Electronic Signatures for MEM for Business Central

1.0.3.2 — Last update: November 2, 2023

Mekorma

Table of Contents

1. Release Notes for Mekorma 1.0.3.2

Mekorma 1.0.3.2 was released on February 9, 2023.

> ✳ If you are a new user, please go directly to: Introduction to Mekorma Electronic Signatures for Binary Stream's Multi-Entity Management.

Follow the links below for detailed notes on:

- New Features
- Issues Fixed

Last modified: February 14, 2023

1.1. New Features

Release Notes for Mekorma 1.0.3.2 released February 9, 2022

Remit-To Address

Microsoft has rolled out a new feature that allows users to assign multiple remit-to addresses to a vendor. We have tied this functionality into our check printing process, allowing you to now select a specific remit-to address to print on your checks.

Last modified: February 14, 2023

1.2. Issues Fixed

## Release Notes for Mekorma 1.0.3.2 released February 9, 2022

Signature Lines

You are now able to print a single signature on a check without a signature line below it.

Last modified: February 14, 2023

2. Introduction to Mekorma Electronic Signatures for Binary Stream's Multi-Entity Management

Mekorma Electronic Signatures works in conjunction with Microsoft Dynamics 365 Business Central Payment Approval workflow and Binary Stream's Multi-Entity Management to keep organizations from having to manually sign checks. It helps your company to change your check printing workflow from this:
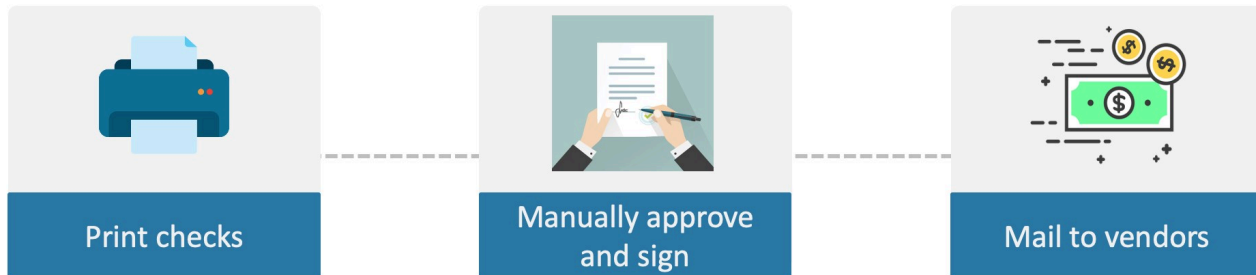
To this:
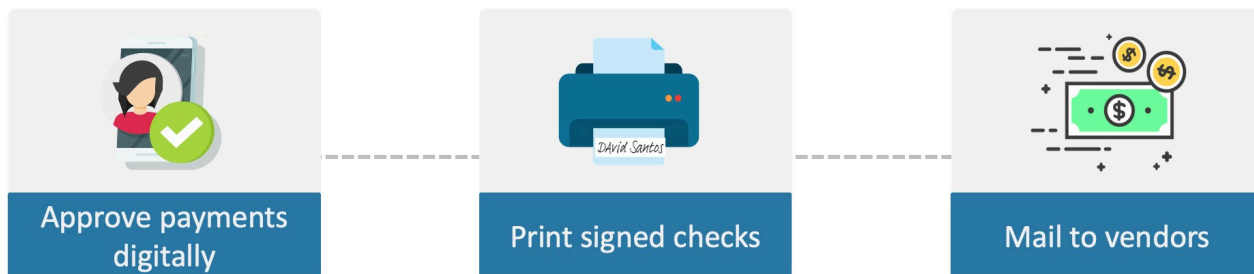
Changing your workflow in this way has several advantages:

1. Your approvers (check signers) do not need to be physically present to sign as they can approve the payments remotely.
2. The approval workflow applies to all payments, so your electronic payments also get approved, not just your checks.
3. You free your executives from the labor of hand-signing payments.

For assistance with this user guide, review to How to Use This Guide.

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3. Registering Your Product

Mekorma Electronic Signatures for Binary Stream Multi-Entity Management (MEM) is provided under trial for 30 days with your registration. Upon termination of the trial period, you must register the product to continue benefiting from its features. Registering your product is important for Mekorma to provide the best customer experience possible and to understand what features customers are requesting from us.

After installing Mekorma Electronic Signatures from Microsoft AppSource you will complete a brief set of steps that will get you on your way to using the product.

> ✳ Registering Electronic Signatures is required even if you have previously registered.

1. To begin, click on the Click to Register hyperlink on the banner presented below Dynamics 365 Business Central menu options.
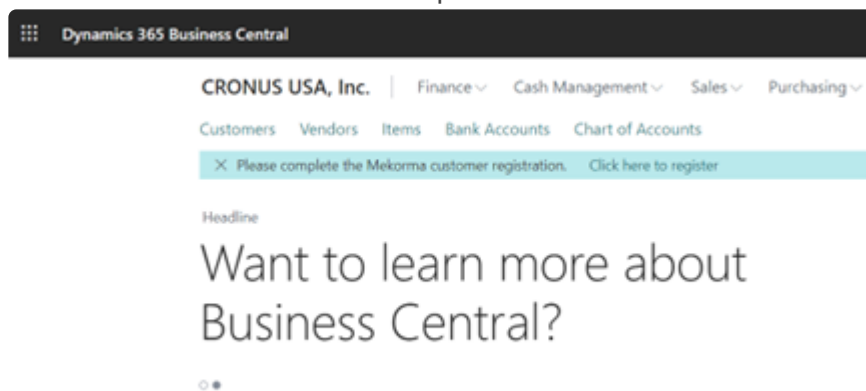
2. Proceed to enter your company information on the Customer Registration page. Enter your company name, street address, city, state, zip code, country, and phone number. Please ensure this information matches the information you provided to Microsoft when registering your Dynamics 365 Business Central application.

Click **Next** to proceed with the registration process.

Mekorma Electronic Signatures is designed to contact Mekorma's registration service, please choose the **Allow Always** option to enable the connection between your Electronic Signatures application and our registration service. Blocking this connection will prevent successful registration and the use of Electronic Signatures.

Choose **Allow Always** and click **OK** to continue.

3. **NOTE FOR MICROSOFT DYNAMICS GP CUSTOMERS:** You will be asked if you have migrated from a Microsoft Dynamics GP System. If you are migrating from Microsoft Dynamics GP, please click **Yes** to enter your MSAN – Microsoft Account Number. This will aid the Mekorma Sales Operations team with linking your Electronic Signatures product to your existing Mekorma account.

(?) Did you migrate from an existing Microsoft Dynamics GP system?

Yes	No

If you are a partner assisting your customer with the installation and registration process, please feel free to contact Mekorma Sales at sales@mekorma.com should you want to confirm this information prior to completing the registration.

4. Proceed to enter your contact information. Please enter the contact first name, last name, title, email address, and phone number. We ask that you enter the contact information of the person associated with the company being registered.

If you are a partner, please enter the contact of the person who you are working with at the customer site.

5. You are now going to be asked if you have a Microsoft Partner who you are working with. Please click Yes to continue if you know your partner's information.

(?) Do you have a Microsoft Dynamics 365 Business Central partner?

Yes	No

If you are a Microsoft Partner, please proceed to enter this information. This will assist our Sales and Support teams to resolve any inquiries you may have on behalf of your customer. We also encourage you to register as partner through our Mekorma Portal.

6. Enter your Mekorma Partner information.

Upon completing the data entry, please click **Finish** to submit all the collected information to Mekorma. Expect to hear from our team of caring professionals upon registering your Electronic Signatures product.

7. To see the information previously entered and to check your product registration status, visit the **Mekorma Registration** page.

Last modified: September 20, 2023

4. Prior to Configuring

This guide explains how to configure the signature portion of this solution. Please refer to Business Central documentation for configuration of the payment approval process or contact Mekorma Professional Services for assistance.

Prior to installing the electronic signature component there are several things that you should prepare:

- Ask these questions of your CFO to understand how to set up Mekorma Electronic Signatures:
    - For each Checking account, who are the signers on the account?
    - What amounts require 1 signature?
    - What amounts require 2 signatures?
    - Is there an amount above which you want a handwritten signature rather than an electronic signature?
    - Is there an amount above which you want 2 handwritten signatures?
    - You can see how this information is used in the section Setting up Signature Thresholds

- Gather signatures from your approvers. The section How to Create a Digital Signature explains the guidelines for gathering and digitizing your signatures.

