

# Mekorma Mobile Workflows User Manual

Build x90 — Last update: Apr 13, 2023

Mekorma

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# 1. Release Notes for Mekorma Build x90

Mekorma Build x90 was released on Thursday, April 13, 2023.

- Mekorma Build x90 is compatible with Microsoft Dynamics GP 18.4 and 18.5.

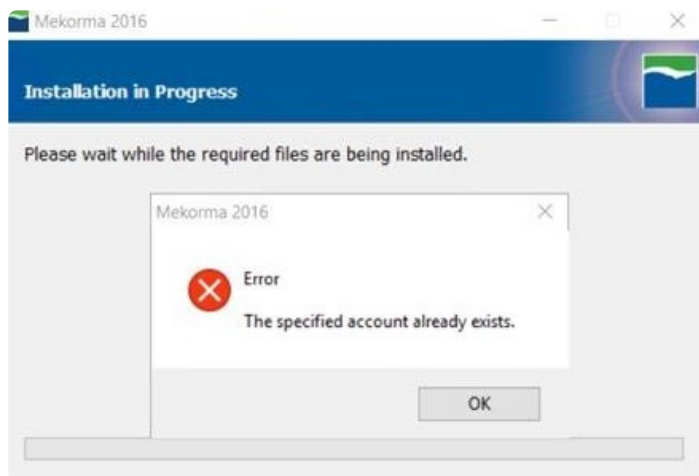
✿ If you are a new user, please go directly to: [Introduction to Mekorma Mobile Workflows](#).

Follow the links below for detailed notes on:

- [New Features](#)

## PLEASE NOTE

! If you upgrade from Mekorma build x80, and you receive the error message shown in the screenshot below, **please run the installer again**. If this error message persists, please contact the [Customer Success Team](#) and open a support case for assistance:



✿ You can always download the most recent version of Mekorma Payment Hub from our [website](#). Thank you!

✿ **IMPORTANT:** If you are running a Mekorma customization for a version prior to your current Microsoft Dynamics GP release, please [contact Mekorma's Customer Success Team](#) before upgrading to ensure compatibility with the new version.

# 1.1. New Features & Changes

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**Release Notes for Mekorma Build x90 released Thursday, April 13, 2023.**

[Distribution information](#) is now available on the Mekorma Mobile Workflows app.

## 2. Introduction to Mekorma Mobile Workflows

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Mekorma Mobile Workflows is a powerful tool that allows you to take your Microsoft Dynamics Great Plains (GP) workflows on the go. From the convenience of your mobile device or browser, approve invoices and vendors without ever logging into the Dynamics GP system. Mobile Workflows supports the following GP workflows:

- **Payables Transaction Approval** allows you to review and approve invoices entered into your Dynamics GP system along with associated documents, images, and comments made by Accounts Payable (AP) staff.
- **Vendor Approval** allows you to approve or reject new vendors or changes to existing ones. Like Payables Transaction Approval, you can view attachments and comments related to the specific vendor(s).

We have designed a simple to use app with your best intentions in mind.

## 2.1. Why Mekorma Mobile Workflows?

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Let's face it—we're busy. We live in a fast-paced world and when it comes to money, people want it ASAP. Mobile Workflows is designed to speed the AP process up by sending approvals remotely to the necessary approvers.

Mobile Workflows offers greater ease by allowing you to:

- View all payables transactions or vendor updates you need to approve in one place (for one or more companies)
- Document reasons for approval or rejection
- Approve in bulk

**Best of all:** individuals who don't use GP can still use Mobile Workflows to take the necessary actions.

## 2.2. How Mekorma Mobile Workflows Works

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Mobile Workflows syncs directly with your existing Dynamics GP account; approvals and rejections are updated in real-time throughout your database. Mobile Workflows is built using Microsoft Power Apps and currently integrates with Dynamics GP's Transaction and Vendor Approval Workflow.

Mobile Workflows works in tandem with [Mekorma Invoice Capture](#) to automate and streamline the front end of your AP process.

## 3. How to Use This Guide

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Welcome to Mekorma's online user guide, designed to equip you with the knowledge needed to configure and run Mobile Workflows. This guide can always be accessed from our website. You can review this guide for any applicable new feature information, or utilize 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.
- Each page in the guide has its own unique URL, so individual pages can be bookmarked, or links shared with colleagues.
- Print individual pages by clicking on the printer icon at the top right corner of any page.
- Download/Print the entire user guide by clicking on the Download as PDF button at the very bottom of the left-hand menu.
- At the bottom of each page, you will find a general feedback form. Please fill out and submit if you require more information on any particular topic.



## 4. Preparing for Mekorma Mobile Workflows

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There are a few requirements that must be met to get Mobile Workflows up and running. Before you begin, be sure to confirm with your organization that the following prerequisites have been met:

### Licensing

1. You must have a subscription to the Mobile Workflows product. If you do not have a subscription, [contact our Sales team](#) to get started.
2. You must have a Microsoft Power Apps subscription from Microsoft. The Power Apps subscription model offers per-app, per-user, or pay-as-you-go plans. [Contact our Professional Services](#) team for assistance getting started with Microsoft Power Apps.

