

# **Mekorma Products User Guide for Dynamics 365 Business Central**

0.5 — Last update: May 04, 2021

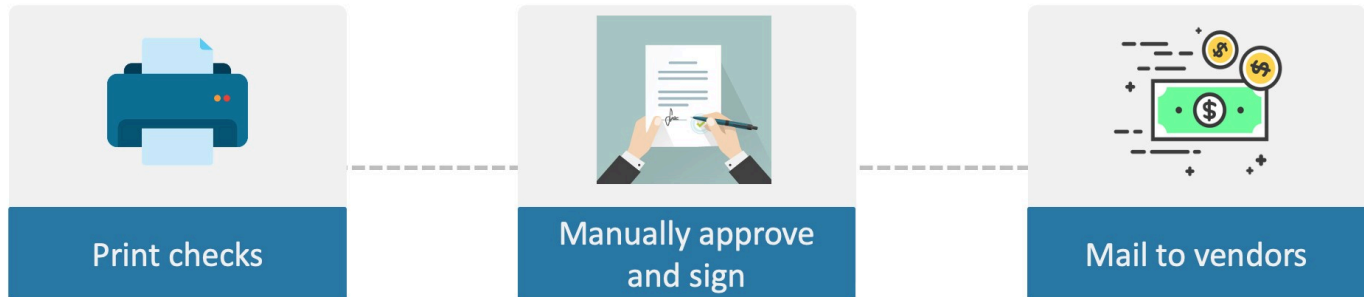
Mekorma

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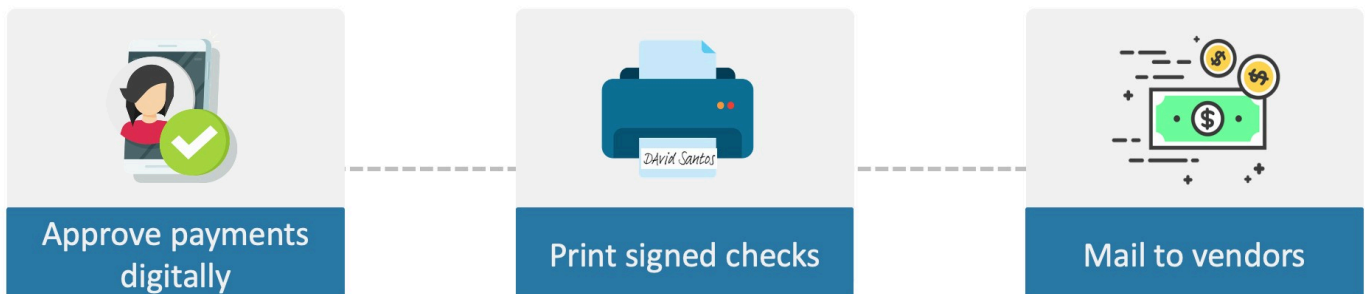
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# 1. Introduction to Mekorma Electronic Signatures

Mekorma Electronic Signatures work in conjunction with Microsoft Dynamics 365 Business Central Payment Approval workflow 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.

## 2. Prior to Configuring

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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.

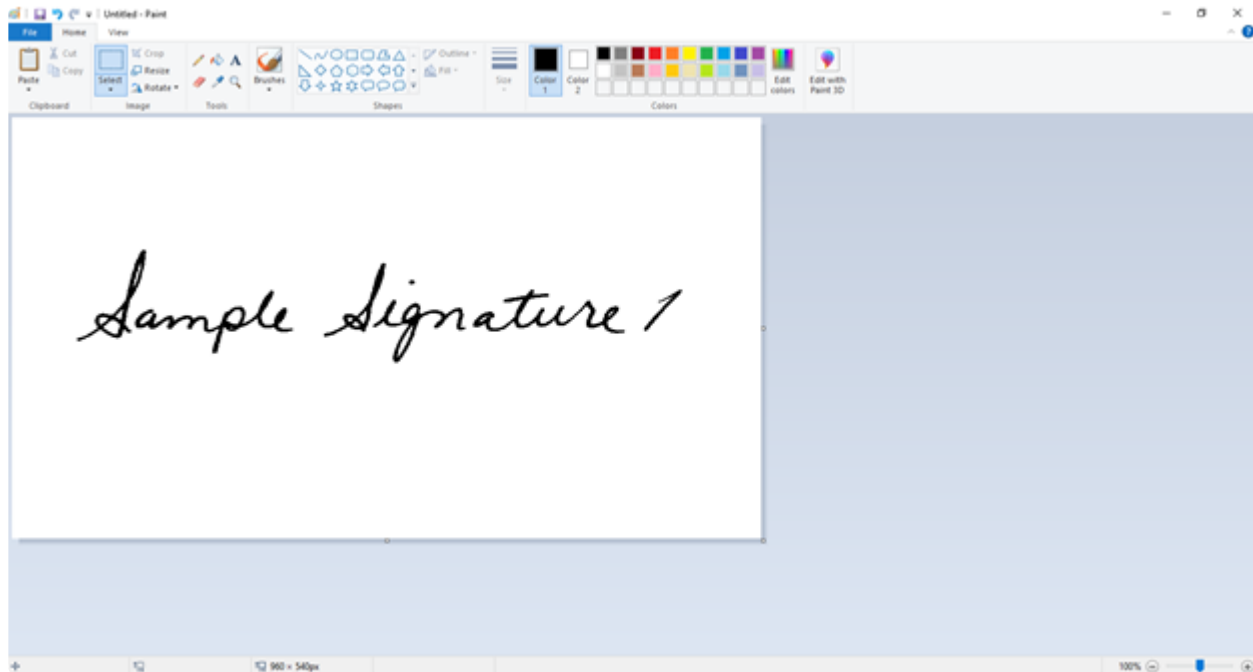
**Prior to installing the electronic signature component there are several things that you should prepare:**

- 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.

