Mekorma Products User Guide

Build x78 — Last update: Jan 14, 2021

Mekorma

Copyright © 2019 Mekorma Enterprises. All Rights Reserved.

Table of Contents

1. How to Use This Guide 4

2. Release Notes for Mekorma Build x78 5

2.1. New Features 6

2.2. Issues Fixed 11

3. Introduction to Mekorma 15

3.1. Prerequisites 16

3.2. Recommended Printers and Supplies 18

3.3. Security Model Options 20

3.3.1. Task-Based Security Model 22

3.3.2. Legacy Security Model 25

3.3.3. Signatures Only with Standard GP Security 27

3.4. How to Create a Digital Signature 28

3.5. Vendor Qualification for Enhanced Electronic Payments 29

3.6. Virtual Card Processing: Pre-funded or Credit Model 31

4. Installation 32

4.1. Find Your Dynamics GP Version 33

4.2. New Installation or Product Upgrade 35

4.3. Run Table Maintenance 37

4.4. Products Registration 39

4.5. Mekorma Products Manager 40

4.6. Print Client for GP Web Client 41

5. Configuration 42

5.1. Navigating to Mekorma Windows 43

5.2. Mekorma Quickstart 44

5.3. Set Up a Checkbook 45

5.3.1. Configure a Checkbook's MICR Line 46

5.3.2. Choose Check Formats from the Check Format Library 47

5.3.3. Customize Check Formats Using the Configurator 49

5.3.3.1. Mekorma Fields for Check Stubs 51

5.3.3.2. Add Elements to Check Formats 76

5.3.3.3. Configure Refund Check Formats 78

5.3.3.4. MEM Connector: Payables Check Formats 79

5.3.3.5. MEM Connector: Payroll Check Formats 81

5.4. Grant Security Access to Mekorma Alternate Windows 83

5.5. Import Signatures to the Signature Library 85

5.6. Configure Security Model 87

5.6.1. Task-Based Security 90

5.6.1.1. Assign Mekorma Security Tasks/ Roles 91

5.6.1.2. Assign Signature Files to Users ... 93
5.6.1.3. Email/ Text Notifications ... 94
5.6.1.4. Out-of-Office Feature Set Up ... 96
5.6.1.5. Signatures with Approval Workflow ... 98
5.6.1.6. Signatures with Batch Authorization ... 104
5.6.1.7. Configure Signature Logic Only ... 108
5.6.1.8. Apply a Threshold ID to a Checkbook ... 111
5.6.1.9. Vendor Class Security ... 115
5.6.1.10. Enable EFT/ Direct Deposit Security ... 117
5.6.1.11. Disable Print Blank Checks ... 118
5.6.2. Legacy Security ... 119
5.6.2.1. Setup Signatures/ Approvals by User ID ... 120
5.6.2.1.1. Assign a Signature to a User ID ... 122
5.6.2.1.2. Activate Secure Approval Workflow ... 124
5.6.2.2. Security by Checkbook ID ... 126
5.6.2.3. Signatures Only with Standard GP Security ... 128
5.6.2.4. Vendor Class Security ... 130
5.6.2.5. Enable EFT/ Direct Deposit Security ... 133
5.6.2.6. Disable Print Blank Checks ... 134
5.7. Setup for EFT Processing with Mekorma ... 135
5.7.1. Specify Check or Remit Numbers ... 136
5.7.2. Configure Email Settings ... 139
5.7.3. Choose EFT Remittance Options ... 141
5.7.4. Enable EFT Comments for Check Formats ... 143
5.7.5. Add EFT Logos to Remittances ... 145
5.7.6. EFTs with Multi-Batch Management ... 146
5.8. Multi-Batch Management Setup ... 148
5.8.1. Test and Enable Multi-Batch Processing ... 149
5.8.2. Configure Printing and Posting Reports ... 151
5.8.3. Results Reports Email Setup ... 154
5.8.4. Options for Building Multiple Batches ... 156
5.8.5. Create a Build ID ... 159
5.8.6. Create a Process ID ... 160
5.8.7. Check Sorting Options ... 164
5.8.8. Show/ Hide Dynamics GP Windows ... 166
5.9. Electronic Payment Processing ... 167
5.9.1. Add a Checkbook for ePayment Processing ... 169
5.9.2. Manage Vendor Status ... 172
5.9.3. Vendor Master File Management ... 176
5.10. MEM Connector Setup ... 178
5.10.1. Enable MEM Connector for Individual Checkbooks ... 179
5.10.2. MEM Connector for Payables ... 181

5.10.3. MEM Connector for Payroll 183
5.11. Dynamics GP Web Client 185
5.11.1. Browser Settings 186
5.11.2. Web Client Security 188
5.12. Enable Split Batches 189
5.13. Enable Assign by Checkbook Feature 192
5.14. Test Check Layout and Security 194
5.15. Automate the Selection of Printers 197
5.15.1. Set Up Named Printers 198
5.15.2. Assign Named Printers to Mekorma Tasks 201
5.16. Enable Automatic PDF Check Copies 204
5.17. Check Image Archive Printing Options 206
5.18. Omit Zero Dollar Checks 208

6. Process Payments 210
6.1. Build Batches with Mekorma 211
6.1.1. Build Multiple Batches at Once 212
6.1.2. Using Multi-Batch Management with Multi-Entity Management 216
6.2. Assign Checkbooks for Invoice Selection 218
6.2.1. Assign a Checkbook to an Invoice 219
6.2.2. Assign a Checkbook to a Payment Batch 222
6.2.3. Assign a Checkbook to a Purchase Order 224
6.2.4. Assign a Checkbook to a Vendor 227
6.2.5. Select Vouchers by Vendor Checkbook ID 229
6.2.6. Select Vouchers by Voucher Checkbook ID 231
6.2.7. Select Vouchers Using Multi-Batch Management 233
6.3. Approvals with Secure Approval Workflow 234
6.3.1. Request Approval or Authorization 235
6.3.2. Approve/ Reject Payments with Legacy Security 238
6.3.3. Approve or Authorize with Task-Based Workflow 240
6.4. Processing Batches with Split Batches Enabled 242
6.5. Print Payments 244
6.5.1. Print Payables Transaction Checks 245
6.5.2. Print Payables Batch Checks 247
6.5.3. Print Multiple Batches at One Time 249
6.5.4. Print EFT Remittances 251
6.5.5. Print US Payroll Checks 253
6.5.6. Print Canadian Payroll Checks 254
6.5.7. Print Miscellaneous Checks 255
6.5.8. Print Blank Checks 257
6.5.9. Print Refund Checks 258
6.5.10. Print Check Copies to PDF 259
6.5.11. Reprint Checks 260

6.5.12. Print Using the MEM Connector 261
6.5.13. Print Payments Electronically 263
6.5.14. Pay a Vendor Manually When Using ePayments 264
6.5.15. Print Payments Using the Web Client 265
6.5.16. Sort Checks when Printing 266
6.6. Process Payments Electronically 267
6.6.1. Receive and Send Vendor Master Data 268
6.6.2. Build ePayment Batches 269
6.6.3. Send Batches for ePayment Processing 270
6.6.4. Manage Virtual Card Payments 274
6.6.4.1. Pre-Funded Virtual Cards 276
6.6.4.2. Credit Model Virtual Cards 278
6.6.4.3. Void Virtual Card Payments 281
6.6.4.4. Void ePayment Batches 282
6.6.4.5. Write-Off Unused Virtual Card Balance 283
6.7. Use the Check Image Archive 285
6.8. Track Payment History with the Audit Log Report 288

1. How to Use This Guide

Welcome to Mekorma's online user guide, designed to equip you with the knowledge needed to install, configure and run payment processes using Mekorma Payment Hub for Payables/ Payroll, Multi-Batch Management, Enhanced Electronic Payments and the MEM Connector for Payables/ Payroll. This guide can always be accessed from our website.