### Software

1. Mekorma GP Installer and Power Apps package need to be installed so that you can access the Mekorma-specific windows for configuration purposes.
2. If you plan to use Mobile Workflows on your mobile device, download Microsoft Power Apps from the [iOS](#) or [Android](#) store.

### Configuration

Using the **Workflow Maintenance** window, ensure that you have properly configured your Dynamics GP workflow approval functionality. Mekorma currently supports **Payables Transaction Approval** and **Vendor Approval**. Click [here](#) to learn more about this process.

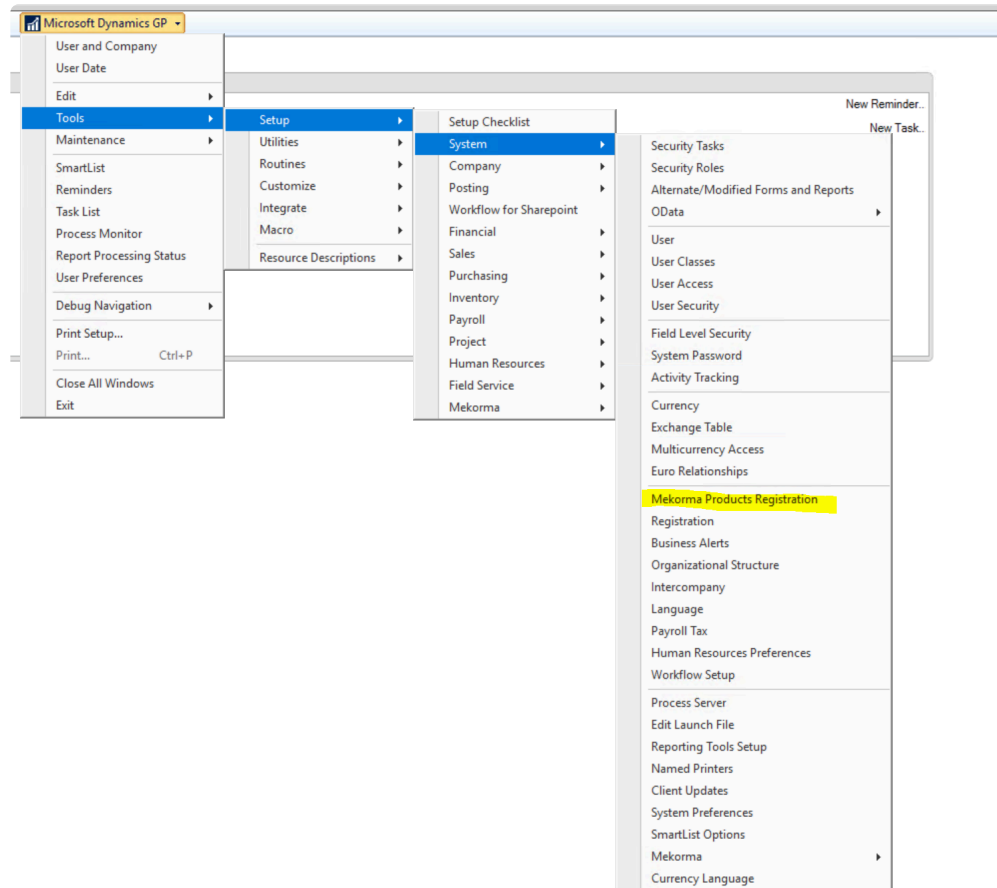
**Note:** You do not need to buy an additional Dynamics GP license for a user who will only use Mobile Workflows. They do, however, [need to be set up as a user](#) in GP for security/approval parameters, but they will never need to access GP.

You can set up as many Mobile Workflows users in GP as you want; the number of licenses you own determines the number of users that can access the program at one time

## 5. Registering Mekorma Mobile Workflows

Once you have met the prerequisites mentioned in [Preparing for Mekorma Mobile Workflows](#) and have been set up in our system with [Sales](#), you will be provided with a product key for Mobile Workflows.

To view the product registration window, navigate to Microsoft Dynamics GP >> Tools >> Setup >> System >> Mekorma Products Registration. Here, you can either manually enter the provided product key or click **Update Keys** and the system will refresh and add Mekorma Mobile Workflows to your registered services (when you are connected to the internet).



Mekorma Products Registration - BB (sa)

Update Keys | Product Key Assistance | Request Temp Keys | File | Tools | Help | Add Note