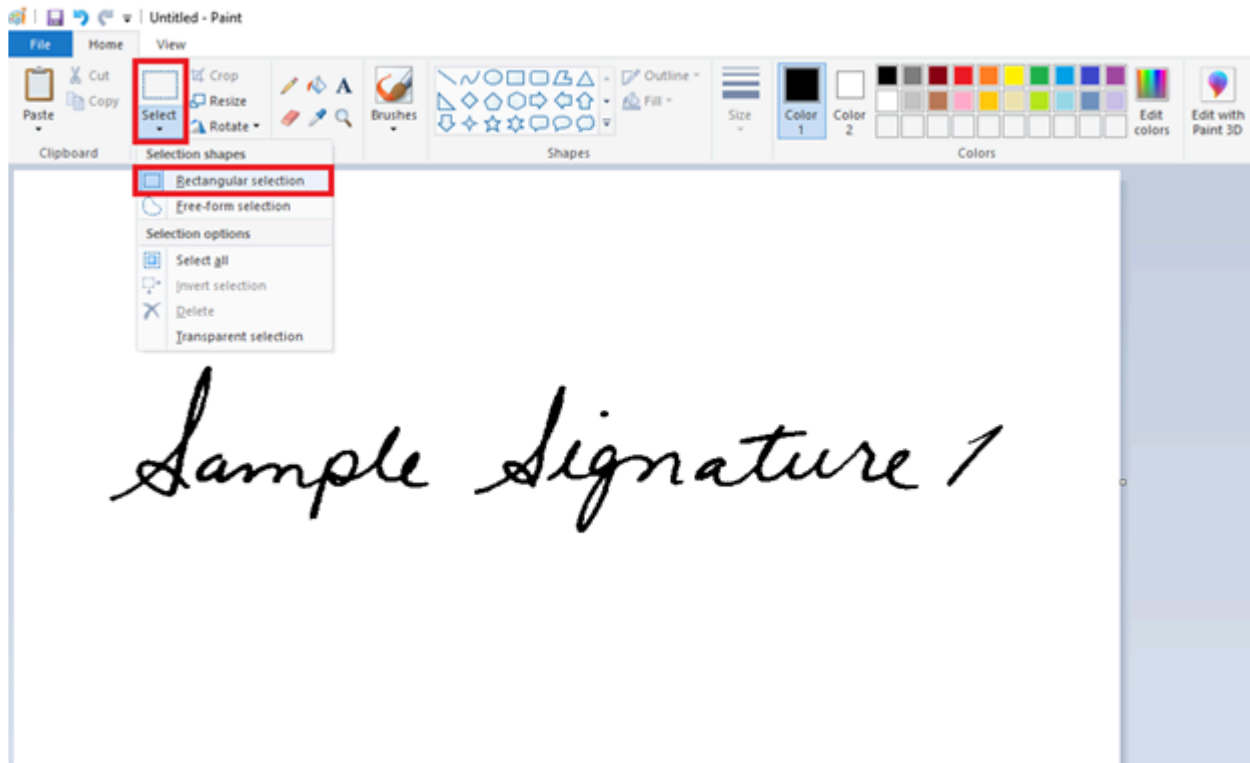
## 3. How to Create a Digital Signature

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

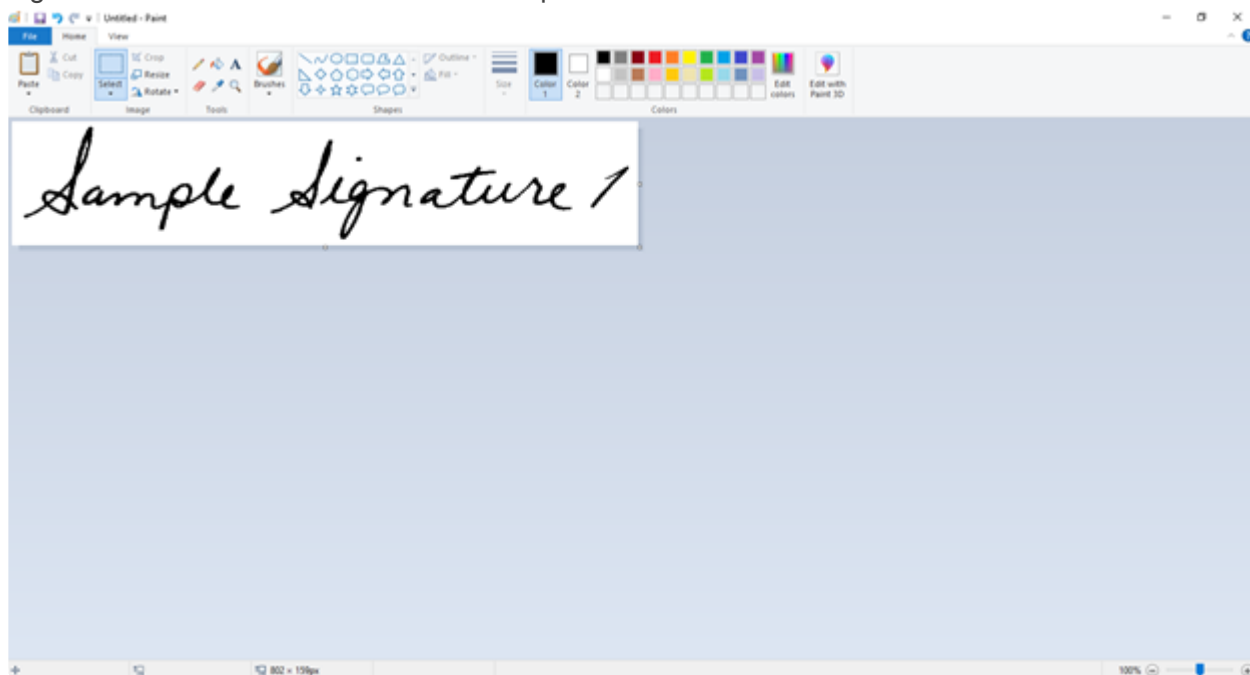
1. Print out our [Template for Gathering Signatures](#).
2. Ask each check signer to reproduce their signature within a rectangle.
3. Use your scanner equipment to scan each signed sheet of paper into a computer.
4. Open the signatures one at a time in the **Microsoft Paint** application



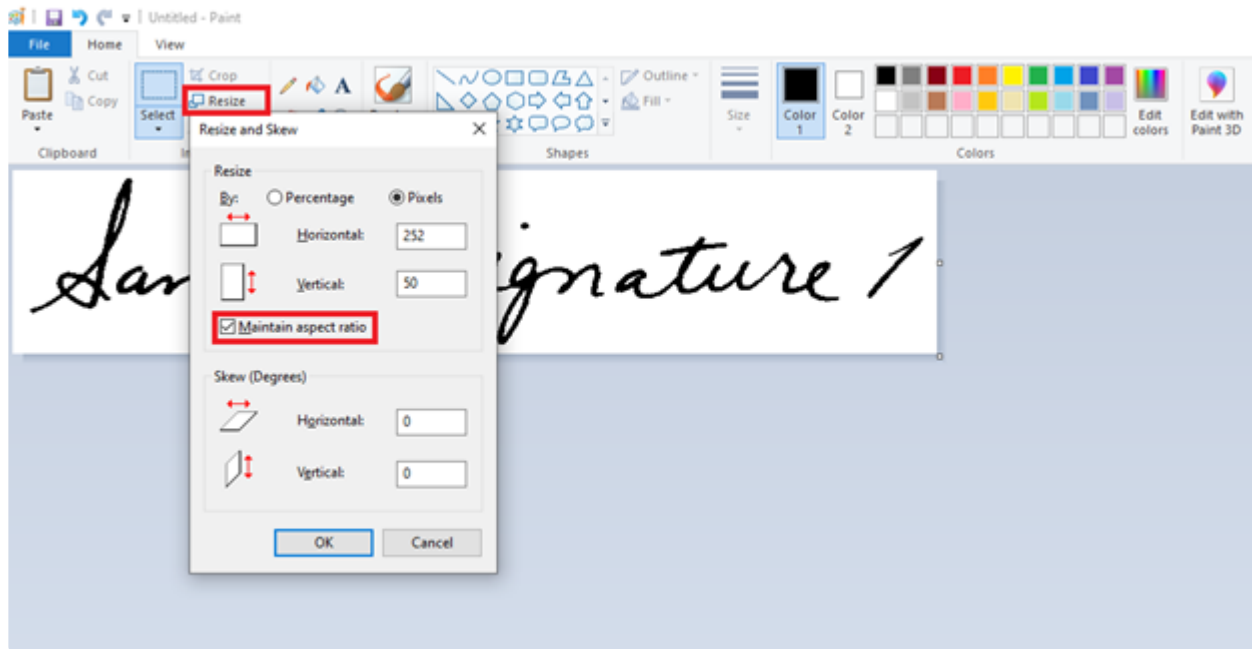
5. With one of the signatures opened in Paint, click on the **Select** drop-down menu and choose **Rectangular selection**.



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.