The guide is organized into four topic categories:

- Introduction: Learn what you need to know and plan for before installing and processing payments with Mekorma products.
- Installation: Describes how to install our products or upgrade to the latest build.
- Configuration: This section shows how to enable various Mekorma features and set up your Dynamics GP environment for success.
- Process Payments: Demonstrates how to process payments using Mekorma products and features, once they have been installed and configured.

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 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 it's 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 end 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.

> **!** If you are having a specific issue with your Mekorma products and require assistance, please log in to our online portal and open a new case with Mekorma Support.

Last modified: Nov 04, 2019

2. Release Notes for Mekorma Build x78

Mekorma Build x78 was originally released in June 2019. Watch the video below for an overview of significant changes and new features in Mekorma Build x78 RTM:

Follow the links below for detailed notes on:

- New Features
- Issues Fixed

! A hotfix was issued in September 2019 for Mekorma versions compatible with GP2013, 2015, 2016, 2018. A version compatible with Dynamics GP October 2019 release (18.2) was released in October 2019. See our downloads page for the most recent builds.

* To access release notes for previous versions of Mekorma, follow this link.

Last modified: Oct 31, 2019

2.1. New Features

Expand each section by clicking +. Collapse each section by clicking -

Mekorma Payment Hub (compatible with GP2013, 2015, 2016, 2018)

- Improved performance as the system no longer automatically retrieves registration keys during GP startup and no longer validates keys when printing.
- After Mekorma installation, it is recommended to login as user **sa** or a user with database sysadmin rights to run table upgrade. **The table upgrade message will only prompt for user 'sa' or system administrator if an upgrade is needed.**
- If invalid, expired or all empty keys are detected upon logging in to GP, the registration error message will only display for user 'sa' (system administrator.)
- Optimized Table Maintenance to improve performance during login, switching companies and opening the Table Maintenance window.
- Payment Hub expanded integration with Binary Stream Multi-Entity Management for centralized and decentralized payments.
- Payment Inquiry Zoom function was added for Payroll, Canadian Payroll, Transaction Check and Miscellaneous Check in the Audit Detail Log.
- Added an explanation on how to correct the issue when receiving the following warning message: 'Check number length does not match MICR setup.'
- Added an explanation of how to switch from Task-Based to Legacy Security on the Mekorma Security Setup window.
- The option to opt out of Mekorma Miscellaneous Checks has been moved. Go to the **Mekorma Area Page > Setup > System > MICR System Options window > Additional > Mekorma MICR – MISC Chks OptOut**. This opens a new window that allows you to opt out by company.
- In the Mekorma Approval navigation list a new section, **Payment Voucher**, has been created. The window will show the Payment, Vendor and Amount in one list. A second list shows all vouchers that make up the payment.
- The Mekorma minor build number is now shown in the About window.
- Added an info icon on the Mekorma User Preferences, to the right of the Signature File field.
- Task-based security changes:
    - The Mekorma Security Setup window opens with the companies collapsed – Users can expand/collapse by double-clicking on the company's name. This process is explained at the bottom of the window.
    - Added warning message 'Not all required fields have been entered' when attempting to save incomplete configuration in the Mekorma Security Setup window.
    - Added instructions on how to switch to Legacy Security in the Legacy V. Task ID Security information box.
    - Added the disable 'Print Blank Checks' option to the Security Setup window.
    - When switching security models to either Task-Based or Legacy when a company has

incomplete workflow transactions, users will get a message asking if workflow records should be removed. The records will not be removed until the user clicks on 'Save.'
- Removed the Look-Up and Delete buttons from the signature file in the Mekorma User Preferences window (found in GP User Preferences > Additional).
- Changed message when using Legacy security to 'Mekorma User Preferences is only available under the Task-Based Security model.' (found in User Preferences > Additional > Mekorma User Preferences)
- Default signature now prints on split batches that require approval.
- When using Vendor Class Security with threshold, approval is based on transaction. For each transaction, it first looks to the threshold assigned to vendor class. If not assigned, it uses the threshold assigned to the checkbook.
- Authorization complete email is sent to requestor if the request is canceled from the Mekorma Batch Status List and then re-requested. Please verify the Mekorma User Preferences are set for the requestor to receive the email.
- Resolved issues with Authorization Password Validation for User2 field.
- Added text notifications option for batch approval process.
- Threshold Maintenance allows selection of either a User ID signature or a Signature file (not assigned to a User ID). The Signature Lookup has been modified to allow Users or Signatures to be selected in the Threshold Lookup window.
- Added the ability to import a signature to the Signature Library by clicking on the 'New' button in the Signature Assignment window.
- The 'By Batch' view on the Mekorma Approval List is now supported.
- Rejection reason is shown in the MICR Reject report when: the batch is rejected using the drill down in the Mekorma Status list; the rejection is made in the Mekorma Approval List.
- Modified the label in Threshold Maintenance from 'Enable Signatures Only for this Threshold' to 'Enable Signatures Only for this Threshold ID' for clarification.
- Modified the Default Signatures label to reflect that signatures can be set up for thresholds or users.
- The size of the Signature field was increased to accommodate 45 characters in the Threshold Maintenance window.
- Added a Task Reminder when launching GP for pending approvals. NOTE: Reminders must be enabled in Microsoft Dynamics GP.
- When using the split batch feature with MEM integration, the split batch is assigned the same entity as its original batch.

Mekorma Payment Hub for Dynamics GP October 2019 release (18.2)

- Transaction Long Description supported.

Mekorma Enhanced Electronic Payments

- Mekorma has introduced the ePayment credit model.

- The Enhanced ePayment Vcard Management window allows the user to see the status and the current balance of all the virtual cards issued.
    - Filters allow the user to narrow down the list by status (**Issued, Used, Drained and Voided**), by Checkbook ID, Payment Date, Vendor ID, Expiration Date and Remaining Balance.
    - Total Amount, Total Outstanding and Total Pending (card swipes that have been settled but not yet pulled by the virtual card company) are shown at the bottom of the screen for all the cards displayed, along with the amount of the Credit Line. With each card, the user will be able to zoom to the Payment Number to see the invoices that were paid with this virtual card and, when appropriate, to the MEEP Vendor Payment when the card settled.
    - The user can Void a newly issued card, before it has been used, by highlighting it and clicking on Actions > Void. Voiding a card in the credit model voids the corresponding Vendor Payment and MEEP vendor voucher. Only unused cards can be voided. The Void action cancels the virtual card.
    - The Amount Used column will reflect the dollar amount that has been used of the original amount. If an outstanding amount will not be used by the vendor, it can be written off and that amount credited back. This is done by highlighting the card with a partial amount used, clicking on Actions > Writeoff. The user will be prompted to select an existing or create a new batch in the Enhanced ePayment Vcard Remainder Writeoff window, process, then post the batch. This generates a credit memo to the MEEP Vendor.
    - New Payments need to be entered at the end of the credit period by clicking on the 'New Payments' button at the top of the Enhanced ePayment Vcard Management screen (A reminder may be added to the GP reminders, or an automatic email may be sent by a scheduled task). The user will be prompted to select an existing or create a new Payment Batch and process it. A payment transaction will be created for the total amount of the virtual cards that have settled during the period and apply records will be created for each virtual card. This will link the payment to the Voucher created against the MEEP Vendor when that virtual card was processed. The user will then be prompted to Post the payment batch, if that option is selected on the New Payment window.
- If a batch fails to send to transmit, user now receives the message 'An unexpected error occurred when sending batch for electronic processing, please confirm status on the portal. One or more errors occurred.'
- Added the ability to process Positive Pay files for ePayment checks.
- Added ePayment status message to the MMM Post Process Results Report.
- Added the ability to support multiple checkbooks within a single GP database. Checkbooks can be setup in the Enhanced ePayment Configuration window.
- User is no longer prompted to print the remittance before posting an ePayment batch for virtual cards.
- Users can now void a virtual card payment (if the payment has not been posted) from within the Enhanced ePayment Vcard Management window.
- Added message 'This bank account has already been assigned to different checkbook' when attempting to change the Remote Bank Account to one that is already assigned in the Enhanced

ePayment Configuration window.