Registered Site Name: Mekorma  
Microsoft Account Number: 7937

Product Name	Product Key	Product Status
Mekorma Canadian Payroll	UMSL4MMUFSUJKPIVYDUS4BTHI4LNEP8SSUITHSVpV	Subscription/Temporary key will expire on 3/14/2024
Mekorma Invoice Capture	KWGDJWwH0GKMR0MEYPHxJ8M9PJ3xZx2HTIQ4SVU1	Product is not installed
Mekorma Mobile Workflows	8B06IBBF9E8MW9MNU3FKPIML3P45T27F2R60SVxY	Subscription/Temporary key will expire on 3/14/2024
Mekorma US Payroll	IAxW3AADFILPFL7210E3RL913W6TFEZXUGHSVF7	Subscription/Temporary key will expire on 3/14/2024
MEM Connector Payables	MGCF933K2YM4Z24600K1BS4A0BDUCIUKJGCZSVx6	Subscription/Temporary key will expire on 3/14/2024
MEM Connector Payroll	VZQSEGG19NVU29UALW14JYU7WJH5QC510ZMZSVx4A	Subscription/Temporary key will expire on 3/14/2024
PaperSave Connector	0MU4K7MQ830A1BACLG6QR8A9GR0K0DP6YN5BXV00	Product is not installed
Payment Hub	AGDXIGGVLP9TL92FBVY169S8IX3HLYQD01HSVFZ	Subscription/Temporary key will expire on 3/14/2024
Payment Hub Action Board	X0Y0S0ULUEXZ41ZWESRBTGZKSTLAI7ARIUSRPVXE	Subscription/Temporary key will expire on 3/14/2024
PowerApprovals	58INISS20C5UA0UEKR23Q0UPRQTUTJ32MWUJSVNE	Subscription/Temporary key will expire on 3/14/2024

Microsoft Dynamics GP: 18.5.1596 (R2022) | Mekorma: 18.05.0088

## 6. Configuring Mekorma Mobile Workflows

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Now that you have registered for Mobile Workflows, you must configure your accounts in Dynamics GP before you are able to begin using the app. Be sure to create an account for **all** users who will be using Mobile Workflows—even those who will not actually be using Dynamics GP, but just Mobile Workflows. Refer to [Dynamics GP documentation to review adding users](#).

To configure Mobile Workflows **with** Payment Hub installed, [click here](#).

To configure Mobile Workflows **without** Payment Hub installed, [click here](#).

## 6.1. Configuring with Payment Hub

**!** This page is only for users who have Mekorma Payment Hub installed.

For users with Payment Hub installed, configuring Mobile Workflows in Dynamics GP allows you to map users through the **Approval Email Setup** window or through the **Mekorma User Preferences** window.

User	E-mail Address	Delegate	Start Date	End Date	Notification Events
DEBBIE	debbie@completesolutions.com	KEN	4/3/2023	4/3/2023	[ALL] 1st, 2nd*, Rec
DYNOSA					[ALL] [Unset]
KAREN					[ALL] [Unset]

PowerApproval Web Link:

Using the Approval Email Setup window, an admin can grant access to multiple users at one time. To access this window:

1. Go to the Mekorma area page >> System >> Security Setup >> Approval Email Setup.
2. Add the email addresses of the users you want to grant access to Mobile Workflows.
3. Click **Ok** to save.
4. All the users registered now have access to Mobile Workflows.

Alternatively, you can configure access to Mobile Workflows through the **Mekorma User Preferences** window. This approach can be done by logging into each user's account and granting them access individually.

Mekorma User Preferences ...

File Tools

File Tools

☒ Enable Out-Of-Office Re-Route of Approval

Delegate User ID	KEN
Start Date	4/3/2023
End Date	4/3/2023

Signature File DEBBIE.JPG

PowerApp Acct

E-Mail Address debbie@completesolutions.com

Text Number

Notification Events 1st, 2nd, Reg

User Information

- Companies
  - Fabrikam, Inc.
  - Balanced Business
  - Complete Solutions

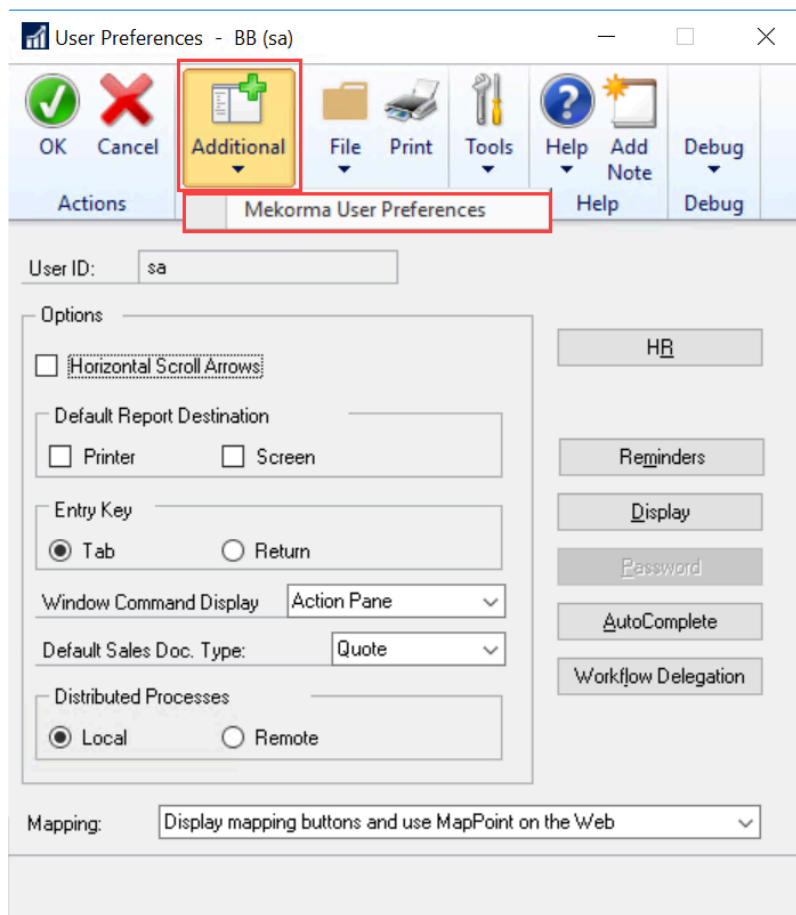
1. Click the Microsoft Dynamics GP drop-down >> User Preferences >> Additional >> Mekorma User Preferences.
2. In the **PowerApp Acct** field, add the email address of the user you want to grant access to Mobile Workflows.
3. Close the **Mekorma User Preferences** window.
4. Click **Ok** in the **User Preferences** window to save.
5. The user registered now has access to Mobile Workflows.
6. Repeat the steps above for each user who needs to be set up as an approver.