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5. How to Create a Digital Signature

Here are the step-by-step instructions, as recommended by Mekorma, to provide the digital signatures you want to print on your checks:

1. Print out our Template for Gathering Signatures.
2. Ask each check signer to reproduce their signature within a rectangle.
3. Use your scanner equipment to scan each signed sheet of paper into a computer.
4. Open the signatures one at a time in the **Microsoft Paint** application.
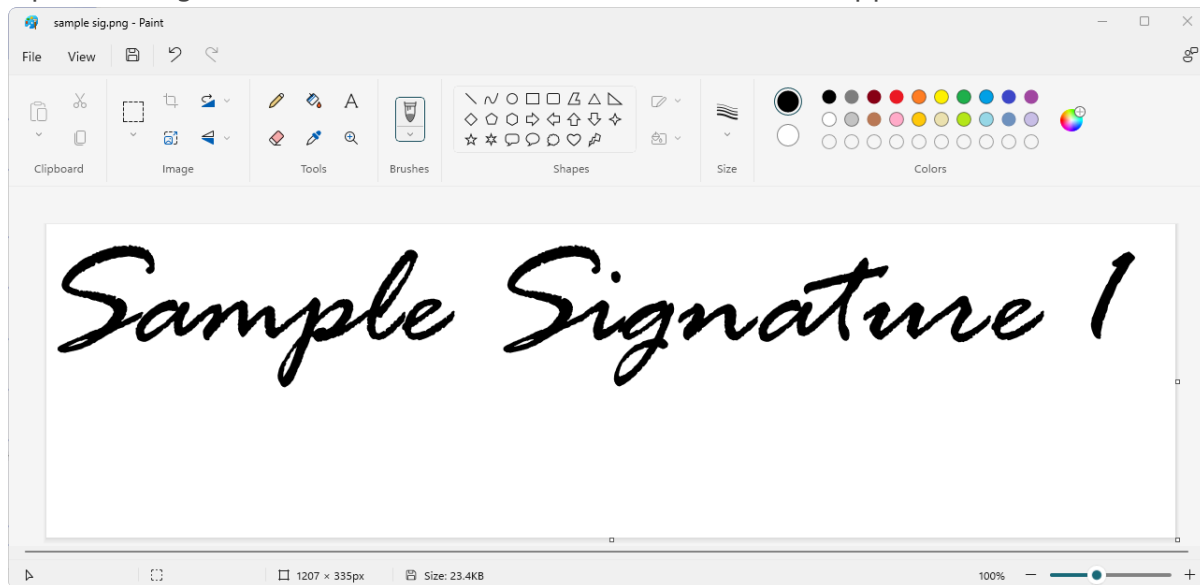
5. With one of the signatures opened in Paint, click on the **Select** drop-down menu and choose **Rectangular selection**.
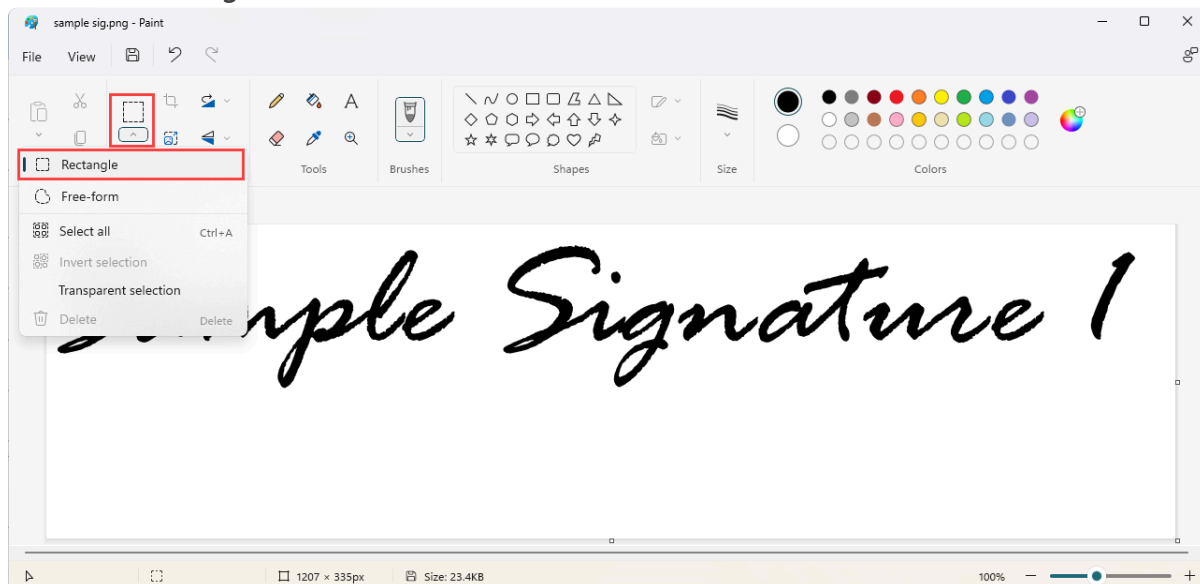
6. Draw the selection box around the signature as closely as possible and then click **Crop**. The cropped signature should look similar to the example below:
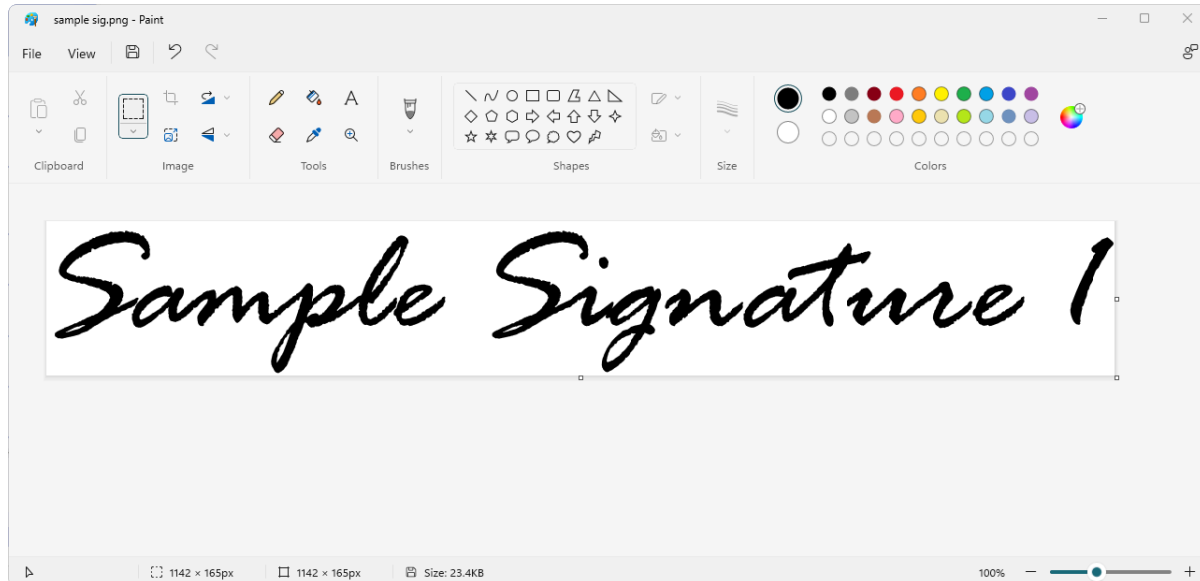
7. In the **Resize and Skew** window, click on **Resize** and choose the **Pixels** radio button. Be sure that the **Maintain aspect ratio** checkmark is selected. Adjust either the horizontal or vertical dimensions.
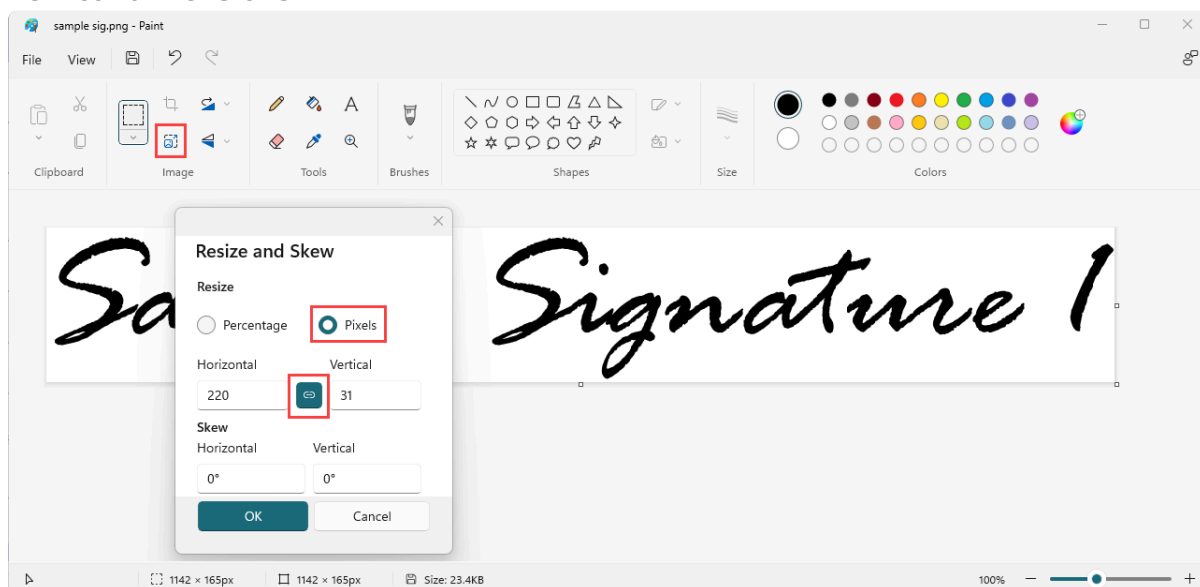
A good choice for use in Microsoft Dynamics 365 Business Central is a signature file with approximate dimensions of 220 × 50 pixels.