- In the Enhanced ePayment Configuration window, the subdomain name is now read only; the ePayment Access Key has been truncated; and the Remote Bank Account field automatically pulls from the ePayments portal, but can also be manually edited.
- When a virtual card is written off in the Enhanced ePayment Vcard Management window, a credit memo is created to the MEEP Vendor. This credit memo is applied to the invoice generated to the MEEP vendor for the virtual card.
- Virtual card status changes display in the Enhanced ePayment Vcard Management window when it is manually refreshed.
- 'Vendor Default Checkbooks' section was added to the Enhanced ePayment Configuration window, allowing users to assign a default checkbook for specific payment methods (check, EFT and virtual card payments). This can be integrated with the Mekorma Assign by Checkbook feature, allowing you to build batches by selecting payments by vendor checkbook.
- The option 'Send Zero Value Checks' was added in the ePayment Configuration window. By default, it will remain deselected so that $0 checks will be printed locally (as a remittance) by Mekorma or GP, rather than through ePayment process.
- Changed the Multi-Batch Management Action Board Post Results Report to show the status of 'Failed' if an ePayment failed to send to the electronic payments service.
- In the Multi-Batch Management Action Board, added the ability to drill down to view the ACH or Positive Pay file by selecting the batch and clicking on the Status Description link.
- Batches that include an ePayment are shown separately as a split batch in the Mekorma Audit Log.
- Integration with Multi Entity Management
    - ePayment split batch or virtual card batch is granted with the same entity as the original batch.
    - The Enhanced ePayment Batch Maintenance window only shows the batches that the user has access to in the batch entity.
    - The Enhanced ePayment File Owner Maintenance window allows to change file owner only if the new owner has access to the entity to which the file is tied.
- Two new windows have been created on the **Mekorma Area Page > Routines > Payables**
    - **Enhanced ePayment Batches**: Within this window, users can view batch statuses by the following categories:
        - Created (integration files have been created in SQL)
        - Sent (integration files have been transmitted)
            - User can void the batch by clicking Action > Void. This applies to the batches that have been transmitted but are getting a process error in the portal. In this case, user will need to discard the payment on the portal, then also delete the batch in GP.
            - The user needs to ensure that the batch was not processed in the portal before voiding a batch.
        - Processed (sent payments have been processed and returned to GP)
            - Processed files will allow the user to drill into the batches and post.

        - Failed (batch fails to transmit for any reason)
            - A failed batch can be voided in GP by clicking Action > Void.
        - Posted (ePayment batch posted)
            - For a virtual card batch, the original batch will automatically be posted after the Vcard batch is posted
        - Abandoned (the batch will be removed from GP)
    - **Enhanced ePayment File Owner Maintenance**: The main purpose of this window is to assign batches that are in 'Sent' status to other GP users, to be processed when the batch owner is away or on PTO.

Multi-Batch Management (MMM)

- Added Payment Method, Sub Total and Status fields to the Multi-Batch Management Post Process Results report.
- Added the ability to see the next check number in Multi-Batch Management Action Board Process Checks and EFTs area, by selecting the batch then clicking on the info button next to the Checkbook ID.
- When 'Generate EFT Files' is chosen in MMM Action Board, only checkbooks with EFT transactions will be displayed. Checkbooks showing a $0 batch total will not be listed.
- In the Multi-Batch Management Action Board, added the ability to set or change the dates on a range of EFTs or SafePay files before generating.

To access release notes for previous versions of Mekorma, follow this link.

Last modified: Nov 05, 2019

2.2. Issues Fixed

Expand each section by clicking +. Collapse each section by clicking -

Issues Fixed in September 2019 release (x78.10)

Mekorma Payment Hub (MICR)

- Identified and fixed an issue by which an intermittent network disconnection from SQL Server database server may cause session ID to change, causing errors in Table Maintenance or application registration errors.
- Fixed Payment Hub issue that allowed transactions to be added to approved MEM decentralized batches. Payment Hub will now test decentralized entities to evaluate the batch availability. If the batch is not available, the entity is unmarked and a warning is presented.
- Fixed an issue causing Table Maintenance to display companies as requiring upgrade, even after all table upgrades have been completed.
- Fixed the following issue: when Blank Checks were printed and set to more than 1 check, subsequent checks were not printing.
- When using the Task-Based security model, in the Approve ‘By Batch’ view, all batches that have transactions needing approval will now appear.
- When using Legacy User Based Security (legacy), the Batch Number now appears in the message ‘Batch xxx Approval request processed’.
- On the Mekorma Approval List, users are now able to sort transactions by Status as long as System Table Upgrade has been run.

Mekorma Enhanced Electronic Payments (MEEP)

- The MEEP Vendor is now excluded from available vendors when creating a check payment batch within the Build Payment Batch window. The MEEP vendor is paid via electronic funds transfer so should not be included in a check batch.
- Fixed an issue that caused the first check number to skip by 1 when using Payment Hub in combination with Enhanced Electronic Payments.
- Vendor enrollment status has been clarified in the Vendor Enrollment Status window. A vendor can have one of the three following enrollment statuses:
    - Enrolled: The vendor’s information is sent and maintained by the ePayment service. Payments are processed by the service unless the processing type is set to Local.
    - Pending: The vendor’s information will be sent to the ePayment system either overnight, or next time the Send Vendor Master button in the Utilities module is clicked. Payments to this vendor are processed locally using GP or MICR functionality until the vendor information has been updated.
    - Excluded: The vendor’s information is not sent to the ePayment service, and payments to

this vendor are processed locally.

- The processing type is also indicated for each vendor:
  - Local: Payments are processed locally using standard Dynamics GP/ Mekorma MICR functionality. Payment information is not sent to the ePayment service.
  - Vcard: The vendor will be paid by a virtual credit card issued by the MEEP Vendor.
  - Check: The vendor will be paid with a check generated and mailed by the ePayment service.
  - EFT: The vendor will be paid by an EFT (ACH) emailed by the ePayment service.
- Payments made by Enhanced Electronic Payments will be excluded from the Positive Pay files generated by Dynamics GP.
- ACH and Positive Pay files generated by the ePayment service will be placed in subfolders organized by checkbook within the ePayment Integration Base folder.
- A customizable Comment Line and User Defined fields have been added to the headers for payment information sent to the ePayment service. Allows users to adjust the payment information sent to the service.

Product Manager

- Table Upgrade will now skip any company whose database does not exist on the server.
- Fixed performance issue upon login or switching companies; no longer checks for stubs migration/upgrade each time. Removed double execution of Startup_After in MEP dictionary.