## 6.2. Configuring without Payment Hub

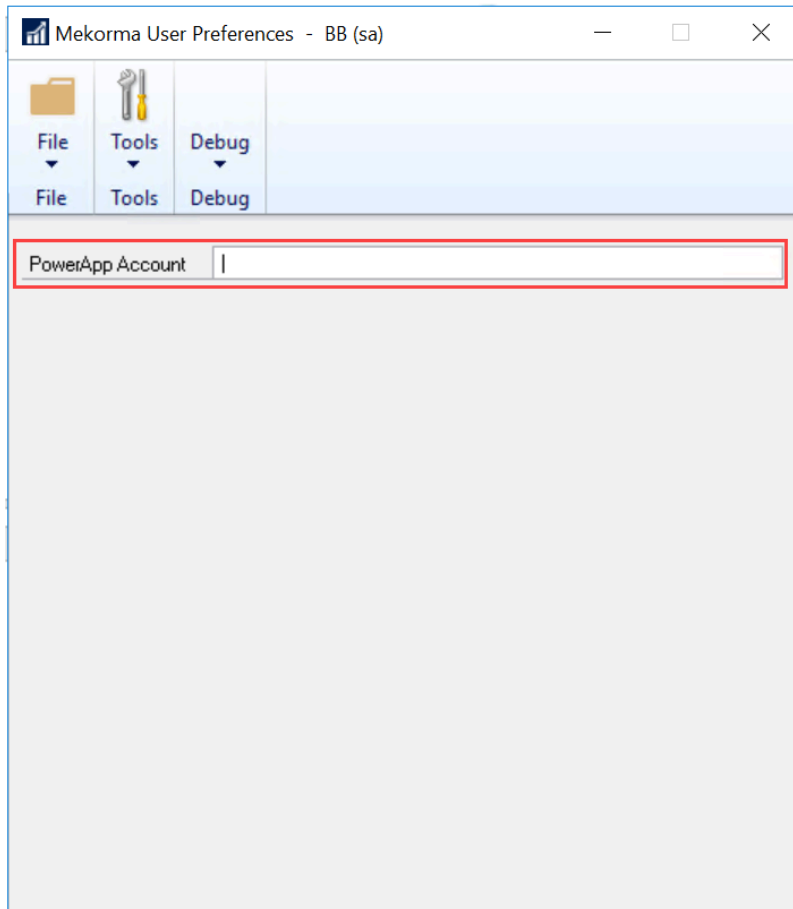
! This page is only for users who **do not** have Mekorma Payment Hub installed.

For users without Payment Hub installed, configuring Mobile Workflows in Dynamics GP requires you to map users through the **Mekorma User Preferences** window. This approach can be done by logging into each user's account and granting them access individually.

1. Click the Microsoft Dynamics GP drop-down >> User Preferences >> Additional >> Mekorma User Preferences.



2. In the **PowerApp Acct** field, add the email address of the user you want to grant access to Mobile Workflows.



3. Close the **Mekorma User Preferences** window.
4. Click **Ok** in the **User Preferences** window to save.
5. The user registered now has access to Mobile Workflows.
6. Repeat the steps above for each user who needs to be set up as an approver.

**Note:** As mentioned before, users who will not be using Dynamics GP but will be using Mobile Workflows need to have a Dynamics GP account created for them so that they can be set up as an approver by following the steps above.