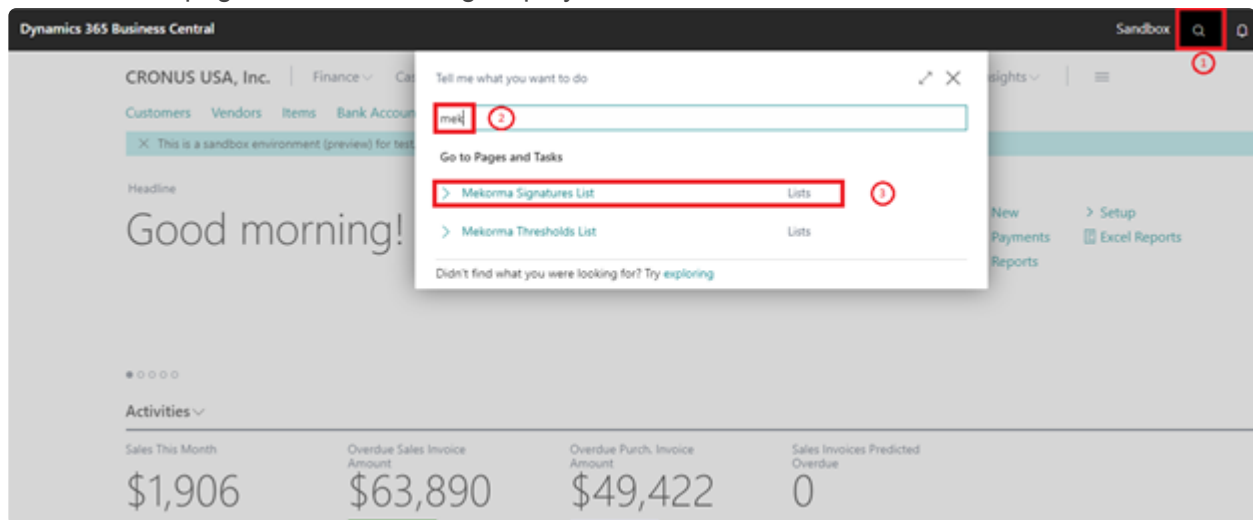
8. Click on the **File** menu option, then select **Save** to save your signature as a JPEG (jpg) or 16 Color Bitmap (bmp) file. These file formats produce the best results for check printing.
9. Repeat the same procedure for all needed signatures, and store in a location accessible to an administrator for use within Microsoft Dynamics 365 Business Central.

## 4. Importing Signatures in Microsoft Dynamics 365 Business Central

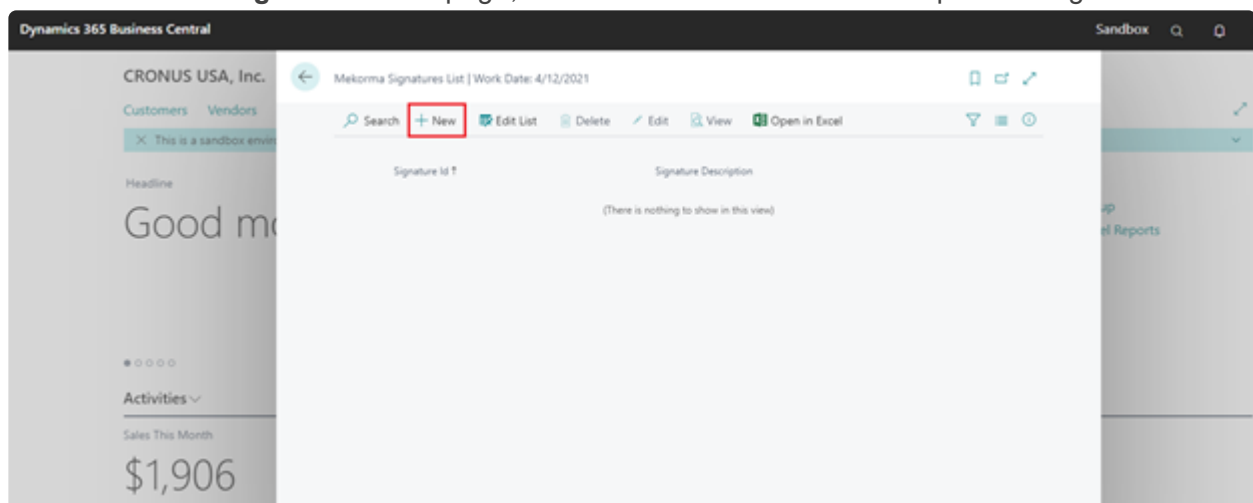
The next step is to import your signatures into your Microsoft Dynamics 365 Business Central application so that Mekorma Electronic Signatures can use them.

**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 being displayed.

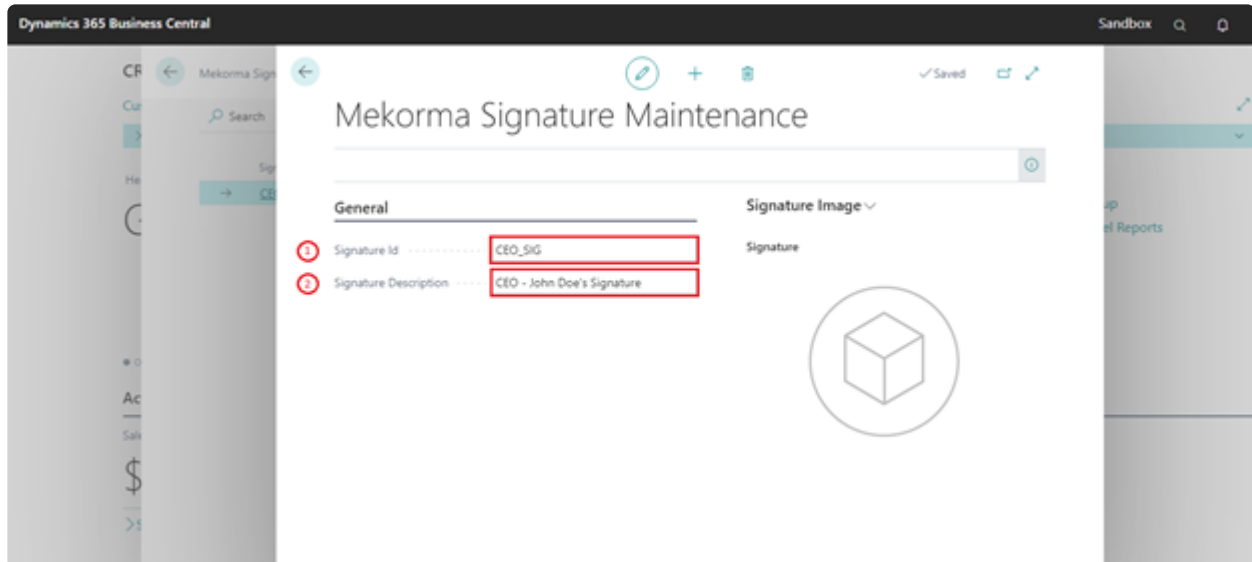


2. In the **Mekorma Signatures List** page, click on the **New** button to set up a new signature.

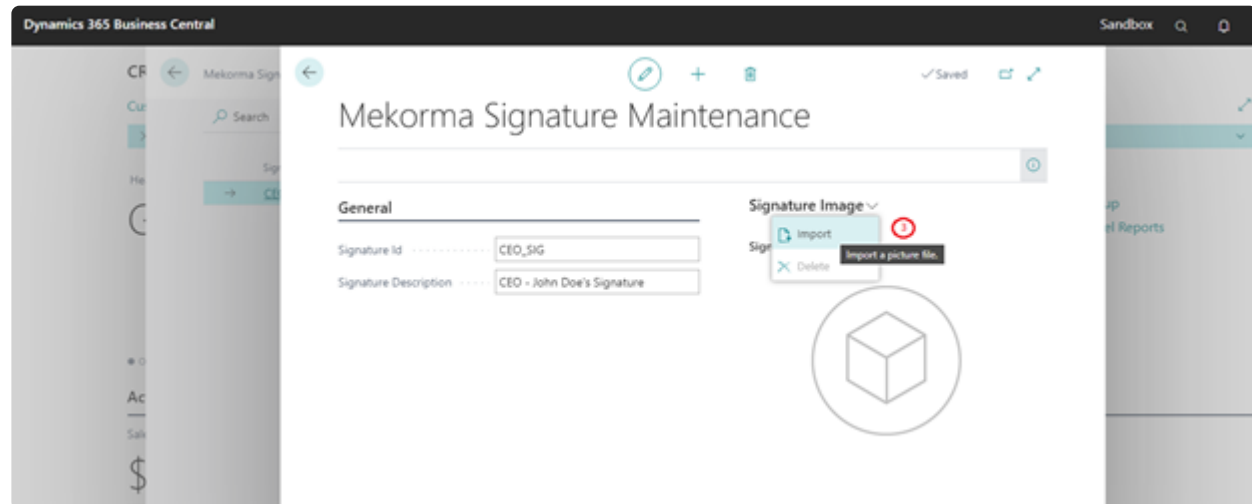


3. In the **Mekorma Signature Maintenance** page, begin by entering a Signature ID and Signature Description, as shown below:

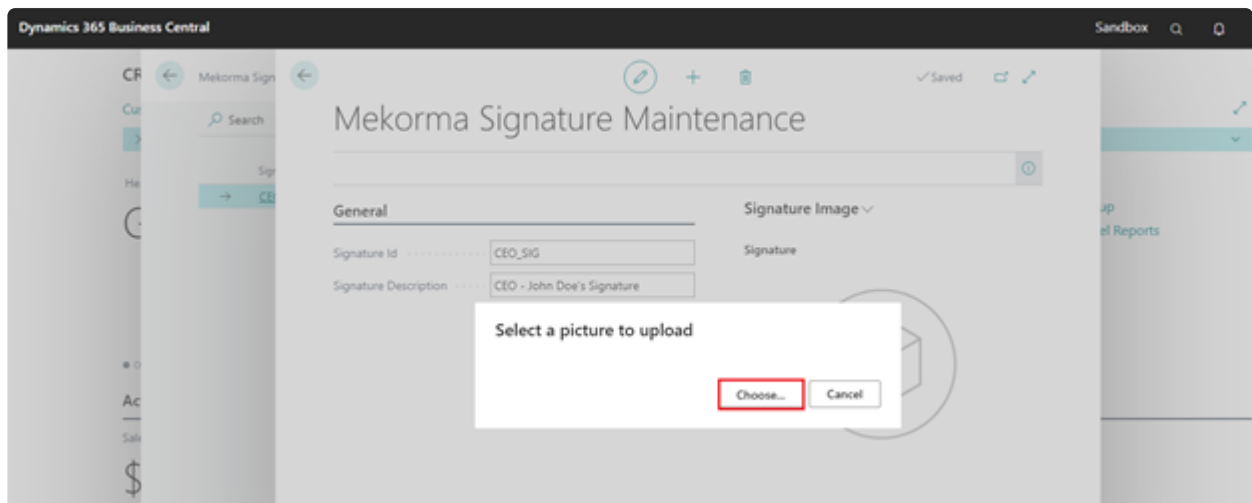




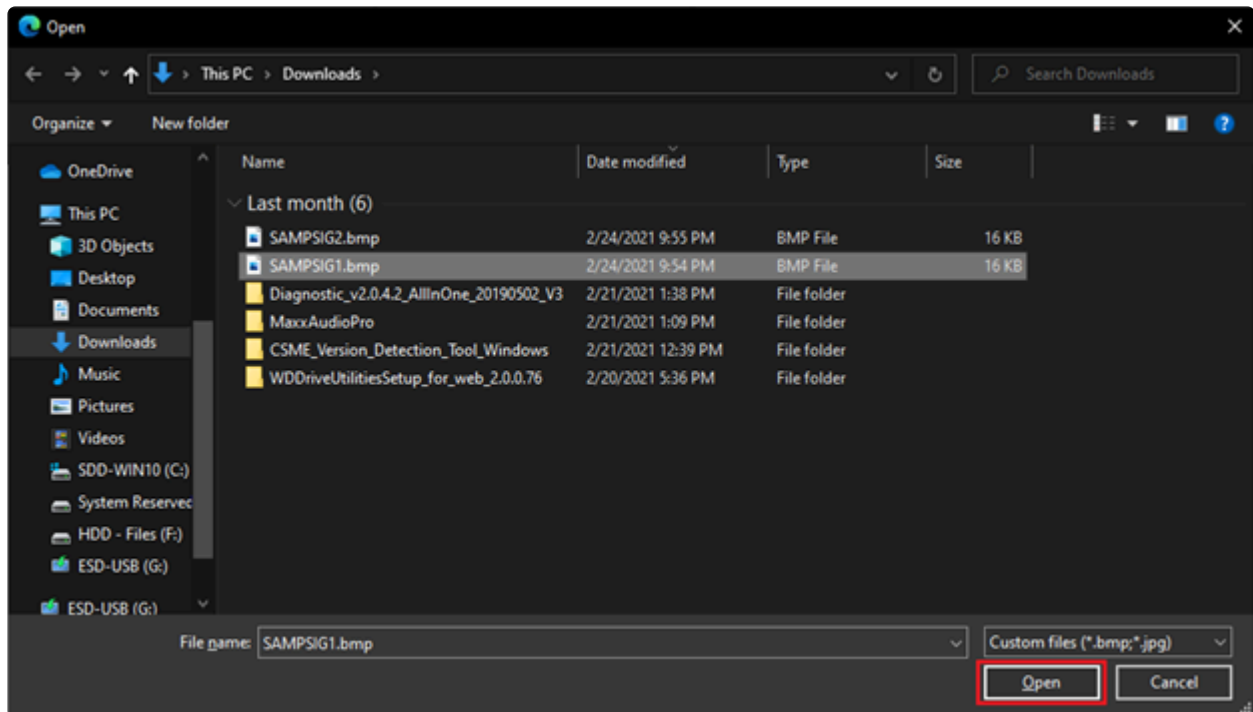
The words **Signature Image** indicate a drop-down menu. Click on the drop-down menu and select the **Import** action.



4. Click the **Choose...** button.



Select a picture and click the **Open** button to continue.



✿ Please note that the Open dialog will only show bitmap (BMP) or JPEG (jpg) 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.

## 5. 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-printed checks.

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

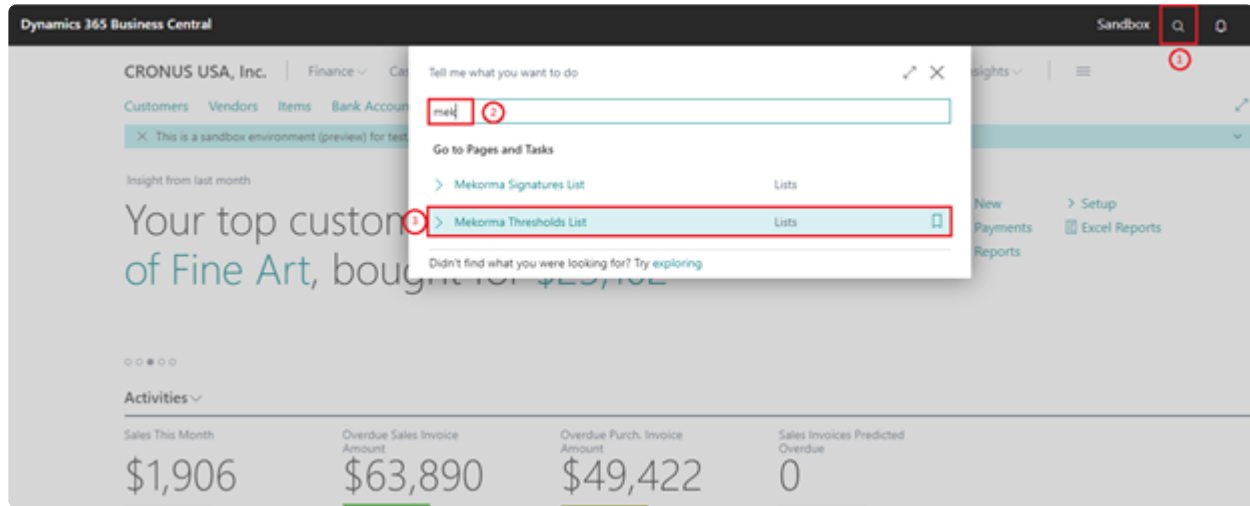
- For each Checking account, who are the signers on the account?
- What amounts require 1 signature?
- What amounts require 2 signatures?
- Is there an amount above which you want a handwritten signature rather than an electronic signature?
- Is there an amount above which you want 2 handwritten signatures?