Mekorma Payment Hub (MICR)

- Users will no longer receive the error message ‘MMM does not support checkbooks with EFT Remittance Option set to use Report Writer’ when ‘Omit $0 checks in Payables’ is marked in Mekorma MICR System and the checkbook is set up to use Report Writer remittance.
- Fixed the error ‘The user does not have the Purchasing Task ID assigned’ message when printing blank checks with security set to Legacy > User Based.
- With MEM Decentralized Payroll, PDF copies now print all entities processed.
- Payroll employee ID and name will print even if the HR component is not installed.
- Can now re-request authorization for batch previously cancelled after being authorized.
- Print_Cfg_Paytoll_Checks_to_File procedure will no longer point to old table ME_Check_Setup, preventing MEM from displaying the MICR line; now directs to new ME_Pay_Check_Setup table.
- Fixed “No checks to print” error when running Payroll containing direct deposit transactions.
- All approved transactions now display in approval emails.
- Fields have been adjusted to not appear in the Mekorma Security Setup window if it is stretched too large.
- Moving the check number string in the Mekorma MICR Checkbook Setup window by using the shift left and shift right buttons was not saving.
- Rejection reason was not showing in the MICR Reject report when rejecting the payment in the Mekorma Status List by opening the drill down window, selecting a vendor and clicking reject,

when using Task-Based Security.
- Email notification was not sent out when rejecting one or more transactions from the Mekorma Approval List when using Task Based Security.
- The Enhanced Net Check Amount field now prints the actual amount of the voucher being paid by the check. The field subtracts terms discounts and write-offs from the voucher amount and shows credit memos as negatives.
- GP Shortcuts now directing to new Mekorma windows.
- Authorization password validation issues fixed.
- Comments now print on Blank Checks.
- In the Mekorma Checkbook Maintenance window, when the MOD 9 check digit feature is used a leading zero is no longer added to the GP next check number.
- EFT payments using EFT numbers no longer print with unexpected leading zeros.
- Fixed the error ‘Mekorma MICR can’t run until you create tables…’ when opening MICR windows, even though the company has been upgraded.
- If two approvers are assigned using Task-Based security, the first approver is no longer able to approve the batch a second time in the Batch Approval window.
- User with proper security role permissions can access the Mekorma Registration page, instead of only those with admin role.

Mekorma Enhanced Electronic Payments (MEEP)

- When a virtual card batch is returned from the electronic payment process, it will now show in the Post Batches area of the Multi-Batch Management Action Board
- Making changes to the Remit To or Primary Address fields in Vendor Maintenance for a company that is not configured with MEEP does not cause the changes to be written to the MEEP_Vendor_Changes_Pending table for that company.
- No longer receiving duplicate key error when making changes in the Vendor Combiner and Modifier window, after changing either the Remit to or Primary Address fields in Vendor Maintenance.
- Fixed unhandled script exception error when posting a payables batch in the Series Post window, in a company not configured for MEEP.
- ePayments that were unable to transmit because the system was offline are no longer shown as available to post.
- Removed ePayment table error, received when a check was printed using GP in a company that had disabled Mekorma printing.
- Modified the batch number creation process when using Multi-Entity Management with Multi-Batch Management to correct the issue of not having enough character length in a batch name.
- User with AP Clerk, MEEP clerk and MICR clerk roles are now able to print/transmit an ePayment.
- ePayment check numbers now match those in GP after the ePayment has been submitted.
- Clicking on a vendor when creating a batch in the Edit Payables Cheque Batch window no longer gives an error.

Multi-Batch Management (MMM)

- When a batch was deselected on the MMM Action Board, additional information was not being shown
- MMM company setup table is now created when Table Maintenance is run.
- User with AP Clerk, MEEP clerk and MICR clerk roles were not able to print/transmit an ePayment.
- When using split batch and building EFT batches using MMM, they no longer print with check number instead of EFT number.

MEM Integration

- The Internet User Defined 1 and 2 fields will now populate for either the MEM Centralized or MEM Decentralized categories.
- MICR split batch is now assigned with MEM Entity ID.
- Resolved inability to access MICR_REJECT batch because it was not assigned a MEM entity.
- Modified the batch number creation process when using MEM Decentralized process with MMM, to correct the issue of not having enough character length in a batch name.
- Fixed issue with applied credit memos in History. The Facility Name field now contains the correct legal name for the credit memo.

GP Web Client Integration

- Task-Based fields no longer overlap if the screen is expanded and then contracted.

To access release notes for previous versions of Mekorma, follow this link.

Last modified: Nov 18, 2019

3. Introduction to Mekorma

Thank you for your interest in Mekorma products. **Mekorma Payment Hub** is a payables solution integrated with Microsoft Dynamics GP®. The Payment Hub offers MICR check printing and the ability to print on blank or pre-printed check stock; automated signature logic; check image archiving; and enhanced security configuration options among the many available features. Mekorma works with **Accounts Payable, U.S. Payroll, Canadian Payroll**, and is compatible with the **Dynamics GP Web Client**.

Mekorma also offers fully integrated add-on products/ services to optimize the payment process even further:
Multi-Batch Management (MMM) will build and process payment batches across multiple companies and checkbooks. MMM can be configured to the level of automation you desire. All processing actions can be accomplished within one window.
Enhanced Electronic Payments (MEEP) allows you to pay vendors by check, EFT, or Virtual Credit Card. MICR check printing can still be processed in-house or handled by the service. Mekorma will handle the onboarding process to transition your vendors to electronic payments.
MEM Connector integrates with Binary Stream's Multi-Entity Management® product to provide access to facility information for vouchers printed on Mekorma check stubs.

How to Use This Guide

Last modified: Oct 16, 2019

3.1. Prerequisites

There are several items to consider, and information you must have on hand to ensure your Mekorma installation and implementation are successful:

For All Mekorma Users

1. Gather bank account information
    - From what companies and checkbooks will you be making payments?
    - You will need the routing number and account information for each checkbook used to print MICR checks.
    - What payment types will be made?

2. Choose a security model
    - Task-Based Security
    - Legacy Security

For Mekorma Users Printing Checks In-House

3. Printers and Supplies
    - Do you have a printer that can do the job?
    - Do you have the correct printer toner?

4. Choose your check stock
    - Pre-printed or blank?
    - Blank check stock is recommended, and REQUIRED when using Multi-Batch Management to print checks.

5. Check Formats
    - Mekorma comes with a library of pre-configured check formats that are customizable from within the Mekorma MICR Configurator. What formats do you need?

6. Gather images to include on your check
    - Will you use a company logo?
    - Do you need signature files for approvers or authorizers?

For Mekorma Users Transitioning to Electronic Payments

7. Vendor Qualification
    - Any user wishing to implement Enhanced Electronic Payments must first have a conversation with Mekorma Sales, then complete the vendor qualification process. This will allow Mekorma to determine whether your company is a good fit, by reviewing annual AP spend.

Last modified: Aug 05, 2019

3.2. Recommended Printers and Supplies

Printers for MICR Check Printing

We recommend that you print Mekorma checks to a dedicated medium – higher quality check printer using blank check stock. The printer should have the following capabilities:

- Speed of 45 ppm and up
- Two-tray capacity
- Recommended monthly printing volume of 5,000 pages and up
- Output capacity of 400 sheets and up

Recommended models

The HP M607 series printers combine exceptional performance and energy efficiency with professional-quality documents to use as dedicated check printers.
This printer series has a speed rating of 55 ppm. The 2-tray option makes it a perfect choice to print checks on one tray and overflows and remittances on the second. It has a recommended monthly volume of 5,000 to 20,000 pages and input / output capacity of 650 sheets / 500 sheets.

Mekorma in-house testing has been performed successfully on the HP M607dn model.

> ! Mekorma is not compatible with security hardware add-ons or on-board MICR fonts as are found in Troy Printers, so there is no need spending extra for features we handle at the software level.

MICR Check Printing Supplies

MICR check printing supplies include:

- Check stock (pre-printed or blank)
- Envelopes
- Magnetic Toner
- MICR Gauge

You can order supplies by contacting Mekorma's recommended vendor, Altec. Altec can be reached by calling 877-201-2005 (Reference – Mekorma) or email. See more infomation on ALTEC's flyer.

You can also search the Internet using the key words "blank check stock" or "magnetic toner" to locate vendors. Mekorma MICR will work with both blank and pre-printed check stock of almost any size. *Mekorma MICR does not work with duplicating check stock (NCR) or "C" fold.*

A free MICR gauge can be mailed to you after your Mekorma Payment Hub order is processed. If you would like to receive a gauge, please email our Sales department. The gauge will assist you to determine the correct spacing for the MICR font on your checks.