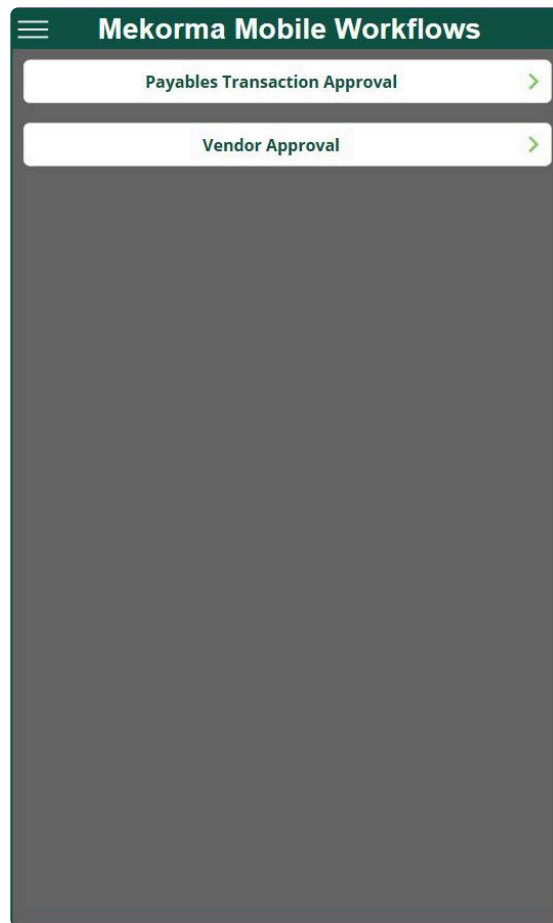


## 7. Using Mekorma Mobile Workflows

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Mobile Workflows allows users to review and take action on payables transactions and vendor approvals remotely. To manage these tasks, either open the app on your mobile device or access the website from your desktop browser. Navigate to Mobile Workflows and you will see two workflow options:

- [Payables Transaction Approval](#)
- [Vendor Approval](#)



## 7.1. Payables Transaction Approval

Payables Transaction Approval is the workflow to review, approve, or reject a payment transaction. When you open the workflow, you will see a screen that lists all your companies and the number of existing transactions eligible for review.

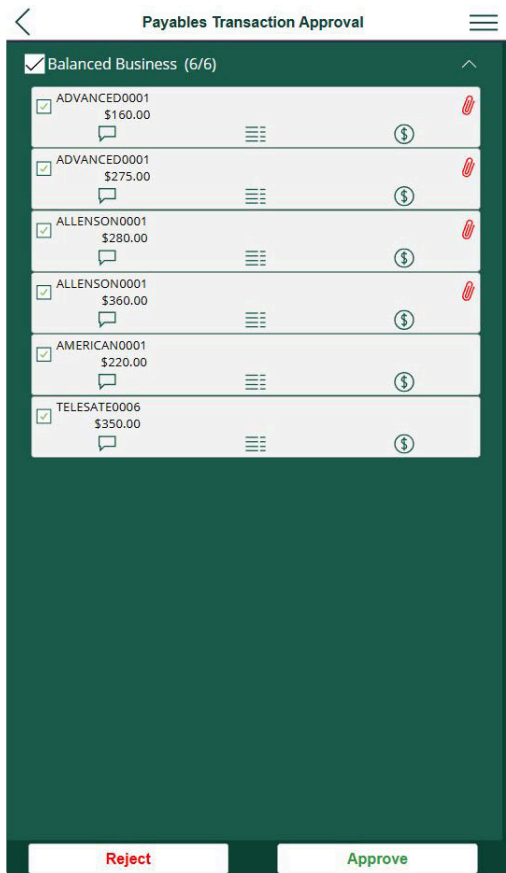


Users can only see transactions that have been assigned to them.



1. After entering invoice data into Dynamics GP, submit the payables transaction for approval per your standard process.
  - Ensure the transaction is assigned to an approver set up with Mobile Workflows.
2. Log into PowerApps. Select Mekorma Mobile Workflows.
3. On the home screen of your app, click **Payables Transaction Approval**.
4. A list of the companies displays, with the number of pending transactions in parentheses.
5. To view a transaction, click the company you want to review.
6. Each assigned transaction displays.
  - Click the **Comment** checkbox to review any comments added by the requestor to a transaction.
  - Click the **Detail** checkbox to review a transaction more in depth.
  - Click the dollar sign icon to view distribution information.
  - Click the paper clip icon to view any attachments to a transaction.

7. Mobile Workflows allows you to batch multiple transactions at the same time for approval or rejection. To select all transactions for a specific business, use the checkbox next to the business name.
8. Example: when you are ready to approve, mark the checkbox to the left of each transaction you want to approve, then click the **Approve** button.



9. After clicking the appropriate approve/reject button, a dialogue box appears that allows the approver to add comments. This matches Dynamics GP functionality.
10. Once a transaction has been approved or rejected, the results are reflected in Dynamics GP and the requestor can view any feedback left by the approver.