**Here, we will use this example:**

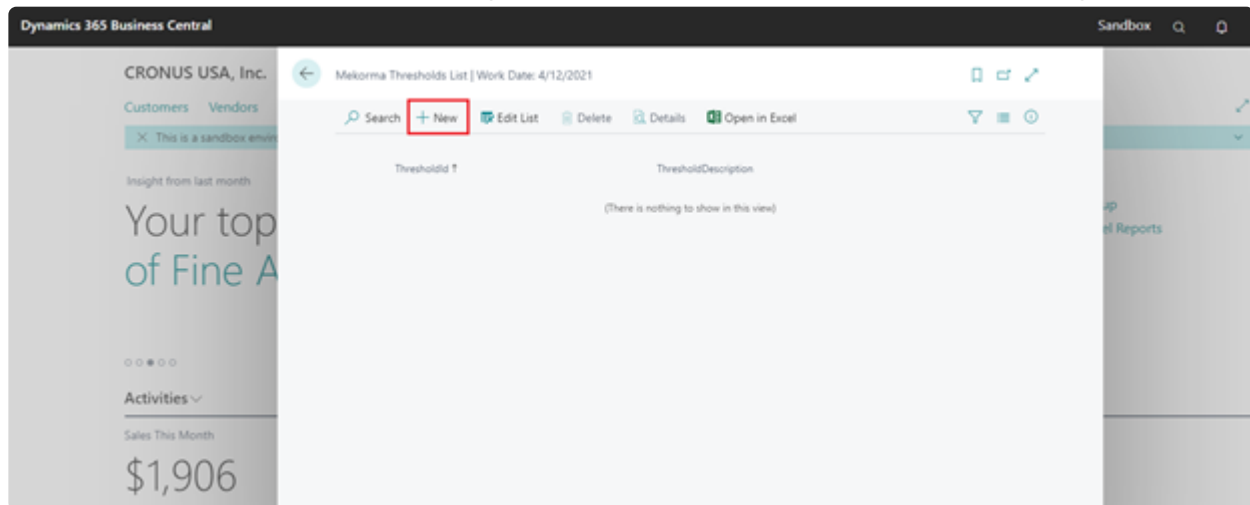
Question	Answer
For each Checking account, who are the signers on the account?	Dave, CFO Ellen, CEO
What amounts require 1 signature?	Check payments up to 50,000 only require Dave's signature
What amounts require 2 signatures?	Checks between 50,000.01 and 200,000 require both Dave's and Ellen's signature
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:**

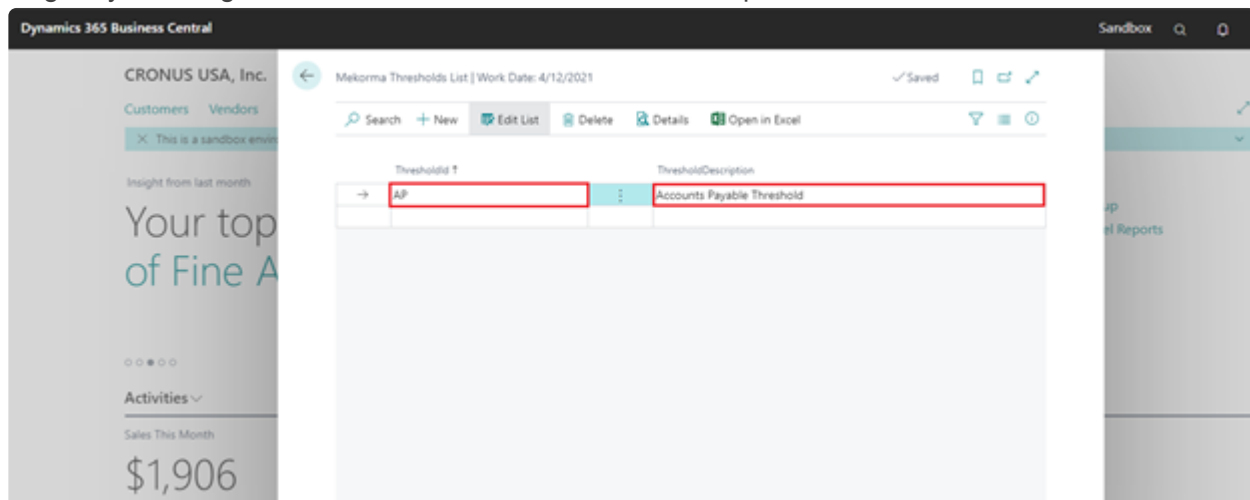
1. Choose the Magnifier that opens the Tell Me feature icon and type *mek*. Select **Mekorma Thresholds List** from the pages and tasks being displayed.



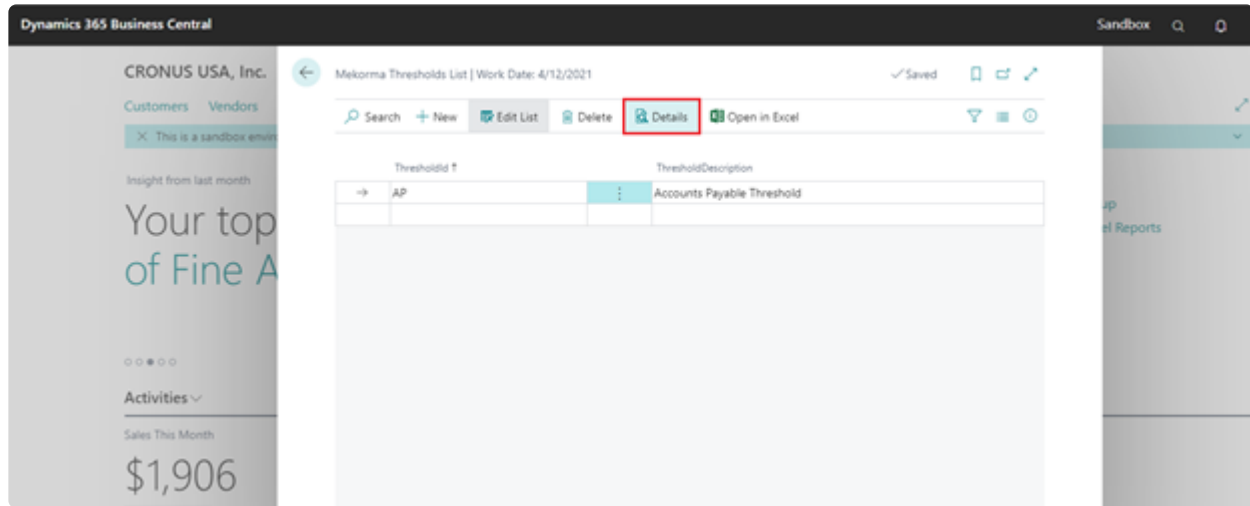
- In the **Mekorma Thresholds List** page, click on the **New** button to set up a new signature threshold.