Last modified: Jul 31, 2020

3.3. Security Model Options

Mekorma users can choose between two working security models, if more than the standard GP option is desired. In addition to the below descriptions, please see here for a detailed list of features and how they compare.

Mekorma Task-Based Security

Available in build x76 and later, Task-Based security offers more flexibility in threshold level configurations than our historical Legacy model. Task-Based security integrates with the existing Microsoft Dynamics GP security model by allowing administrators to manage multi-level approval thresholds with standard application security tasks and roles. This model provides two ways to handle payment batch approvals, depending on the level of detail you want to see within Dynamics GP:

- Secure Approval Workflow
- Authorization
- *Signature Logic only can also be configured, allowing default signatures to print based on customized threshold levels. Approval workflow or Authorization does not need to be configured in that case.*

Task-Based security includes an Out-of-Office feature that is not available in our Legacy Model configuration.

Mekorma Legacy Security

Legacy security is the model Mekorma users have employed for builds previous to x76. It is still an option for all users and offers security by:

- User ID
- Checkbook ID
- Default GP security

Existing Mekorma customers will inherit their Legacy settings upon upgrade to build x76 or later. For first-time installations of Mekorma build x76 or later, Task-Based security will be the default setting. However, it is possible to choose either model from within the Security Setup window.

Please note that for Enhanced Electronic Payments customers who want to use Mekorma security, you MUST configure secure approval workflow in either the Legacy or Task-Based models so that payments are approved before sending to the ePayment service. If you have

Legacy Checkbook ID or Task-Based Authorizations set up, payments can be sent for processing to the ePayment service without going through an approval process.

Last modified: Jan 13, 2020

3.3.1. Task-Based Security Model

Task-Based security allows you to configure a secure approval workflow or batch authorization process for payables batches.

This video gives an overview of Task-Based security and how it works:

You will want to decide whether to configure secure approval workflow or batch authorization, depending on the level of detail you would like included in the process. In both cases, Threshold IDs are configured and saved at the system level, then applied to checkbooks. A Threshold ID allows you to save a series of threshold ranges, associated with users' Task IDs and default signatures in the way that works best for your company.

Secure Approval Workflow

> For Mekorma Users familiar with Legacy Security settings, this option incorporates all the features of User ID-based Security, plus additional threshold options.

Secure Approval Workflow allows one or more designated user(s) to approve payment transactions before check/ EFT batches can be printed and processed. Approvers are assigned transactions within a particular threshold range, and those threshold ranges can also be associated with default signatures as determined by your settings. This type of workflow allows Approvers a detailed view of each payment within their assigned threshold range, and the ability to approve or reject as needed:

1. A designated GP user creates a payment batch.
2. The user must then **Request Approval** on that batch to start the workflow process. This can be done from the following GP windows:
    - Edit Payment Batch
    - Edit Vendor Payment
    - Build Payment Batch
    - Print Payments
    - Approvals can also be requested on all created batches from the Mekorma Payment Batch Status List.
3. Approvers will receive email and/ or text notification that payment batches need approval (within their assigned threshold range).

4. Approvers can access GP from any location. Payments are listed by Vendor in the Mekorma Approval List, and it is possible to view all vouchers that have been applied to each payment. If you have a document management system that integrates with GP and provides you with access to scanned invoices from this screen, that information will also be available.
5. Payments at the Vendor level can be rejected and removed from the batch. Approvers can provide a detailed message back to the requester as to why those payment should not be processed and how to proceed.
6. Once approval has been given, the Requester will be notified via email that the batch can be processed.
7. The Mekorma Audit Log keeps a record of all payments and which GP user approved them.

Authorization

For Mekorma Users familiar with Legacy Security settings, this option is very similar to Checkbook-based security and is now referred to as Authorization.

Authorization happens at the batch level. 1 – 2 users (Mekorma Batch Authorizers) can be assigned to authorize any payment batch before it is able to be printed/ processed. This type of configuration provides less detailed drill-in capabilities. Authorizers simply view the batch total and decide whether to authorize the entire batch for printing/ processing. Signatures can be associated with customized threshold ranges.

1. An authorized user creates a payment batch.
2. The user must then **Request Authorization** on the batch. This can be done from the following GP windows:
    - Edit Payment Batch
    - Edit Vendor Payment
    - Build Payment Batch
    - Print Payments
    - Authorization can also be requested on all batches created at the company level, from the Mekorma Payment Batch Status List.
3. Designated Authorizers will receive email and/ or text notification that payment batches need authorization.
4. From the Mekorma Payment Batch Status list, authorizers can access GP to review details about the number of transactions in the batch and the total dollar amount.
5. Once the authorization has been given, email notices go back to the Requester and the batch can then be processed.
6. The Mekorma Audit Log keeps a record of all batches and which GP user authorized them

Follow this link for complete instructions on how to configure Task-Based security once you have installed Mekorma.

! Please note that for Enhanced Electronic Payments customers who want to use Mekorma security, you MUST configure secure approval workflow in either the Legacy or Task-Based models so that payments are approved before sending to the ePayment service. If you have Legacy Checkbook ID or Task-Based Authorizations set up, payments can be sent for processing to the ePayment service without going through an approval process.

Last modified: Dec 12, 2019

3.3.2. Legacy Security Model

Mekorma Legacy Security

Legacy is Mekorma's original security model and includes the options to set security by:

- User ID
- Checkbook ID
- Default GP security

User ID

Security by User ID uses the Microsoft Dynamics GP User ID and password as your check printing password. In addition, with this option, you can view an Audit Log report that records the approvers/signers for each check batch.

With this option you can:

- Select which users are allowed to print checks.
- Select which checkbook each user can print from.
- Print a different signature for each user, share signatures between users, or print with no signatures at all and lines for hand signing.
- Set the maximum approval amount for each user.
- Define when passwords are required and how many are required based on the dollar amount.
- Works with Vendor Class Security.

Checkbook ID

The security by Checkbook option associates signature and password logic with a specific Microsoft Dynamics GP Checkbook. The signature and password logic is contained in the Signature ID that is assigned to the checkbook.

- Allows different passwords for each checkbook.
- Allows for both lower and higher threshold logic.

No Security

- No additional security added beyond standard GP security

! Please note that for Enhanced Electronic Payments customers who want to use Mekorma security, you MUST configure secure approval workflow in either the Legacy or Task-Based

models so that payments are approved before sending to the ePayment service. If you have Legacy Checkbook ID or Task-Based Authorizations set up, payments can be sent for processing to the ePayment service without going through an approval process.

Last modified: Oct 23, 2019

3.3.3. Signatures Only with Standard GP Security

Payments can also be processed without configuring Mekorma security. In that case, standard Dynamics GP security will apply.

Even if you choose not to configure passwords, thresholds, or secure approval workflow using Mekorma security, it is possible to apply Mekorma signature logic to your check printing.

If you only make payments from one checkbook, or if the same signature logic can be applied to multiple checkbooks within the same company, please use this method.

Mekorma recommends configuring your system in this way if you need varying signature logic for multiple checkbooks.

Last modified: Aug 05, 2019

3.4. How to Create a Digital Signature

If you will be using signatures as part of your security settings in Mekorma, you will need to gather all needed signatures and transform them into a digital format. Please watch the video below to view step-by-step instructions, as recommended by Mekorma:

1. Take a standard 8 ½ x 11 sheet of paper and draw a rectangle that represents the average signature field.
2. Print (or make) as many copies as there are signers. For example, if six different signatures are needed, print six copies of the sheet with the empty box.
3. Ask each signer to sign their name within the rectangle. There should be no more than one signature per page.
4. Scan each sheet into a computer.
5. Open the signatures one at a time in the Microsoft Paint application
6. With one of the signatures opened in Paint, click on the **Select** drop-down menu and choose **Rectangular selection**. Draw the selection box around the signature as closely as possible and then click **Crop**.
7. Click on **Resize** and choose the **Pixels** button in the Resize and Skew window. Be sure that **Maintain aspect ratio** is checked, and adjust *either* the horizontal or vertical dimensions. A good choice for use in GP is a signature file with approximate dimensions of 220 × 50 pixels.
8. Save your signature as a 16 color bitmap.
9. Repeat the same procedure for all needed signatures, and store in a location accessible to an administrator for use in GP.