8. Click on the **File** menu option, then select **Save** to save your signature as a JPEG (jpg) or 16 Color Bitmap (bmp) file. These file formats produce the best results for check printing.

9. Repeat the same procedure for all needed signatures, and store in a location accessible to an administrator for use within Microsoft Dynamics 365 Business Central.

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# 6. Importing Signatures in Microsoft Dynamics 365 Business Central

The next step is to import your signatures into your Microsoft Dynamics 365 Business Central application so that Mekorma Electronic Signatures can use them.

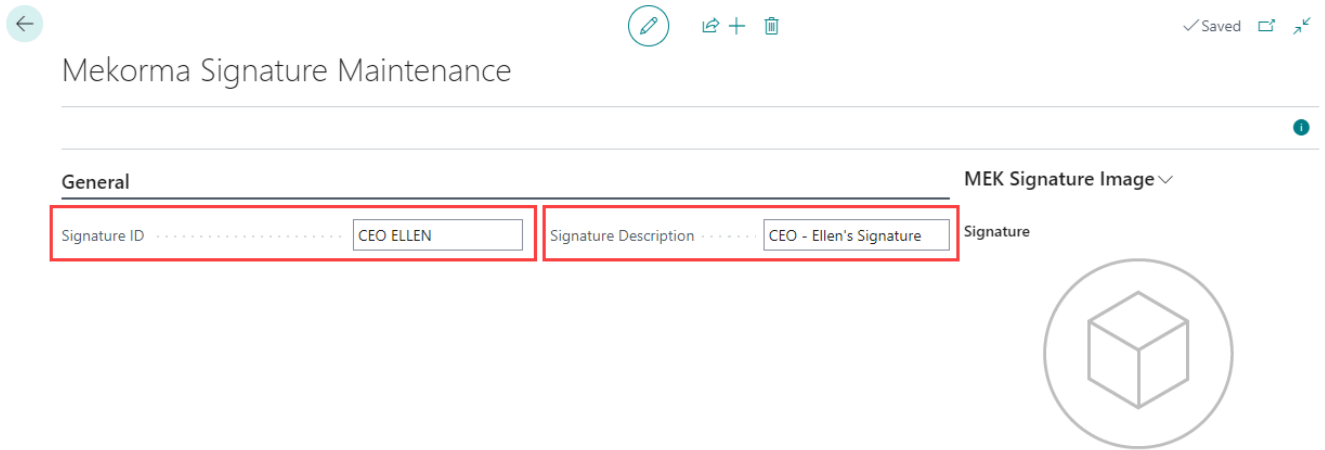## Follow these steps to import a signature file:

1. Choose the Magnifier that opens the **Tell Me** feature icon and type *mek*. Select **Mekorma Signatures List** from the pages and tasks displayed.
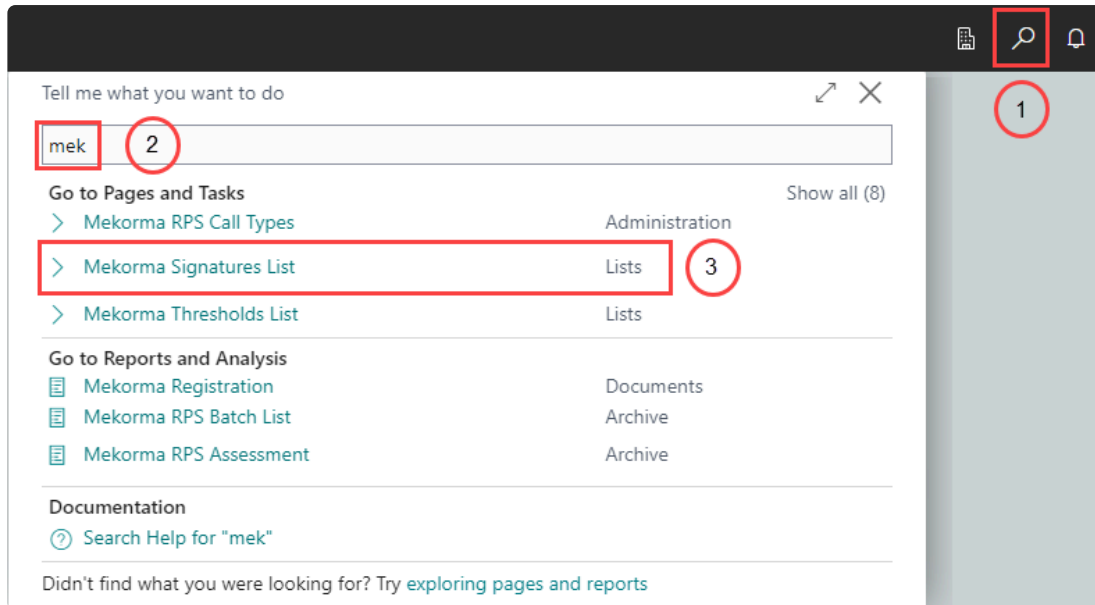
2. In the **Mekorma Signatures List** page, click on the **New** button to set up a new signature.
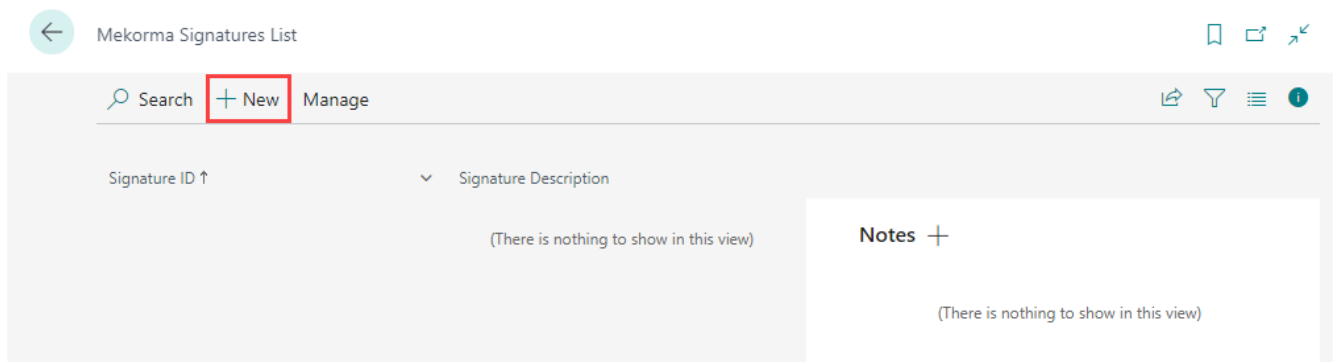
3. In the **Mekorma Signature Maintenance** page, begin by entering a Signature ID and Signature Description, as shown below:

Mekorma Signature Maintenance

General   MEK Signature Image ∨

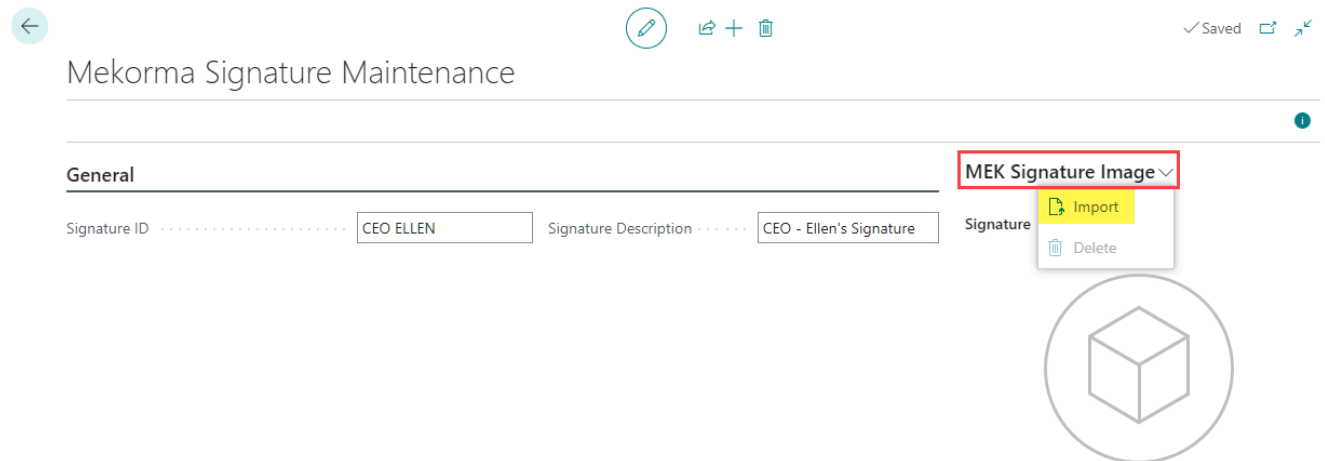Signature ID ················· CEO ELLEN   Signature Description ······· CEO - Ellen's Signature   Signature

The words **Signature Image** indicate a drop-down menu. Click on the drop-down menu and select the **Import** action.