Enter Action Comment				
<input checked="" type="checkbox"/>	Balanced Business (6/6)	^		
<input checked="" type="checkbox"/>	ADVANCED0001 \$160.00		\$	
<input checked="" type="checkbox"/>	ADVANCED0001 \$275.00		\$	
<input checked="" type="checkbox"/>	ALLENSEN0001 \$280.00		\$	
<input checked="" type="checkbox"/>	ALLENSEN0001 \$360.00		\$	
<input checked="" type="checkbox"/>	AMERICAN0001 \$220.00		\$	
<input checked="" type="checkbox"/>	TELESAT0006 \$350.00		\$	
<input checked="" type="checkbox"/>	Balanced Business (1/6)	^		
<input type="checkbox"/>	ADVANCED0001 \$160.00		\$	
<input type="checkbox"/>	ADVANCED0001 \$275.00		\$	
<input type="checkbox"/>	ADVANCED0001 \$689.08		\$	
<input checked="" type="checkbox"/>	ALLENSEN0001 \$360.00		\$	
<input type="checkbox"/>	AMERICAN0001 \$220.00		\$	
<input type="checkbox"/>	TELESAT0006 \$350.00		\$	

Approve by Ryan

Address is incorrect. Reject by Ryan

## 7.2. Vendor Approval

Vendor Approval is the workflow to review, approve, or reject a new vendor addition or an update to an existing vendor record. When you open the workflow, you will see a screen that lists all your companies and the number of existing vendors eligible for review.

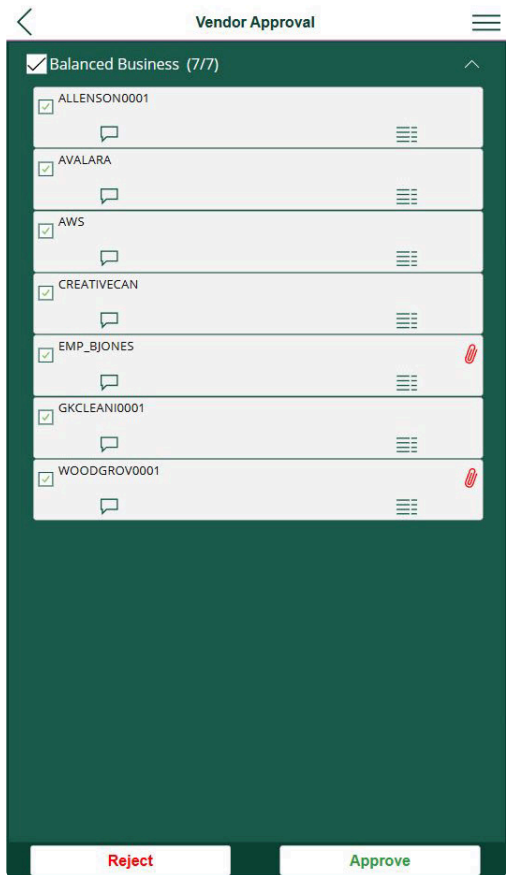
✿ Users can only see vendors that have been assigned to them.



1. In Dynamics GP, submit a vendor for approval per your standard process.
  - Ensure it is assigned to an approver set up with Mobile Workflows.
2. Log into PowerApps. Select Mekorma Mobile Workflows.
3. On the home screen of your app, click **Vendor Approval**.
4. A list of the companies displays, with the number of pending vendors in parentheses.
5. To view a vendor, click the company you want to review.
6. Each assigned vendor displays.
  - Click the **Comment** checkbox to review any comments added by the requestor to a vendor approval.
  - Click the **Detail** checkbox to review a vendor more in depth.
  - Click the paper clip icon to view any attachments to a vendor.
7. Mobile Workflows allows you to batch multiple vendors at the same time for approval or rejection. To

select all vendors for a specific business, use the checkbox next to the business name.

8. Example: when you are ready to approve, mark the checkbox to the left of each vendor you want to approve, then click the **Approve** button.



9. After clicking the appropriate approve/reject button, a dialogue box appears that allows the approver to add comments. This matches Dynamics GP functionality.
10. Once a vendor has been approved or rejected, the results are reflected in Dynamics GP and the requestor can view any feedback left by the approver.

## 7.3. Reviewing Requests

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When reviewing a request, you can view comments, details, distribution information, and attachments to aid your review process.

## 7.3.1. Comments

Before submitting a request for approval, requestors can add comments to a transaction/vendor request in Dynamics GP. This allows explanations, more context, or pertinent information to be shared with the approver. Within the app, use the checkbox to toggle comments on and off.

The screenshot displays the 'Payables Transaction Approval' app interface. At the top, there is a back arrow, the title 'Payables Transaction Approval', and a menu icon. Below the title, a section labeled 'Balanced Business (0/6)' is visible. The main area contains a list of transactions, each with a checkbox to toggle comments, a transaction ID, an amount, and a currency symbol. The transactions are as follows:

- Transaction 1: ☐ ADVANCED0001, \$160.00, USD. A comment icon is visible.
- Transaction 2: ☐ ADVANCED0001, \$275.00, USD. A comment icon is visible. Below this, the text 'Comments' is displayed.
- Transaction 3: ☐ ALLENSON0001, \$280.00, USD. A comment icon is visible.
- Transaction 4: ☐ ALLENSON0001, \$360.00, USD. A comment icon is visible. Below this, the text 'Comments' is displayed.
- Transaction 5: ☐ AMERICAN0001, \$220.00, USD. A comment icon is visible.
- Transaction 6: ☐ TELESATE0006, \$350.00, USD. A comment icon is visible.