- If additional sizing is needed, you can always adjust within the Mekorma Configurator.

Last modified: Aug 05, 2019

3.5. Vendor Qualification for Enhanced Electronic Payments

Mekorma Enhanced Electronic Payments (MEEP) requires that all potential customers complete the vendor qualification process. This process will generate the necessary data needed to review eligibility, including the annual AP spend of each company being considered.

If you want to know more about transitioning your vendors to accept electronic payments, the first step is to schedule a meeting with Mekorma Sales.

There are two recommended methods for completing the vendor qualification process, outlined in the videos below.

For current Mekorma customers on Build x75 or later:

To access the Enhanced ePayment Qualification window, go to the Mekorma Area page > Setup > System > Enhanced ePayment Qualification

The qualification process will generate an Excel spreadsheet that displays annual AP spend information for all included companies. This spreadsheet must be submitted to Mekorma for review.

1. Install Mekorma Build x76 or later.
2. Navigate to the 'Mekorma Enhanced ePayment Qualification' window.
3. It is possible to exclude specific vendors from the process. To do so, right-click on the company(ies) you will be submitting and choose **Exclude Vendors** to open the 'Enhanced ePayment Qualification Exclusion' window. Check the box next to each vendor you want to exclude. Press **OK** to save.
4. Double-click on a company to open the 'Enhanced ePayment Company Data' window. Enter a Subdomain Name and Administrator email address. Click **Save**.
5. Once you have entered this data for each company you will be submitting for review, check the box to the left of each company and click **Process**. *Please note* – if the Email to: checkbox has been selected, the Excel spreadsheet generated when you click **Process** will automatically be emailed to Mekorma. If it has been deselected, you will have to manually email the generated file(s) to qualification@mekorma.com.
6. Once the vendor file has been received and reviewed for qualification, a meeting will be setup with the appropriate contact person to discuss our findings and whether or not your company has qualified for

the program.

If you do not have Mekorma installed or would prefer to use a SQL query:

If you have not yet upgraded to Mekorma Build x75 or later, you will need to gather data from your SQL server and generate the necessary information within a spreadsheet template, provided to you by Mekorma Sales. Full instructions can be found on the first worksheet of the spreadsheet.

Once the fields are populated, the spreadsheet must be emailed to qualification@mekorma.com.

Sales will then be able to determine if your company is a good candidate for Mekorma Enhanced Electronic Payments.

Last modified: Nov 22, 2019

3.6. Virtual Card Processing: Pre-funded or Credit Model

Mekorma Enhanced Electronic Payments service can pay your vendors via checks, EFT, or by virtual credit cards (Vcard). What is a virtual credit card? Rather than swiping a physical, plastic card, your vendors will be emailed a 16-digit virtual card that is only good for that particular transaction.

If you are an Enhanced ePayment customer, you have a choice as to how you will reimburse the virtual card company for vendor payments made with Vcards: by pre-funding the Vcards, or by taking advantage of our credit model. You must decide which model you will use when setting up the original ePayment checkbook, or when adding an additional checkbook for ePayment processing.

Pre-Funded Model

If using the pre-funded (or debit) model, payment batches from GP batches are submitted to the ePayment service, and you are then required to provide funds to the virtual card company for the total amount of all issued Vcards.

The ePayment service automatically generates an ACH file that contains the Vcard total of the batch, and you must send this to your bank so the funds can be transferred to the virtual card company. Upon receipt of the funds, the Vcard payments are emailed to your vendors.

Credit Model

When using the credit model, the virtual card company offers a no-cost line of credit. After batches are sent for processing, you will not be immediately charged for issued cards. Instead, the virtual card company will automatically transfer payments from your company's account on a regularly scheduled basis, and you will only pay for the card amounts that have been "swiped" by vendors during that credit period. This has the advantage of allowing cash to float in your account for more time.

All checkbooks processing electronic payments can be viewed within the Enhanced ePayment Configuration window. Refer to the checkbook fields of this window to confirm which model is being used for each ePayment checkbook.

Last modified: Nov 22, 2019

4. Installation

Please note, you must install Mekorma on every workstation that performs operations requiring the use of Mekorma features.

Preparation

1. Determine your Microsoft Dynamics GP version before downloading your Mekorma product(s).
2. Download the product installer that corresponds with your GP version from the Mekorma downloads page.
3. Follow the installation/ upgrade procedures.

Last modified: Dec 17, 2019

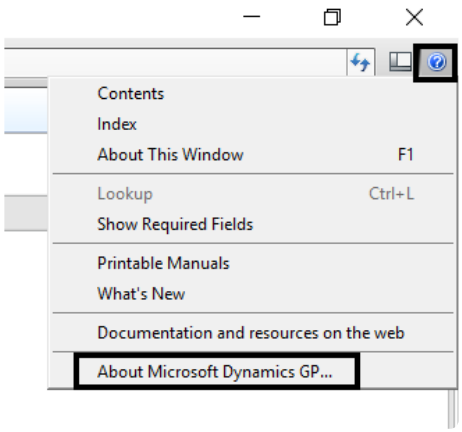
4.1. Find Your Dynamics GP Version

What version of Dynamics GP are you running?

Before downloading Mekorma, you need to know what version of Dynamics GP is running so you can choose the correct Mekorma installer. If you are downloading Mekorma to multiple workstations, it is important to know the GP version for each one. Here's how to check:

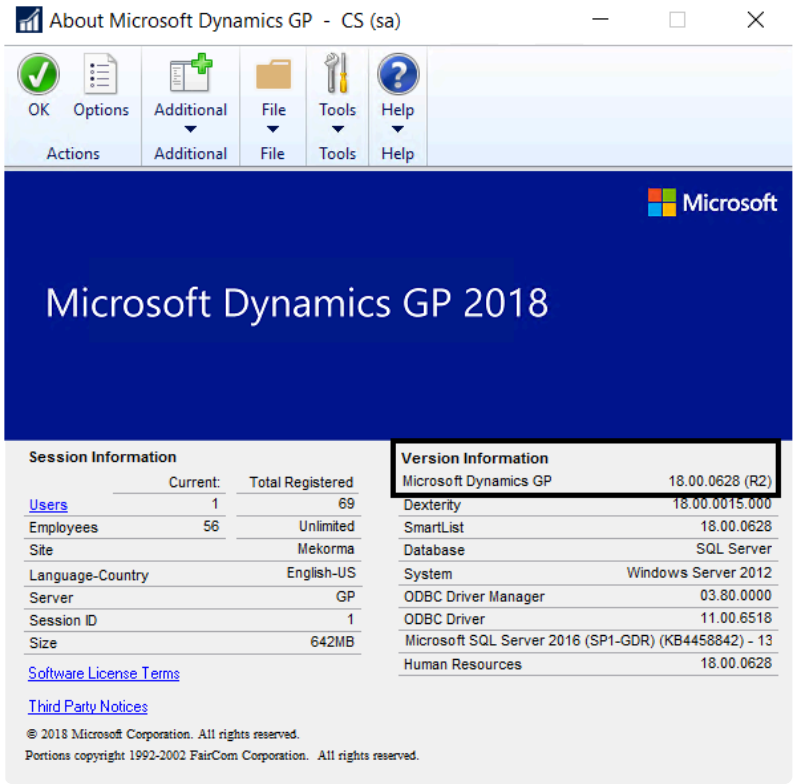
1. Log in to Dynamics GP.