Mekorma Signature Maintenance

General   MEK Signature Image ∨
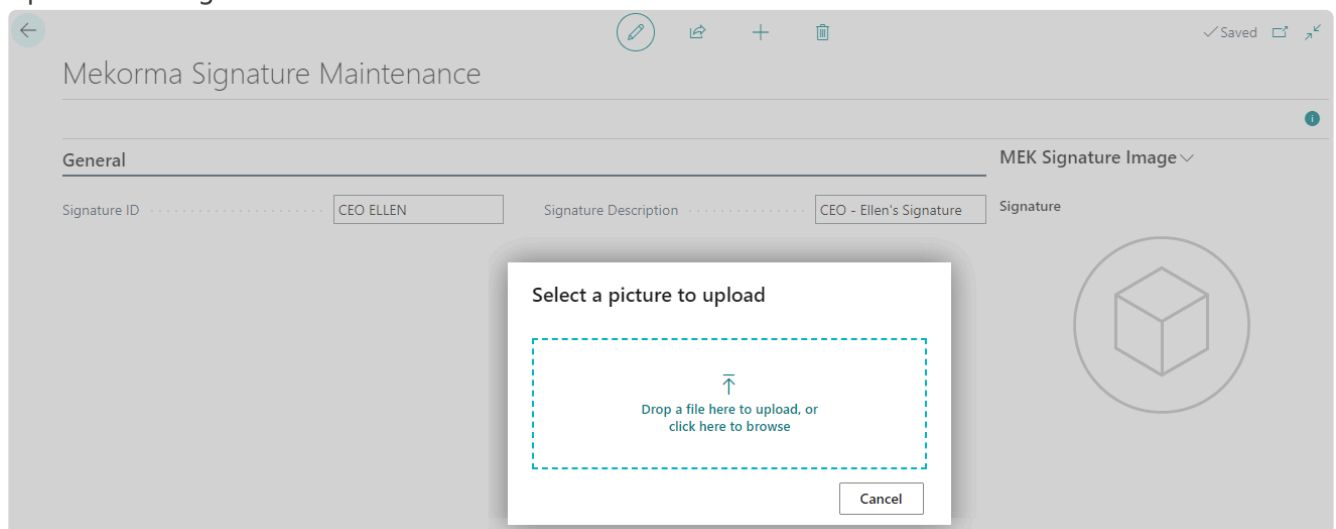
Signature ID ················· CEO ELLEN   Signature Description ······· CEO - Ellen's Signature   Signature

Import

Delete

4. Click inside the upload dialogue box or drag and drop your file into the dialogue box to upload the signature.

Mekorma Signature Maintenance

General   MEK Signature Image ∨

Signature ID ················· CEO ELLEN   Signature Description ············ CEO - Ellen's Signature   Signature
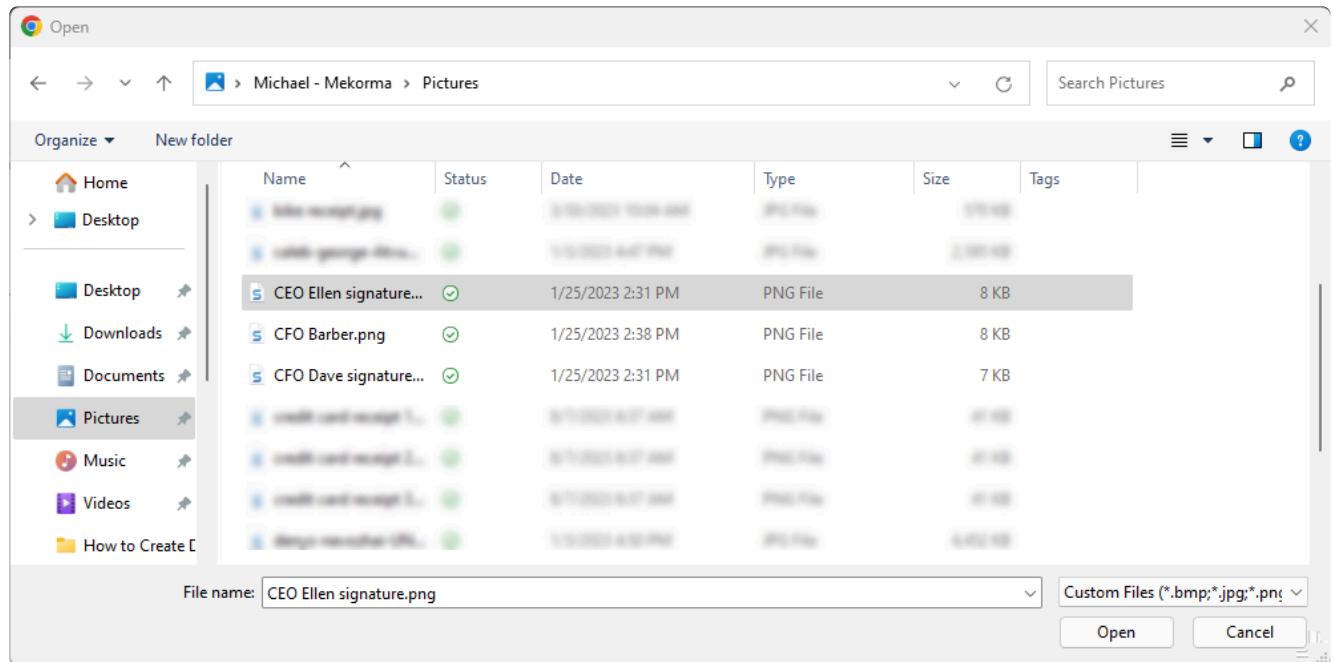
Select a picture to upload

Drop a file here to upload, or
click here to browse

Cancel

Select an image and click the **Open** button to continue.

> ✳ Please note that the Open dialog will only show bitmap (.BMP), JPEG (.jpg), or PNG (.png) files.

The signature file is now imported, and the signature record is automatically saved.

5. Repeat the above steps for each signature you would like to import. Mekorma Electronic Signatures allow you to import an unlimited number of signatures to be used with your Microsoft Dynamics 365 Business Central application.

Last modified: September 20, 2023

7. Setting Up Signature Thresholds

Signature Thresholds are used to set up signature rules based on your organization's policies. They ensure the correct signature appears on the check at print time, based on your rules. You can also control whether signature lines are printed or not depending on whether you are using one or two signatures and you can turn off lines entirely if you are using pre-preprinted checks.

Prior to setting up thresholds we recommend that you gather the following information:

- For each Checking account, who are the signers on the account?
- What amounts require 1 signature?
- What amounts require 2 signatures?
- Is there an amount above which you want a handwritten signature rather than an electronic signature?
- Is there an amount above which you want 2 handwritten signatures?

Here, we will use this example:

Question	Answer
For each Checking account, who are the signers on the account?	Dave, CFO Ellen, CEO
What amounts require 1 signature?	Check payments up to 50,000 only require Dave's signature
What amounts require 2 signatures?	Checks between 50,000.01 and 200,000 require both Dave's and Ellen's signature
Is there an amount above which you want a single handwritten signature rather than an electronic signature?	In this case, no
Is there an amount above which you want 2 handwritten signatures?	Yes, checks above 200,000 require 2 handwritten signatures