- Begin by entering a Threshold Id and a Threshold Description, as shown below:

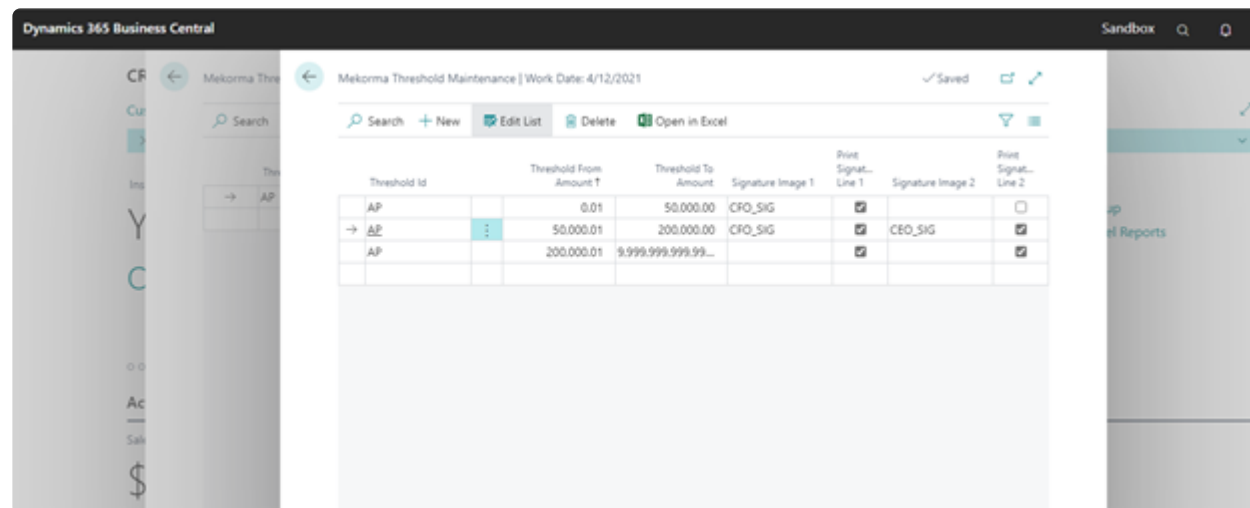



- With your cursor positioned on the **Threshold** or **Threshold Description** field of the row you want to define, click the **Details** button on the list page to configure your threshold limits.



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.

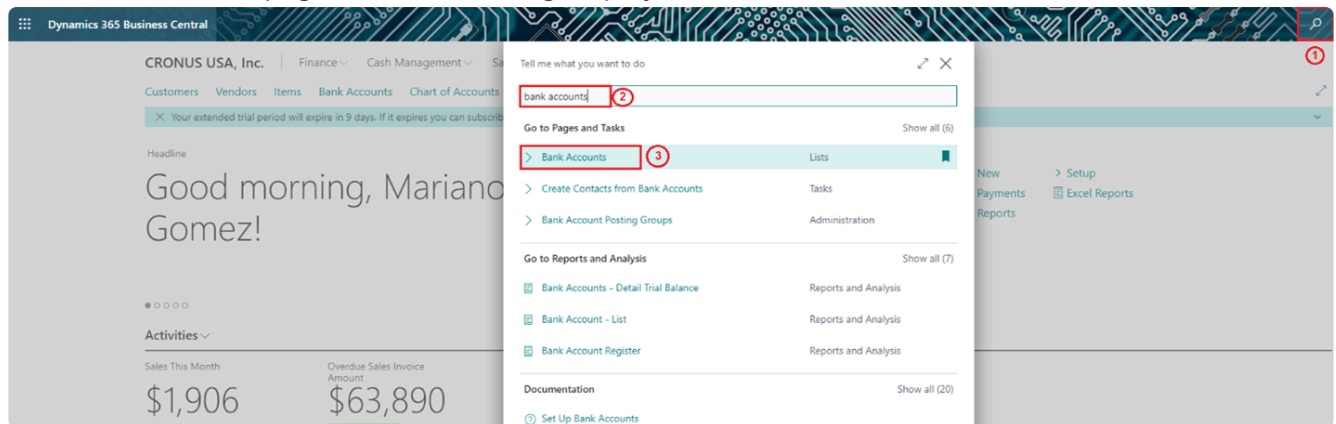
7. Repeat steps 3 through 6 to set up additional thresholds.

## 6. Apply a Threshold to a Bank Account

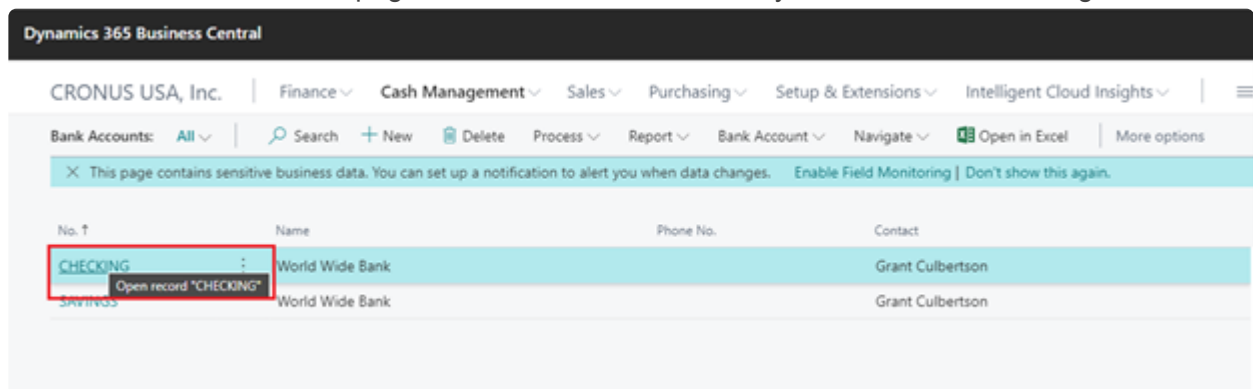
You can now apply a specific threshold to each of your bank accounts. In many cases, you may have different check signing rules in your organization based on your different bank accounts.

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.

The screenshot displays the 'Bank Account Card' for 'World Wide Bank' in Dynamics 365 Business Central. The page includes a top navigation bar with 'Dynamics 365 Business Central' and 'Sandbox' labels. A 'Back' button is located in the top left corner. The main content area is divided into sections: 'Process', 'Report', 'Bank Account', 'Navigate', 'Actions', 'Related', 'Reports', and 'Fewer options'. The 'Bank Account' section contains fields for 'Last Check No.' (199), 'Last Remittance Advice No.' (1), 'Last Statement No.' (23), 'Balance Last Statement' (0.00), and 'Bank Acc. Posting Group' (CHECKING). The 'Transfer' section includes fields for 'Country Export Format', 'E-Pay Export File Name', 'Last E-Pay File Creation No.' (0), 'Client No.', 'Client Name', 'Input Qualifier', 'Transit No.', 'Bank Statement Import For...', and 'Payment Export Format'. A 'Mekorma Settings' section is at the bottom, featuring a '+ New' button and a 'Select from full list' link. A 'Notes' panel on the right shows '(There is nothing to show in this view)'. A 'Back' button is highlighted in the top left corner.

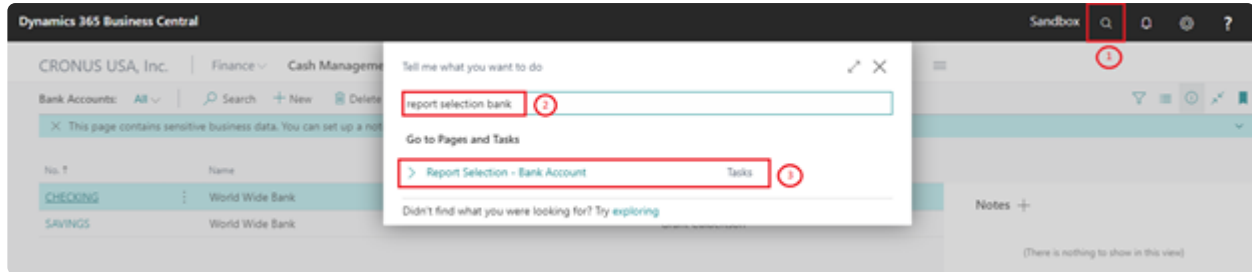
4. Click the **Back** button  to return to the **Bank Accounts** list page.
5. Repeat steps 2 through 4 for each bank account you would like to add signatures to.