2. Click on the GP Help **?** icon in the top right-hand corner of your screen.



3. Select **About Microsoft Dynamics GP…**

4. In the example below, the major version is displayed in the title box: **Microsoft Dynamics GP 2018**. *(More specific version information will be listed under the **Version Information** column.)* This means that the Mekorma installer corresponding to GP2018 must be chosen from the downloads page.



Last modified: Dec 17, 2019

4.2. New Installation or Product Upgrade

Run the Mekorma Installer

1. Log in to Windows as an Administrator.

2. Once the installer has been downloaded, launch the executable file. The file will follow this naming convention: MICR + GP version + Mekorma build version. (ex. **MICR2018b078.exe**) – right-click and select the option to **Run as Admin.**

3. Select the appropriate GP instance from the drop-down menu. If you only have one GP instance available, that option will automatically be selected.

4. After following all prompts, click **Finish** and close the Installer.

5. After you install Mekorma, launch Dynamics GP and log in as the 'sa' user. The system will ask if you want to upgrade tables now or later. Upon agreement, you must run the Table Maintenance procedure for a first-time install or product upgrade to take effect.

6. The Mekorma Products Manager will automatically retrieve registration keys for all installed Mekorma Products *if you are connected to the Internet*. If Internet access is not available, please contact Mekorma Sales.

Install Mekorma Enhanced Electronic Payments (MEEP) Utilities

> **!** MEEP utilities are necessary to install *only* for Mekorma Enhanced Electronic Payments customers. If you are interested in qualifying for this add-on service, please complete the Vendor Qualification process.

Installing MEEP utilities automates the process of synchronizing the vendor master file (when changes are made in Microsoft Dynamics GP or by the Enhanced Electronic Payments service). The Utilities installer should be installed in a single computer (preferably, but not necessarily, the SQL server) and does not need GP to be installed in that computer.

Download the MEEP Utilities Installer

Your Implementation Consultant will walk you though the following steps:

1. Log in to Windows as an Administrator.

2. Launch the MEEPUtilities.exe.

3. Follow the prompts to accept the license.

4. Choose the desired Installation folder.

5. Select whether you'd like to use Windows or Server authentication and enter necessary data.

6. On the **Set up scheduled task** window, please choose the time you would like Microsoft Dynamics GP and the Enhanced Electronic Payment system to synchronize. You can run this task as the current user or assign it to another Windows user.

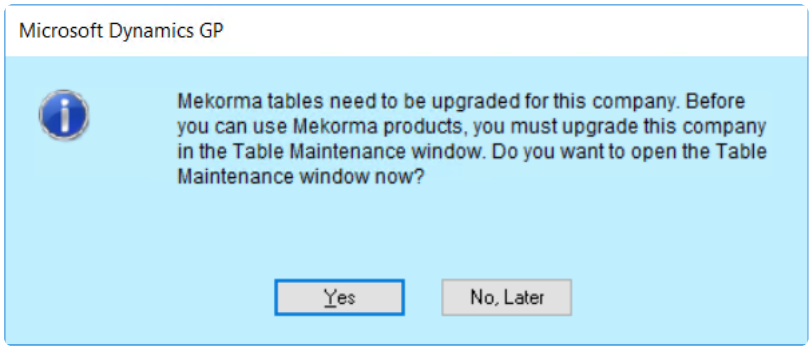
7. Click **Finish** to close the Installer.

Last modified: Dec 12, 2019

4.3. Run Table Maintenance

As third-party products are not included in the Dynamics GP upgrade process, Mekorma provides its own unified table upgrade system for all your GP companies. Table Maintenance ***must*** be run after installing Mekorma for the first time, or after upgrading to a more current version. Individual companies can be upgraded at the same time or separately within the **Table Maintenance** window.

> ! *Only the system administrator is prompted to run the process* in both circumstances, so be sure to log in as 'sa' after installation.



You must also run table maintenance after a new company is created in GP. Learn more in the video below:

> ✻ To manually access the **Table Maintenance** window, go to the Mekorma Area Page > Setup > System > Table Maintenance

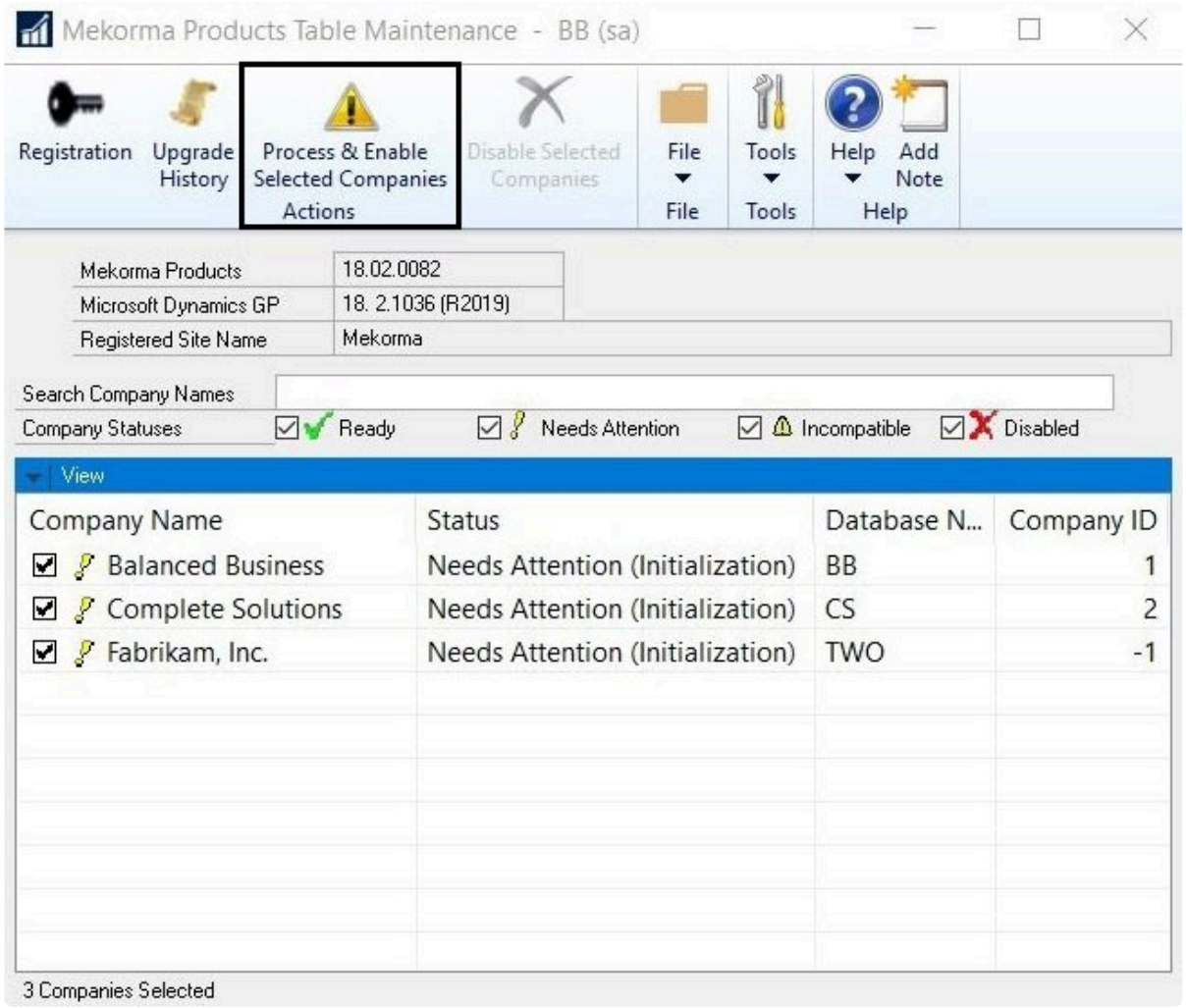
Requirements

- A system administrator user is needed to perform table maintenance. If you are not a system administrator, a warning message displays and the window will close.
- It is imperative that no one is working on a Mekorma product while the upgrade process is running. For example, no one should be printing checks via MICR, Multi-Batch Management, or Enhanced Electronic Payments.
- Verify that you have posted all your batches before upgrading Mekorma products.
- If any registration error occurs, see the section on product registration for more details.