**Follow these steps to setup a signature threshold:**

1. Choose the Magnifier that opens the Tell Me feature icon and type *mek*. Select **Mekorma Thresholds List** from the pages and tasks being displayed.
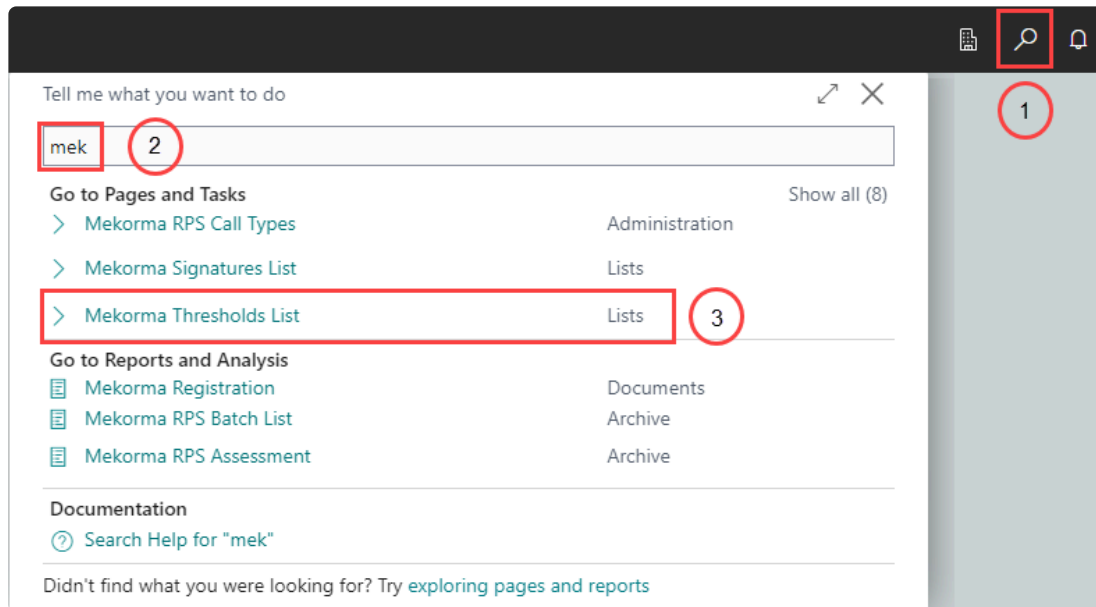
2. In the **Mekorma Thresholds List** page, click on the **New** button to set up a new signature threshold.
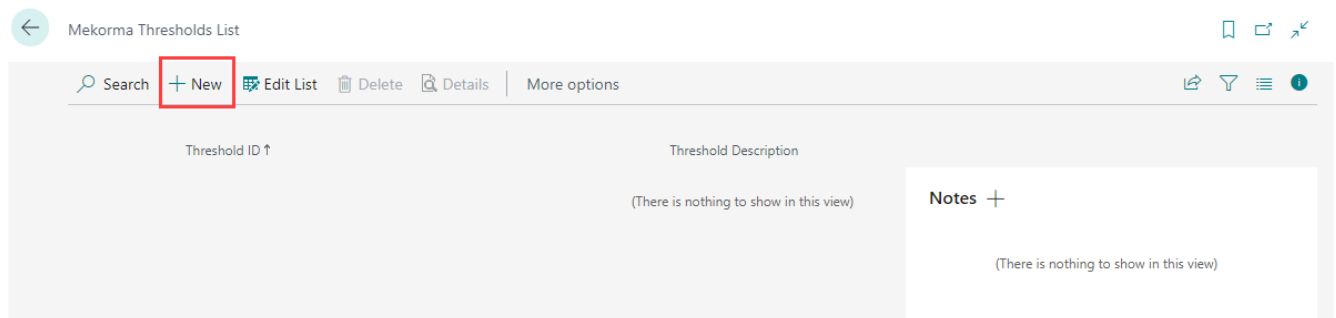
3. Begin by entering a Threshold ID and a Threshold Description, as shown below:
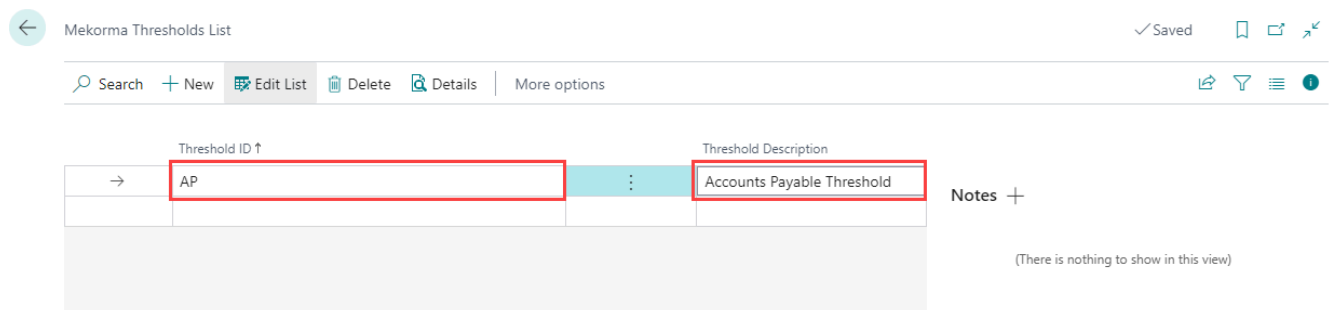
4. With your cursor positioned on the **Threshold** or **Threshold Description** field of the row you want to define, click the **Details** button on the list page to configure your threshold limits.

5. In the **Mekorma Threshold Maintenance** page, begin by entering the **Threshold From Amount** and **Threshold To Amount** values. Based on your check signature rules, you can determine whether you will need no signatures, 1 signature, or 2 signatures and establish which signatures appear at what threshold level.

   The following shows how you would fill it in for our example scenario:

- Note that in the above scenario, check payments between $0.01 and $50,000 only require Dave, the CFO's signature. A signature line will also be printed.
- Check payments between $50,000.01 and $200,000 will carry both Dave, the CFO, and Ellen, the CEO's signature. Signature lines will also be generated for each signer.
- Check payments above $200,000 will only print the signature lines. These checks will require two handwritten signatures.

6. Click the **Back** button on the **Mekorma Threshold Maintenance** page when finished to return to the **Mekorma Threshold List** page.

7. Repeat steps 3 through 6 to set up additional thresholds.

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8. Apply a Threshold to a Bank Account

You can now apply a specific threshold to each of your bank accounts. In many cases, you may have different check signing rules in your organization based on your different bank accounts.

To apply a threshold to a bank account, follow these steps:

1. Choose the Magnifier icon that opens the **Tell Me** feature icon and type *bank accounts*. Select **Bank Accounts** from the pages and tasks being displayed.
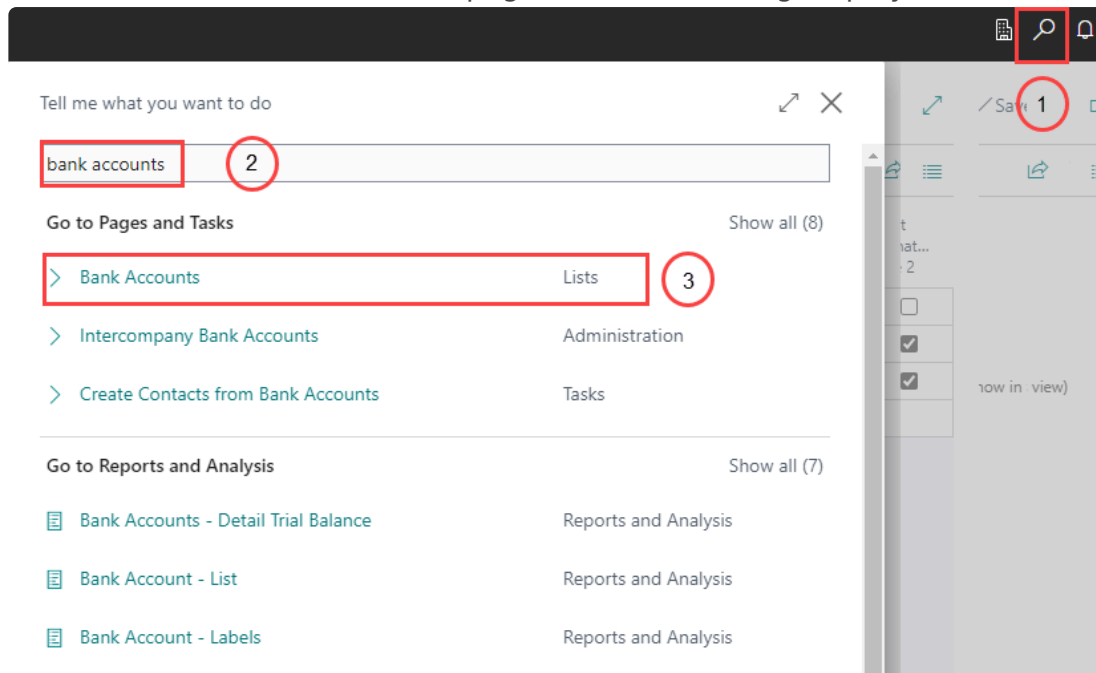
2. In the **Bank Accounts** list page, click on the bank account you would like to add signatures to.
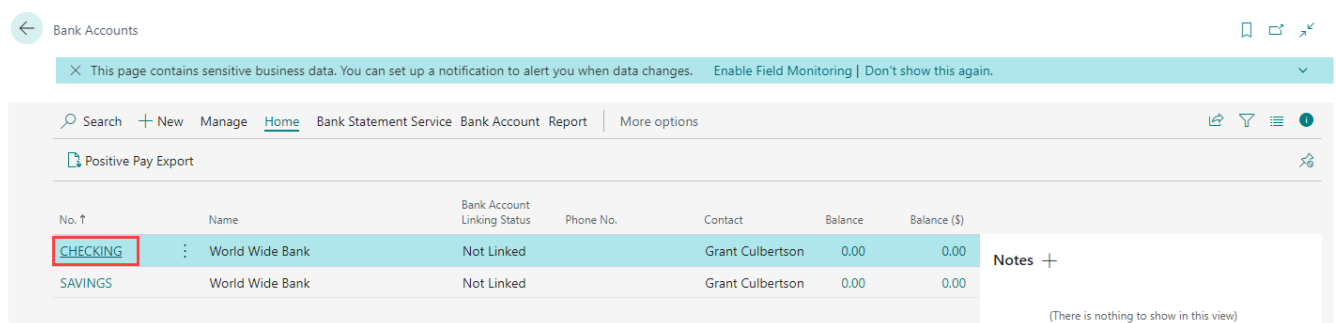
3. In the **Bank Account Card** page, scroll down to the Mekorma Settings section. Select the threshold ID you would like to apply to the selected bank account from the threshold drop-down list.

