyphens.
- **Check::Facility Check String** field – This is a concatenated field consisting of the Facility ID, Division Code (from the Employee Master table), Employee ID, and Employee Class ID. This field is separated by hyphens.
- **Check::Facility Address** field – This is a multi-line field that will contain the street address, city, state, and zip code for the facility.
- **Check::Internet User Defined 1** field—from the Company Internet Information window
- **Check::Internet User Defined 2** field—from the Company Internet Information window

The following fields are located in the **Logical Fields** category of the Configurator:

- **Logical Fields::Facility Signature 1**
- **Logical Fields::Facility Signature 2**

These fields are required only if Mekorma MICR security is set to Security by Checkbook. Please see the [Signatures & Passwords by Checkbook](#) section for more information about facility signatures.

NOTE

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

1. Click anywhere on the Dynamics GP shortcuts bar and select **Add** ➤ **Add Window**. You see the Add Window Shortcut screen.
2. Expand the **MEM Connector for Payroll** listing and then expand **System**. Select **MEM Connector for Payroll Table Maintenance**.
3. Click **Add** and then click **Done** when you are finished to close the Add Window Shortcut screen.
4. On the shortcut navigation pane, click on the **MEM Connector for Payroll Table Maintenance** shortcut you just added.
5. Click **Process**. A message displays when the table has been created. Click **OK** to close the screen.

Setting Up Facility Signature ID's

In normal MICR payroll processing when security is by checkbook, a default Signature ID is assigned for all payroll checks. With the MEM Connector for Decentralized Payroll, a Signature ID needs to be defined for each payroll checkbook. This setup is used to determine which signatures print on the checks and when the signatures should be printed.

1. Go to **Microsoft Dynamics GP** ➤ **Tools** ➤ **Setup** ➤ **Payroll** ➤ **Mekorma MICR US Payroll** ➤ **Facility Signature ID**. You see the Mekorma MICR Password and Signature Setup screen.
2. Enter information to define a Signature ID for each payroll checkbook.

IMPORTANT

The Signature ID *must* match the payroll Checkbook ID.

Signature 1 and Signature 2 will print in the **Facility Signature 1** and **Facility Signature 2** fields on the check layout. Detailed instructions for defining Signature ID's can be found in the [Signatures & Passwords by Checkbook](#) section.