Below the list, there is a section for comments. The comments are as follows:

- Comment 1: CONTOSO\DEBBIE 03/28/23 3:26:12 PM 0328-test
- Comment 2: CONTOSO\DEBBIE 03/16/23 5:09:48 PM
- Comment 3: CONTOSO\DEBBIE 03/30/23 5:38:27 PM Recalled by Debbie
- Comment 4: CONTOSO\DEBBIE 03/30/23 5:38:54 PM Resubmitted by Debbie
- Comment 5: CONTOSO\DEBBIE 04/05/24 6:36:10 AM
- Comment 6: CONTOSO\DEBBIE 04/04/24 12:51:07 PM
- Comment 7: CONTOSO\DEBBIE 04/05/24 6:10:12 AM
- Comment 8: CONTOSO\DEBBIE 04/05/24 6:11:54 AM

At the bottom of the screen, there is a button labeled 'Mark Items for Processing'.



## 7.3.2. Details

By accessing the details of a transaction or vendor request, users can view pertinent information related to the request. Use the checkbox to toggle details on and off.

### Payables Transaction Approval Details

**Payables Transaction Approval**

☐ Balanced Business (0/6)

☐ ADVANCED0001  
\$160.00

**Details**

**Voucher No.** 00000000000000811

**Document Type** Invoice

**Description**

**Long Description**

**Vendor ID** ADVANCED0001

**Name** Advanced Office Systems

**Address** PRIMARY

**Remit To** PRIMARY

**Payment Terms** Net 30

<b>Purchases</b>	\$160.00
<b>Trade Disc</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Miscellaneous</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$160.00

**Batch ID** 0222BAT

**Doc Date** 2023/02/22

**Currency ID** Z-US\$

**Document Number** 655454

**P.O. Number**

**Shipping Mthd** DROP SHIP

**Tax Sched**

☐ ADVANCED0001  
\$275.00

☐ ALLENSON0001  
\$280.00

☐ ALLENSON0001  
\$360.00

☐ AMERICAN0001  
\$220.00

☐ TELESATE0006  
\$350.00

Mark Items for Processing

The fields are pulled from the data entered in the Dynamics GP Payables Transaction Entry:

- Voucher No.
- Document Type
- Description
- Long Description
- Vendor ID
- Name
- Address
- Remit To
- Payment Terms

- Purchases
- Trade Disc
- Freight
- Miscellaneous
- Tax
- Total
- Batch ID
- Doc Date
- Currency ID
- Document Number
- P.O. Number
- Shipping Method
- Tax Schedule

## Vendor Approval Details

The screenshot displays the 'Vendor Approval' screen in a mobile application. At the top, there is a header bar with a back arrow, the title 'Vendor Approval', and a menu icon. Below the header, a green bar indicates 'Balanced Business (0/7)'. The main content area shows details for vendor 'ALLENSON0001'. A yellow bar with a menu icon is positioned above the details. The details are organized into sections: 'Details' (Vendor ID, Vendor Name, Short Name, Check Name, Address ID, Contact, Address, City, Tax Schedule, ZIP), 'Shipping Mthd', 'Country Code', 'Country', 'Address IDs', 'Purchase', 'Remit To', 'Ship From', '1099', 'Status', 'Class ID', 'Phone 1', 'Phone 2', 'Phone 3', 'Vendor Account', 'Comment 1', and 'Comment 2'. Below the details, there is a list of other vendors: AVALARA, AWS, CREATIVECAN, and EMP\_BJONES. Each vendor entry has a checkbox, a comment icon, and a menu icon. At the bottom of the screen, there is a green bar with the text 'Mark Items for Processing' and a red pin icon.

The fields are pulled from the data entered in Dynamics GP Vendor Maintenance:

- Vendor ID

- Vendor Name
- Short Name
- Check Name
- Address ID
- Contact
- Address
- City
- Tax Schedule
- ZIP
- Shipping Method
- Country Code
- Country
- Address IDs
- Purchase
- Remit To
- Ship From
- 1099
- Status
- Class ID
- Phone 1
- Phone 2
- Phone 3
- Vendor Account
- Comment 1
- Comment 2

## 7.3.3. Distribution

Distribution allows reviewers to see more information about a transaction, including the account, description, distribution type, and debit and credit amounts.

**Note:** Distribution information is only included in payables transactions, it does not apply to vendor approval.

The screenshot displays the 'Payables Transaction Approval' interface. At the top, there is a navigation bar with a back arrow, the title 'Payables Transaction Approval', and a menu icon. Below the navigation bar, the screen shows a list of transactions under the heading 'Balanced Business (0/6)'. The first transaction is 'ADVANCED0001' with a value of '\$160.00'. It features a checkbox, a comment icon, a menu icon, and a red paperclip icon. A yellow bar with a dollar sign icon is visible. Below this, a table titled 'Distributions' provides a breakdown of the transaction. The table has four columns: 'Account', 'Distribution Type', 'Description', and 'Debit/Credit'. The second transaction is 'ALLENSON0001' with a value of '\$280.00', also featuring a checkbox, comment icon, menu icon, and red paperclip icon.