4. Click the **Back** button to return to the **Bank Accounts** list page.

5. Repeat steps 2 through 4 for each bank account you would like to add signatures to.

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9. Selecting Mekorma Check Formats

Mekorma Electronic Signatures provides 4 check layout formats with support for electronic signatures.

To select one of the 4 supported formats, please follow these steps:

1. Choose the Magnifier that opens the **Tell Me** feature icon and type *report selection bank*. Select **Report Selection – Bank Account** from the pages and tasks being displayed.
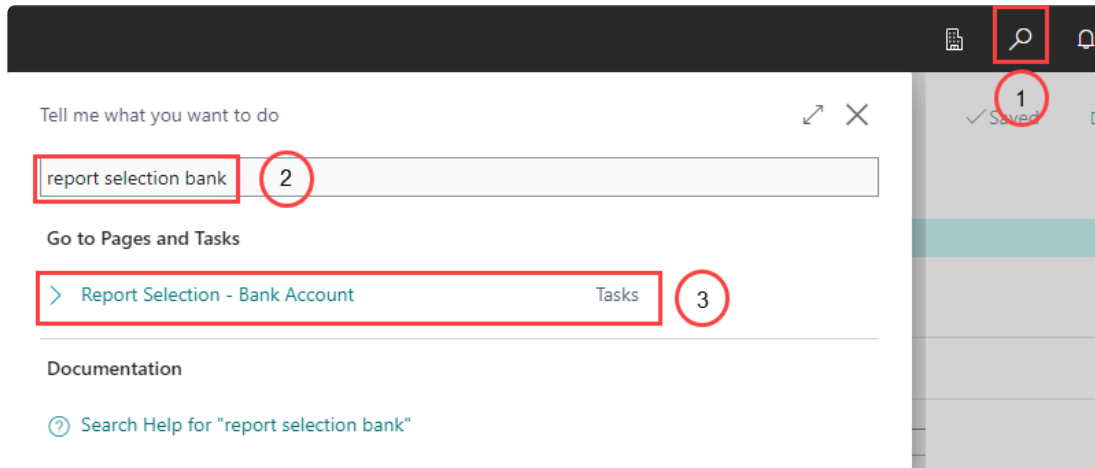
2. In the **Report Selection – Bank Account** page, choose *Check* from the **Usage** drop-down list.
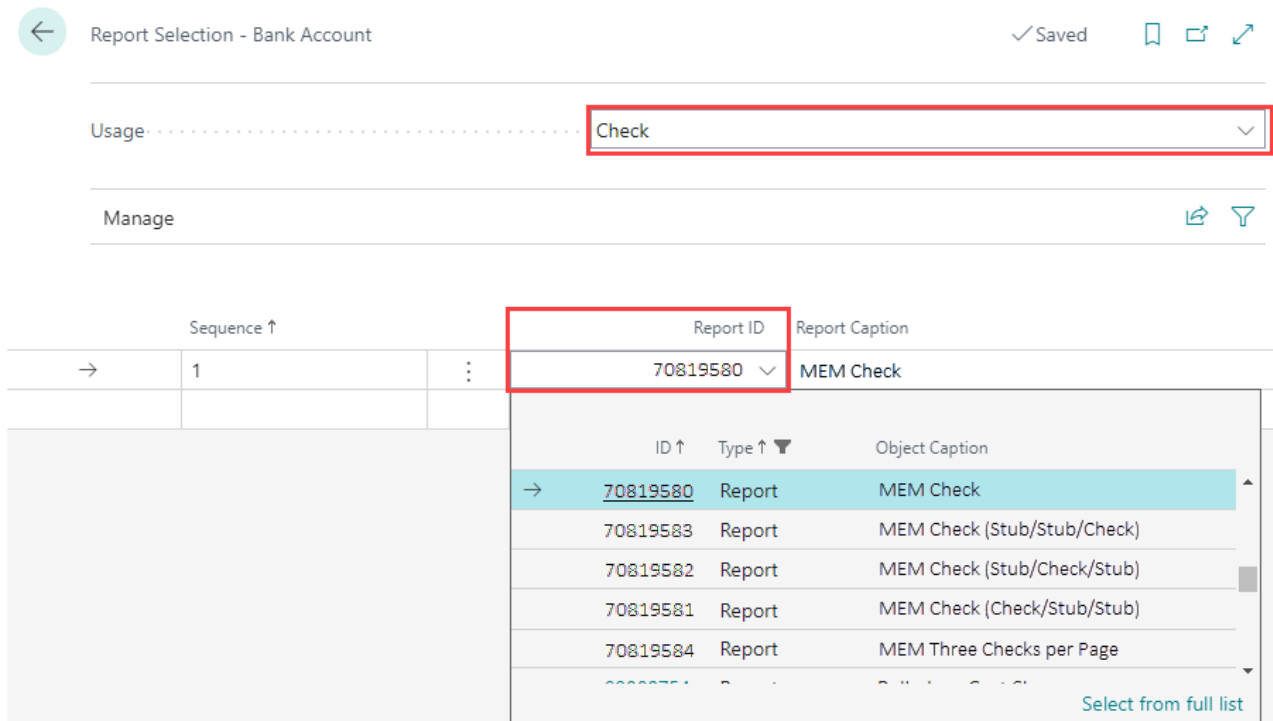
Type the Report ID for the desired check format. The following are the IDs associated with the formats provided by Mekorma Electronic Signatures:

Report ID	Check Format
70819580	MEM Check
70819583	MEM Check (Stub/Stub/Check)
70819582	MEM Check (Stub/Check/Stub)
70819581	MEM Check (Check/Stub/Stub)
70819584	MEM Three Checks per Page

For additional information on selecting a check layout and working with MICR security fonts, see Specify the Layout of a Check – Business Central | Microsoft Docs.

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# 10. Selecting the Remittance Address to Print on the Check

Mekorma Electronic Signatures provides the flexibility to select the remittance address to print on the face of the check from between the vendor Purchasing Invoice or the vendor address on the vendor card.

The following describes how to enable this feature:

1. Choose the Magnifier that opens the **Tell Me** feature icon, enter *Mekorma Electronic Signatures Setup*.
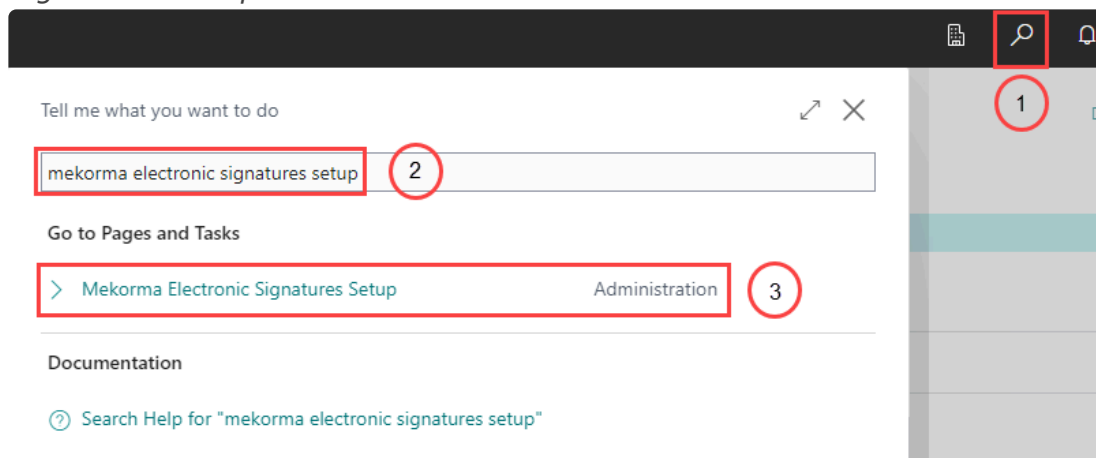
2. Click the **Print Invoice Address** toggle button to enable printing the invoice address as the remittance address on the check.
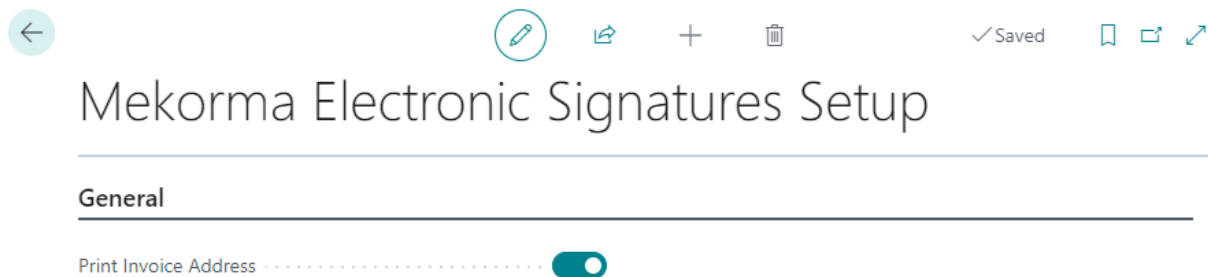
> ❗ If enabled, Print Invoice Address will override all other remit-to address logic. See Microsoft's recently updated remit-to address for more information.