## 7. Selecting Mekorma Check Formats

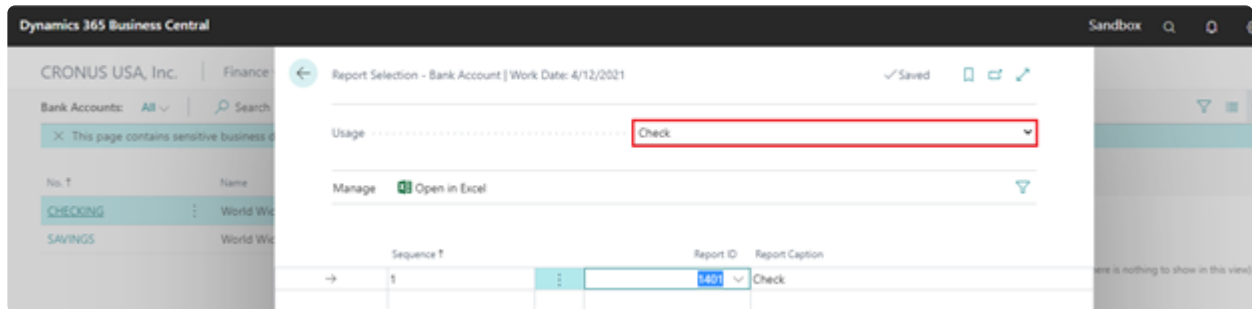
Mekorma Electronic Signatures provides 4 check layout formats with support for electronic signatures.

**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:

70819575	Mekorma Check
70819576	Mekorma Check (Stub/Stub/Check)
70819577	Mekorma Check (Stub/Check/Stub)
70819578	Mekorma Check (Check/Stub/Stub)

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](#).



## 8. Processing Check Payments with Electronic Signatures

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Mekorma Electronic Signatures rely on Business Central Payment Journal feature to process payments and display electronic signatures. See [Overview of Tasks to Manage Payments to Vendors – Business Central | Microsoft Docs](#).

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.



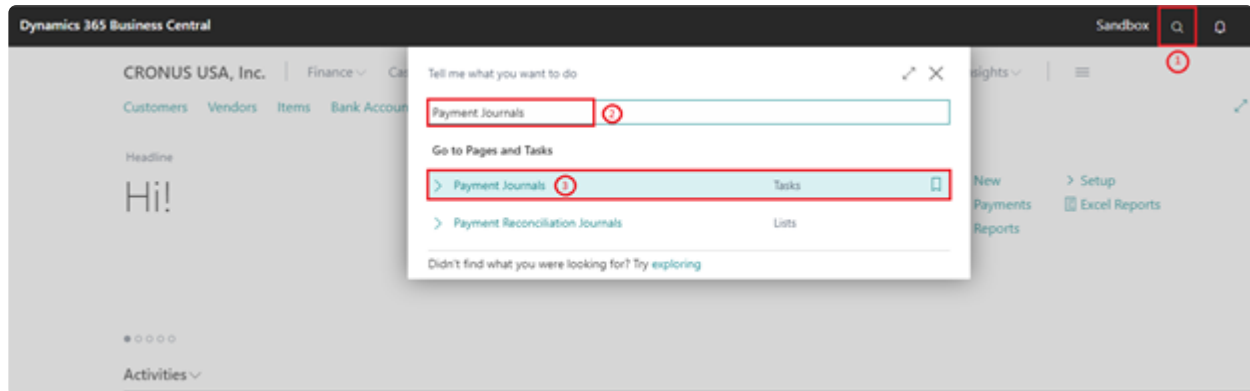
Your printer must be correctly set up with the check forms, and you must define which check layout to use. For more information, see [Selecting Mekorma Check Formats](#) above. Alternatively, you can send the check as a PDF file, for example.

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.

# 8.1. To Pay a Vendor Invoice with a Computer Check

The following describes how to pay a vendor by check:

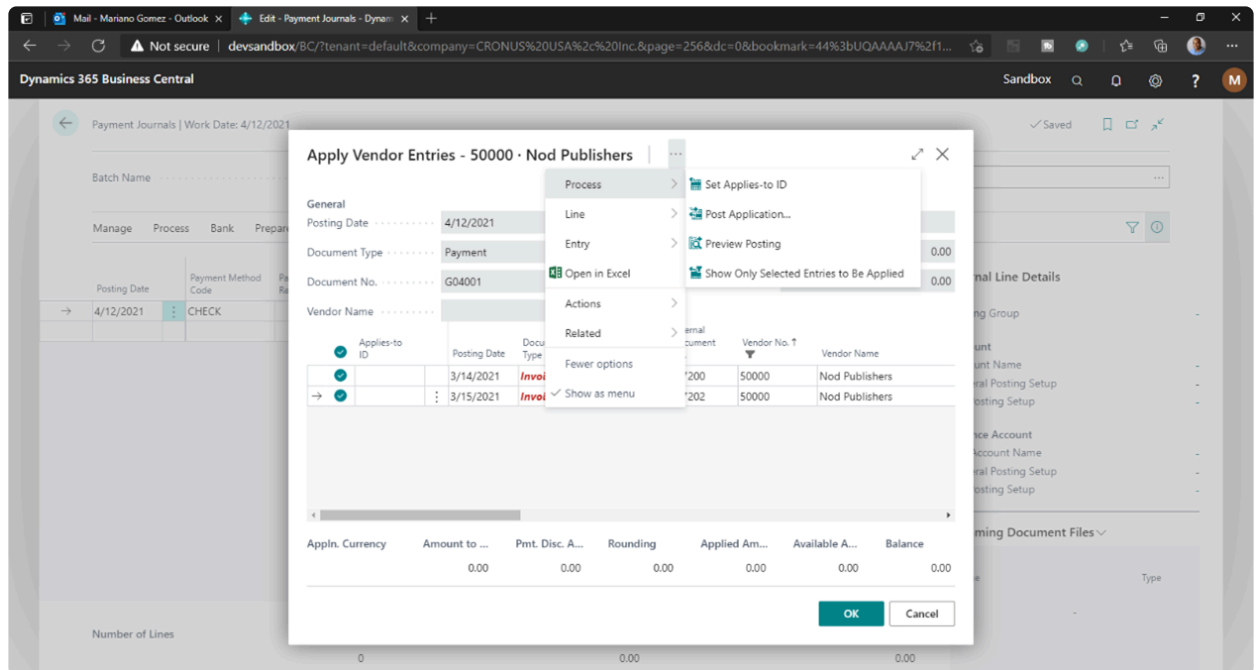
1. Choose the Magnifier that opens the **Tell Me** feature icon, enter *Payment Journals*, and then choose the related link.



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.