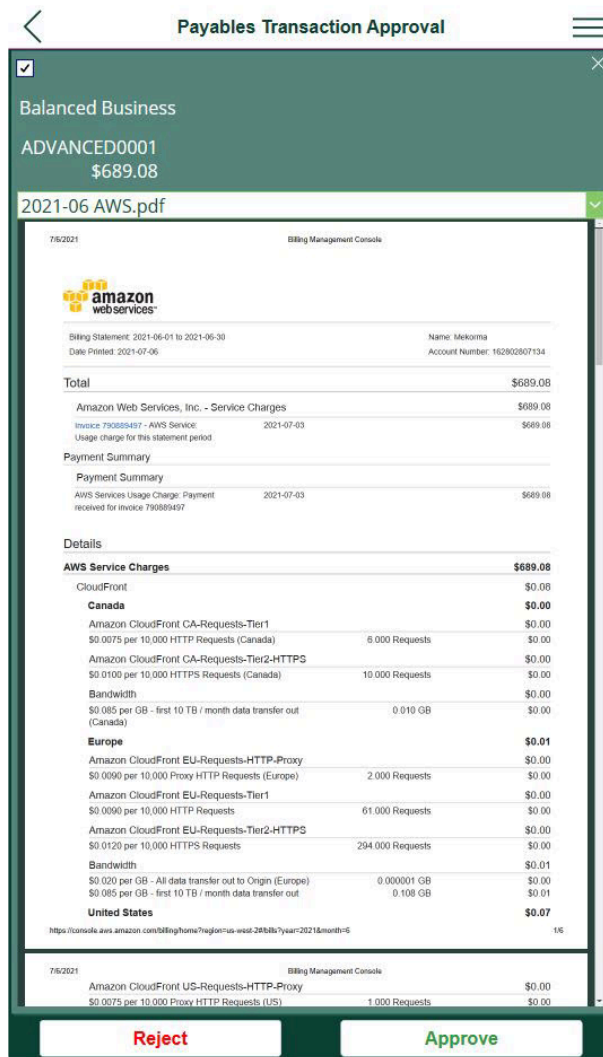
Account	Distribution Type	Description	Debit	Credit
000-2100-00	PAY	Accounts Payable	\$0.00	\$160.00
500-6150-00	PURCH	Supplies-Allocated - Consulting/Training	\$160.00	\$0.00

## 7.3.4. Attachments

Requestors have the option to include multiple PDF or image file attachments with a transaction.

To view an attachment:

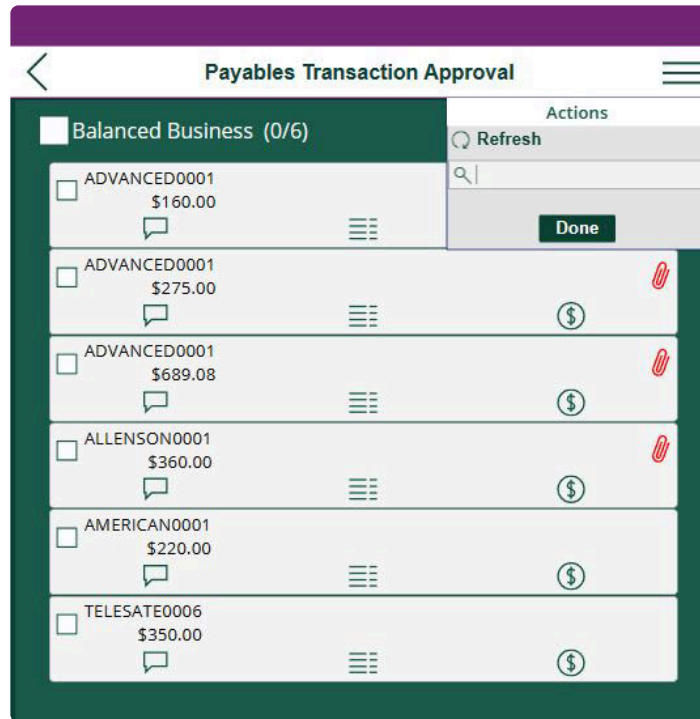
1. Click the paper clip icon
2. A screen displays all the associated attachments to a request.
3. Using the drop-down arrow, select the attachment you want to view.
4. To exit the attachment, use the back arrow in the upper left-hand corner or the X in the upper right-hand corner.
5. You can mark a transaction/vendor while viewing an attachment by clicking the checkbox in the upper left-hand corner.



Mobile Workflows supports attaching PDF, JPG, JPEG, BMP, PNG, SVG, GIF, and TIFF file types.

## 7.4. Searching Within Mobile Workflows

Mobile Workflows has a search function that allows you to search through all transaction/vendor headers, comments, distributions, and details. This is helpful if looking for something specific or you have many requests to review. To search, access the **Actions** menu in the upper right-hand corner of the screen by clicking the hamburger icon. This opens the **Actions** menu, where you can search your requests.



## 8. Requesting Support, Implementation, or Customization

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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 in your yearly enhancement plan. Open a support case.
- Implementation Support is available to help you prepare, install, or configure any aspect of Mekorma Mobile Workflows.
- Customization Support is available if you want to go beyond the built-in feature set of our product.