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11. Processing Check Payments with Electronic Signatures

Mekorma Electronic Signatures rely on Business Central's and Binary Stream Payment Journal features and enhancements to process payments and display electronic signatures. See Overview of Tasks to Manage Payments to Vendors – Business Central | Microsoft Docs. For additional information on Binary Stream's Multi-Entity Management Check Payments processing, please consult the Binary Stream Multi-Entity Management User Guide.

You can issue electronic checks in Business Central. This method uses the payment journal to issue checks to vendors. You can also void checks and view check ledger entries.

The following procedure shows how to pay a vendor with a computer check by applying the payment to the relevant vendor invoice, printing the check, and then posting the payment as paid. This results in positive vendor ledger entries, applied to negative bank ledger entries, and physical checks for processing in the bank.

> ✳ Your printer must be correctly set up with the check forms, and you must define which check layout to use. For more information, see Selecting Mekorma Check Formats above. Alternatively, you can send the check as a PDF file, for example.

With Business Central, check stubs are limited to 10 invoices per page. If a check applies to more than 10 invoices, Business Central will print remittance-only pages until it expends all the invoices. The check portion of each page will contain the word VOID. Business Central will print the actual check portion on the final page.

Last modified: September 20, 2023

11.1. To Pay a Vendor Invoice with a Computer Check

The following describes how to pay a vendor by check:

1. Choose the Magnifier that opens the **Tell Me** feature icon, enter *Payment Journals*, and then choose the related link.
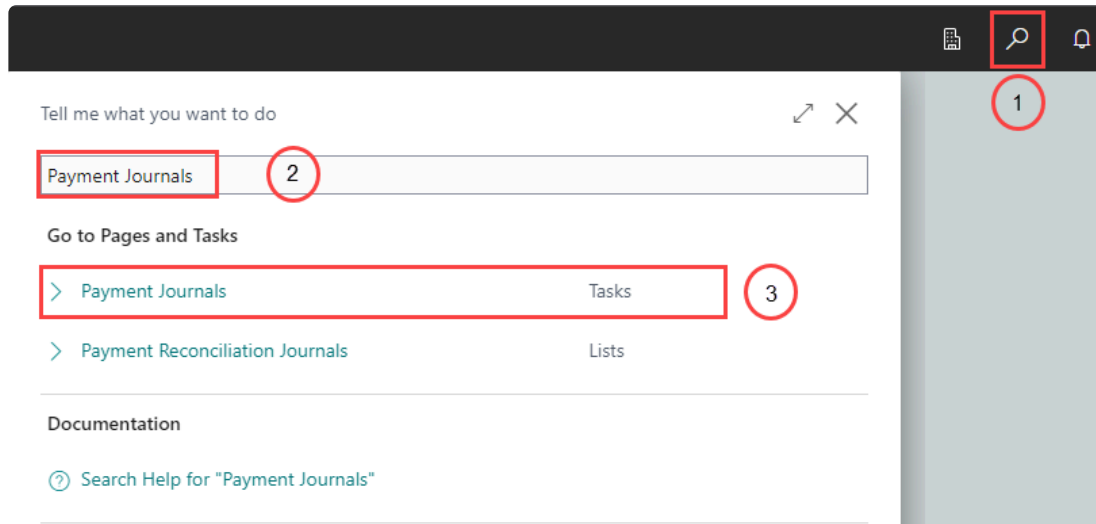
2. Fill in the payment journal lines. For more information, see Apply Payments to Related Documents and Post Them – Business Central | Microsoft Docs.
   a. In the **Account Type** field, select Vendor.
   b. In the **Account Number** field, choose a vendor account number for the vendor you would like to pay by check.

3. Click on **Home** from the page menu and select **Apply Entries** to select the invoices you would like to apply. In the Apply Vendor Entries screen, select **Set Applies-to ID** to apply the payment.

This action will calculate the payment total based on the selected vouchers. Click on **OK** when done.

4. In the **Payment Method Code** field, select CHECK.

5. In the **Bal. Account Type** field, choose Bank Account.

6. Select your bank account from the **Bal. Account No.** field.

7. In the **Bank Payment Type** field, select Computer Check.

8. In the **Remit-to Code** field, select the specific remit-to address to print on the check. If none is selected, Business Central defaults to the standard vendor address.

Last modified: September 20, 2023

11.2. Previewing Signatures on a Check

Mekorma Electronic Signatures allow you to preview the signatures that will appear on the check, by selecting the **Preview Check** option from the **Check** action, when the **Bal. Account Type** field has been set to Bank Account and you have selected a bank account in the **Bal. Account No.** field.

Check Preview

G04001 Nod Publishers

Payer

Company Name	CRONUS USA, Inc.	Company ZIP Code/C...	Atlanta, GA 31772
Company Address	7122 South Ashford Street	Document No.	G04001
Company Address 2	Westminster	Status	Not Printed Check

Amount

****TWO THOUSAND THREE HUNDRED SEVENTY EIGHT AND 11/100 US DOLLARS

Payee

	Pay to the order of	Date	Amount
Name	Nod Publishers	April 10, 2023	2,378.11
Address	172 Field Green, Atlanta, GA ...		

Mekorma

Signature 1:   **Signature 2:**

Image ID	CFO DAVE
Description	CFO - Dave's Signature
Line	⬤

Click on the **Image ID** field of the signature to see the signature image.

Last modified: September 20, 2023

11.3. Printing a Check with Signatures

Click on the **Check** action and select **Print Check**....

On the check page, fill in the fields as necessary. You must *at least* select a Bank Account to print your checks. Hover over a field to read a short description.

Mekorma Check   ⤢ ✕

Printer · · · · · · · · · · · · · · · · · · ·	(Handled by the browser) ⌄
Report Layout · · · · · · · · · · · · · · ·	./MekormaCheck.rdl ⋯

Options

Bank Account · · · · · · · · · · · · ·	CHECKING ⌄
Last Check No. · · · · · · · · · · · · ·	199
One Check per Vendor per Doc... ·	◉
Reprint Checks · · · · · · · · · · · · ·	◉
Test Print · · · · · · · · · · · · · · ·	◉
Preprinted Stub · · · · · · · · · · · · ·	◉
Commit Each Check · · · · · · · · · · · ·	◉

Filter: Gen. Journal Line

✕ Journal Template Name · · · · · · ·	PAYMENT ⌄
✕ Journal Batch Name · · · · · · · ·	CASH ⌄
✕ Posting Date · · · · · · · · · · · · ·	

[Send to...] [Print] [Preview] [Cancel]

If your printer is set up to print checks, choose the **Print** button. Otherwise, choose the **Send to...** button, select the PDF Document option, choose the **OK** button, and then print the PDF document.
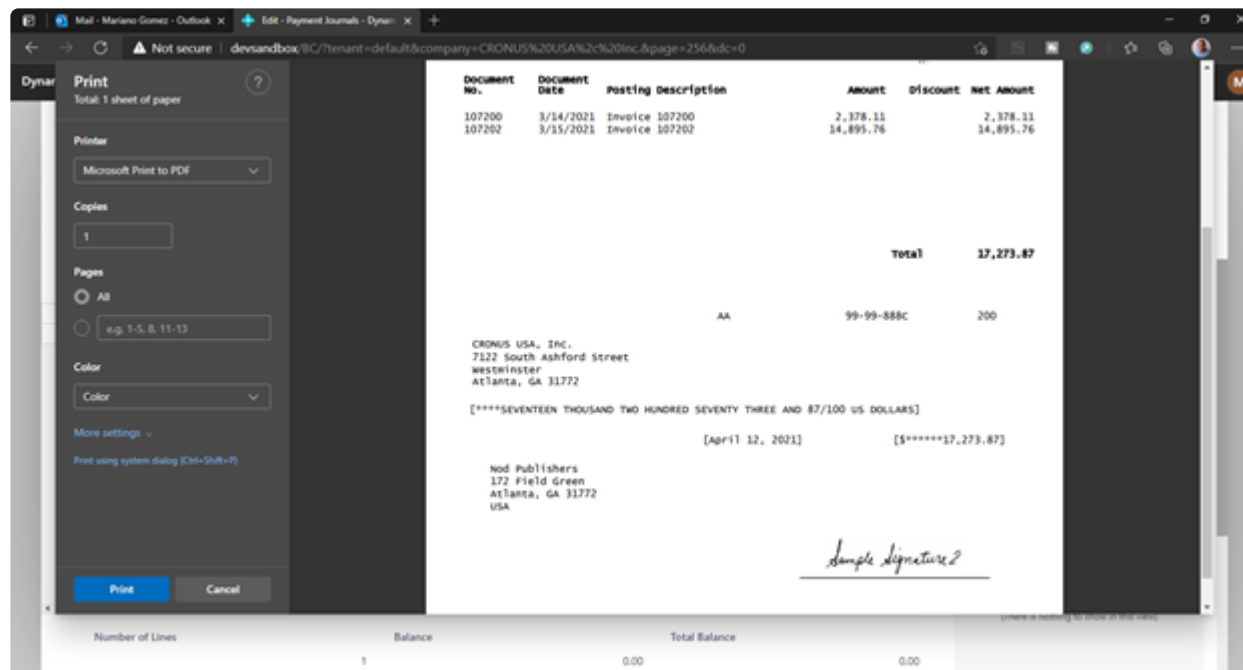
The physical checks can now be sent to the vendors for processing. Proceed to post the payment as applied to the vendor and thereby paid in the system.