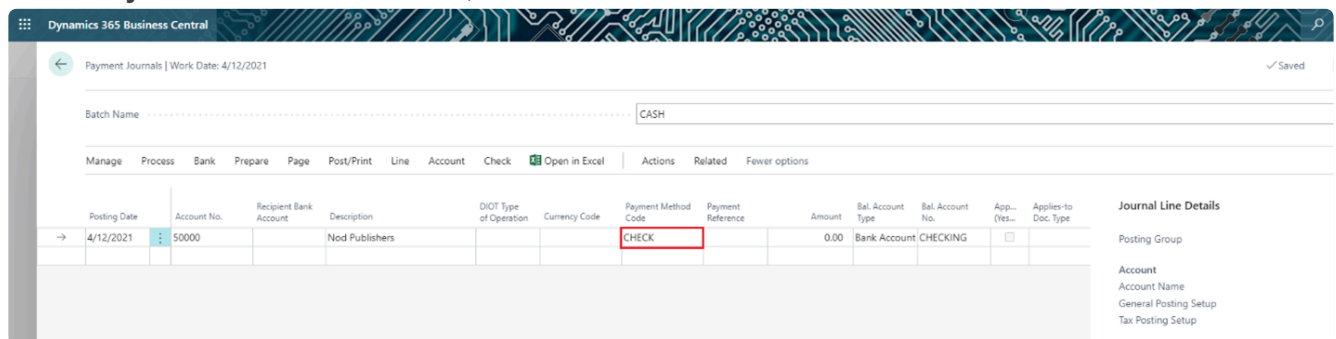
Posting Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description
→ 4/12/2021	Payment	G04001		Vendor	50000		Nod Publishers

- c. Click on **Process** on the page menu and select **Apply Entries** to select the invoices you would like to apply. Select the ellipses next to the **Vendor Name** field, then click on **Process** and **Set Applies-to ID** to apply the payment.

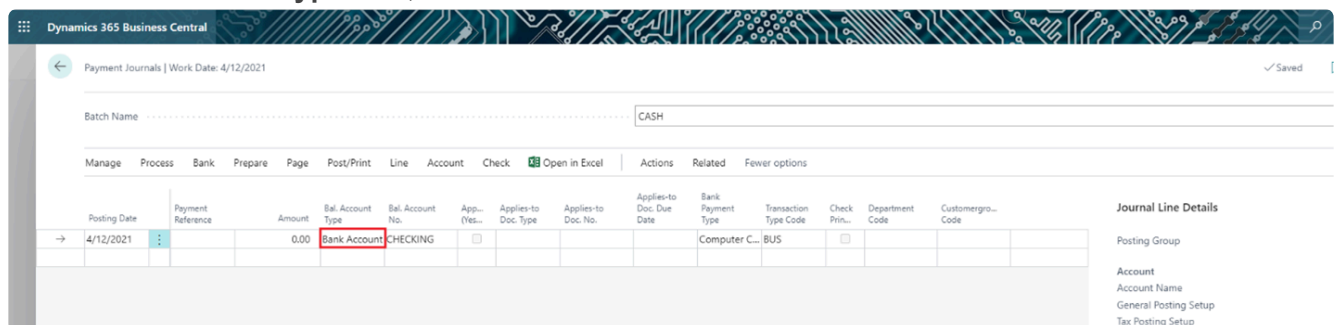


This action will calculate the payment total based on the selected vouchers. Click on **OK** when done.

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



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



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

Dynamics 365 Business Central

Payment Journals | Work Date: 4/12/2021

Batch Name: CASH

Manage Process Bank Prepare Page Post/Print Line Account Check Open in Excel Actions Related Fewer options

Posting Date	Payment Reference	Amount	Bank Account Type	Bank Account No.	App. (Yes...)	Applies-to Doc. Type	Applies-to Doc. No.	Applies-to Doc. Due Date	Bank Payment Type	Transaction Type Code	Check Prin...	Department Code	Customergro... Code
→ 4/12/2021		0.00	Bank Account	CHECKING	<input type="checkbox"/>				Computer C...	BUS	<input type="checkbox"/>		

**Journal Line Details**

Posting Group

Account

Account Name

General Posting Setup

Tax Posting Setup

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

Dynamics 365 Business Central

Payment Journals | Work Date: 4/12/2021

Batch Name: CASH

Manage Process Bank Prepare Page Post/Print Line Account Check Open in Excel Actions Related Fewer options

Posting Date	Payment Reference	Amount	Bank Account Type	Bank Account No.	App. (Yes...)	Applies-to Doc. Type	Applies-to Doc. No.	Applies-to Doc. Due Date	Bank Payment Type	Transaction Type Code	Check Prin...	Department Code	Customergro... Code
→ 4/12/2021		0.00	Bank Account	CHECKING	<input type="checkbox"/>				Computer C...	BUS	<input type="checkbox"/>		

**Journal Line Details**

Posting Group

Account

Account Name

General Posting Setup

Tax Posting Setup

## 8.2. 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.

The screenshot displays the 'Check Preview' interface in Dynamics 365 Business Central. The check is for 'G04001 Nod Publishers' with a value of 'SEVENTEEN THOUSAND TWO HUNDRED SEVENTY THREE AND 87/100 US DOLLARS'. The payee details are listed below. A red rectangular box highlights the 'Mekorma' signature section at the bottom of the preview. This section contains two signature fields: 'Signature 1' and 'Signature 2'. 'Signature 1' is populated with 'ImageId: CFO\_SIG' and 'Description: CFO Jane Doe's Signature'. 'Signature 2' is currently empty. Below these fields is a 'Line' toggle switch, which is currently turned off.

Payee			
Name	Pay to the order of	Date	Amount
Nod Publishers	Nod Publishers	April 12, 2021	17,273.87
Address: 172 Field Green, Atlanta ...			

Mekorma	
Signature 1:	Signature 2:
ImageId: CFO_SIG	
Description: CFO Jane Doe's Signature	
Line: <input type="checkbox"/>	

You can choose to drill-down on the signature to further see the signature image

## 8.3. Printing a Check with Signatures

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

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.

**Dynamics 365 Business Central**

Payment Journals | Work Date: 4/12/2021

Batch Name

Manage Process Bank Prepare Post/Print Link

Posting Date: 4/12/2021 | Currency Code: | Payment Method Code: CHECK | Payment Reference: |

Number of Lines

**Mekorma Check (Stub/Stub/Check)**

Printer: (Handled by the browser)

**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

Buttons: 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.

**Print**

Total: 1 sheet of paper

Printer: Microsoft Print to PDF

Copies: 1

Pages: ☐ All ☐ e.g. 1-5, 8, 11-13

Color: ☐ Color ☐ Black and white

More settings: [v](#)

Print using system dialog (Ctrl+Shift+P)

Buttons: Print, Cancel

DOCUMENT NO.	DOCUMENT DATE	Posting Description	AMOUNT	DISCOUNT	NET AMOUNT
107200	3/14/2021	Invoice 107200	2,378.11		2,378.11
107202	3/15/2021	Invoice 107202	14,895.76		14,895.76
<b>Total</b>					<b>17,273.87</b>

AA 99-99-888C 200

CROBUS USA, INC.  
7122 South Ashford Street  
Westminster  
Atlanta, GA 31772

[\*\*\*\*\*SEVENTEEN THOUSAND TWO HUNDRED SEVENTY THREE AND 87/100 US DOLLARS]

[Apr11 12, 2021] [\*\*\*\*\*17,273.87]

nod Publishers  
172 Field Green  
Atlanta, GA 31772  
USA

Sample signature

Number of Lines: 1 | Balance: 0.00 | Total Balance: 0.00

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.

Payment Journals | Work Date: 4/12/2021

Batch Name: CASH

Manage Process Bank Prepare Page **Post/Print** Line Account Check Open in Excel Actions Related Fewer options

**2** Post Post and Print Preview Posting

Posting Date	Account	Description	Amount	Type	No.	Doc. No.
4/12/2021		Nod Publishers	17,273.87	BANK ACCOUNT	CHECKING	

Posting Group: Account, Account Name, General Posting Setup, Tax Posting Setup

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

# 9. Template for Gathering Signatures

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Template for Gathering Signatures	