Choose the **Post** action.
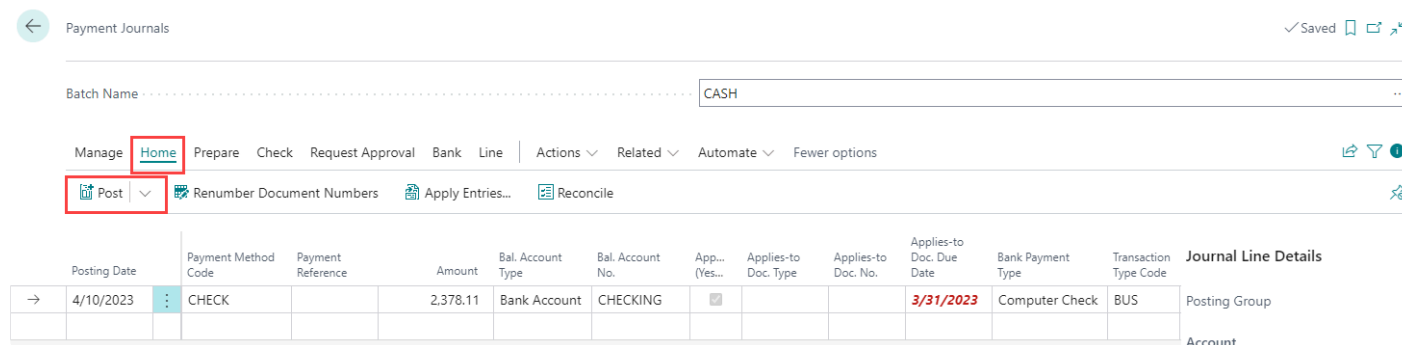
For other Business Central check processing procedures, please see [Issue, Print, Cancel, and Void Checks – Business Central | Microsoft Docs](#)

Last modified: September 20, 2023

12. Template for Gathering Signatures

Template for Gathering Signatures

13. Assisted Setup Wizard

1. Search for *Assisted Setup* and select the link that displays.

2. In the Assisted Setup page, find **Mekorma Electronic Signatures** under the *Set up your company* category, select to start the setup.
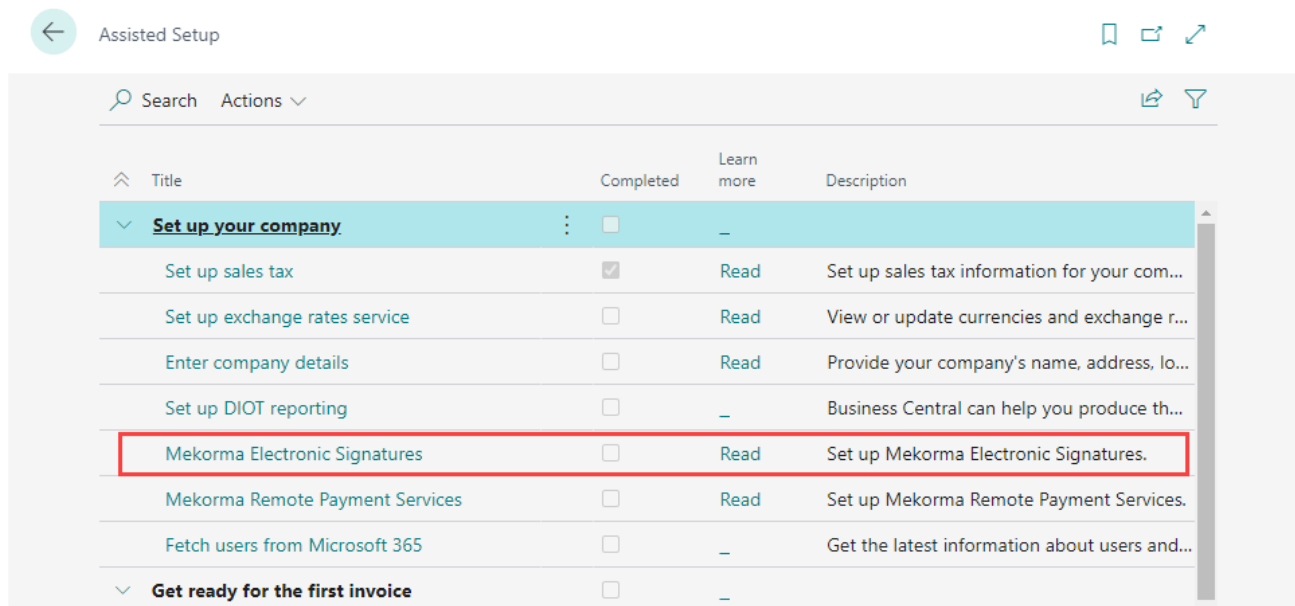
3. 'Mekorma Electronic Signatures' welcome page.

Mekorma Electronic Signatures ⤢ ✕

Welcome to Mekorma Electronic Signatures setup.

Mekorma Electronic Signatures works in conjunction with Business Central's approval workflow to provide secure and streamlined AP payment process.
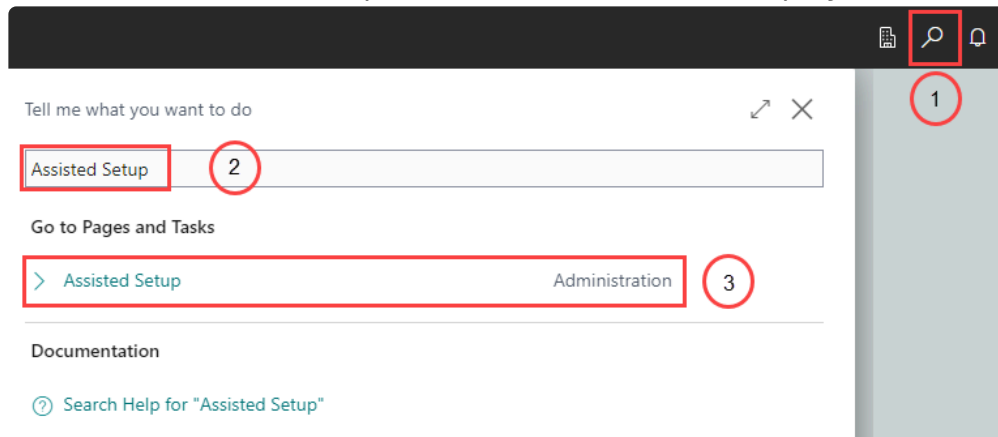
Let's go!

Choose Next to get started.

| Back | Next | Finish |

4. Signatures

Mekorma Electronic Signatures ⤢ ✕

Upload your signature

Click on 'Add Signature' button to Upload your signature.

Step 1/4

| Add Signature | Back | Next | Finish |

5. Threshold

Mekorma Electronic Signatures ⤢ ✕

What is the threshold amount?

Click on 'Add Threshold' button to enter Threshold amount.

Step 2/4

| Add Threshold | Back | Next | Finish |

6. Bank Account

Mekorma Electronic Signatures ↗ ✕

Bank Account

Click on 'Bank Account' button to add or modify Bank Account Threshold Id.

Step 3/4

| Bank Account | Back | Next | Finish |

7. Report Setup

Mekorma Electronic Signatures ↗ ✕

Report Setup

Click on 'Setup Report' button to setup your report in Report Selection Layouts for Bank Account.

Step 4/4

| Setup Report | Back | Next | Finish |

8. Click on finish to complete the setup.

ⓘ   Mekorma setups created successfully.

OK

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14. Requesting Support, Implementation, or Customization

We are here to help!

If you are having a specific issue with your Mekorma products and require assistance from our Customer Success team, please log in to our online portal and open a new case.

- Technical Support is included with your yearly enhancement plan. Open a support case.
- Implementation Support is available to help you prepare, install, or configure any aspect of Mekorma Electronic Signatures for Multi-Entity Management for Dynamics 365 Business Central.
- Customization Support is available if you want to go beyond the built-in feature set of our product.

Last modified: October 9, 2023

15. How to Use This Guide

New users can follow step-by-step installation, configuration, and usage instructions delivered via written content and video demonstrations. Experienced users can review this guide for any applicable new feature information, or use it as an ongoing reference tool:

- Pull targeted results using the **Search** functionality in the top menu bar.
- Use the **expandable menu** on the left sidebar to discover topics of interest.
- Bookmark pages or share links with colleagues, as each page in the guide has its own unique URL.
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