New Mekorma Installation or Product Upgrade:

1. Whether you are creating tables for the first time or upgrading, the process of running table maintenance is the same. The option to run Table Maintenance will *only* be prompted for the System Administrator ('sa') so the user 'sa' *must* log in after a new install or upgrade.

2. Select the companies that need tables created or updated, and click **Process & Enable Selected Companies**. (You do not need to update all companies at the same time). Registration keys are obtained automatically, so when the table update process is complete, Mekorma Products are ready to use.



3. When the process is finished, close the **Mekorma Products Table Maintenance** window.

Last modified: Dec 30, 2020

4.4. Products Registration

Upon installation or upgrade, Mekorma keys are automatically retrieved by the system (although keys can be entered manually if needed). In order to retrieve keys, an internet connection is required (allowing access to our Mekorma Registration Web Service).

! For best results, create an inbound and inbound rule in your firewall to allow access to our web service. Allow IP address 64.74.139.46.

The Mekorma Products Registration window provides the ability to enter new registration keys; request trial period keys; and access to our online keys retrieval system. To learn more about actions you may need to take in the Products Registration window, please see the video below:

* To access the Mekorma Products Registration window, go to the Mekorma Area Page > Setup > System > Registration

The following products require keys:

- Mekorma MICR Payables
- Mekorma MICR US Payroll
- Mekorma MICR Canadian Payroll
- Multi-Batch Management
- MEM Connector for Payables
- MEM Connector for US Payroll

Last modified: Aug 14, 2019

4.5. Mekorma Products Manager

The Mekorma Products Manager is a helper dictionary that manages table maintenance and product registration for all Mekorma products. This product is installed with Mekorma Payment Hub. It is a required component necessary to run all Mekorma products.

The Products Manager window will tell you what version of Mekorma you are running and includes links to the following:

To access the Mekorma Product Manager, go to the GP Help menu > About Microsoft Dynamics GP > Additional > Mekorma Products Manager

Last modified: Aug 15, 2019

4.6. Print Client for GP Web Client

To print Mekorma checks out of the Dynamics GP Web Client, it is necessary to install the Mekorma Print Client *(MICRPrintClient.exe)* on each workstation intended for Mekorma check printing from a Web Client session. There are two methods for accomplishing this:

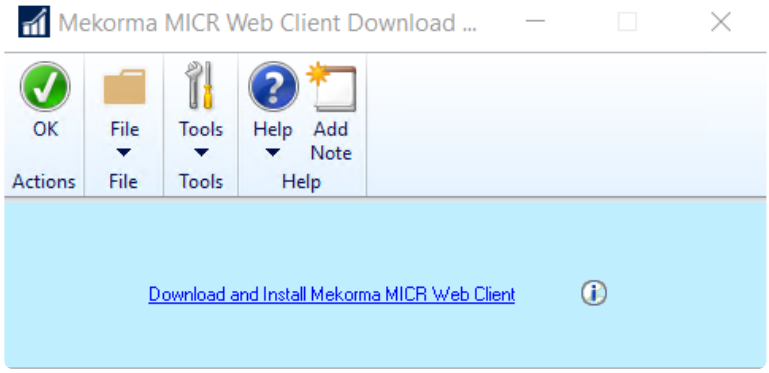
Install from the GP root folder

1. Open the Dynamics GP desktop root folder where you have installed Mekorma.
2. Go to the **Mekorma MICR folder > Webclient folder** to access the **MICRPrintClient exe** file.
3. Copy this file and install it on your desktop or network as administrator.

Install from within Mekorma software

To open the Mekorma Web Client Download and Installation window, go to the Mekorma Area Page > Setup > System > Web Client Installation

1. Open the **Mekorma Web Client Download and Installation** window.
2. Click on the link to download and install the **MICRPrintClient.exe** file.



Last modified: Oct 11, 2019

5. Configuration

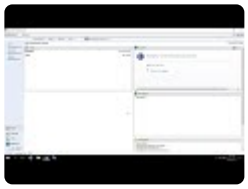
This section of the User Guide offers instruction on where to find the configuration settings for Mekorma features and functionality.

Last modified: Oct 11, 2019

5.1. Navigating to Mekorma Windows

Mekorma has its own Area Page within Dynamics GP, so that all Mekorma related windows can be accessed from one screen. Traditional Mekorma navigation via Dynamics GP menus remains in effect.

You can configure GP's Navigation Pane to make the Mekorma Area Page easily accessible. Watch *(screen action only)* below:



Throughout the Mekorma User Guide, navigation paths to Mekorma windows can be found within these blue information boxes.

Once on the Mekorma Area Page, you will find seven different panes that contain all Mekorma-related windows:

- Transactions
- Cards
- Routines
- Reports
- Setup
- Utilities
- Inquiry

Last modified: Aug 05, 2019

5.2. Mekorma Quickstart

The video below will walk you through the necessary steps to get Mekorma functioning, so that you can assess your payment processes and ensure that you are ready to move on to production.

1. Login as ‘sa’.

2. Select the company that you want to use.

3. Run the Table Maintenance procedure.

4. Address security settings: navigate to the Security Setup window determine which security model is selected. You can turn off Mekorma security for testing purposes:

- If the Mekorma Legacy Security model is chosen, navigate to the Security Maintenance window and choose ‘None’ in the in the “Set Passwords By…” field.
- If Task-Based Security is selected, leave the default settings as is.

5. Configure a checkbook use in the **Checkbook Setup** window.

6. Open the **Test Check Layout and Security** window to test that checkbook’s printing.

Last modified: Aug 05, 2019

5.3. Set Up a Checkbook

Before setting up your checkbooks for Mekorma MICR check printing, please be sure you have already created the necessary Checkbook ID(s) within the Dynamics GP Checkbook Maintenance window. Consult your GP documentation if you need assistance with this step.

Mekorma will attempt to create check copies in the specified folder.

If we cannot access this folder or the folder becomes unavailable, we will create the check copies in the Data subfolder of your Microsoft Dynamics GP installation folder.

If you need information on how to set up additional checkbooks for Enhanced Electronic Payments processing, please see this page.

Last modified: Aug 27, 2019

5.3.1. Configure a Checkbook's MICR Line

Watch the video below for detailed instructions on how to configure the MICR line for your AP, US Payroll and Canadian Payroll checkbooks:

Configure the MICR Line

To access the Mekorma Checkbook Setup window, go to the Mekorma Area Page > Setup > Purchasing > Checkbook Setup

1. In the Checkbook Setup window, enter a Checkbook ID by using the lookup.
2. Open the MICR Line Quick Entry window by clicking on any of the hyperlinks within the MICR Line Setup field.
3. Add any information that has not been automatically pulled in from the GP Checkbook Maintenance window:
    a. Number of Check Digits
    b. Right-most position of Check Digits*
    c. Routing Number
    d. Region Code*
    e. Account Number
    f. Right-most position of the Account Number*
4. Click **OK**
5. Please note, the Transit (ABA) Number will automatically be calculated and entered for you upon entry of the correct routing number/ region code.
6. If you need to make edits to the information, you can either open the MICR Line Quick Entry window and make changes there, or edit directly on the graphical interface by clicking on a value and scrolling through the options.

*Please ask your bank for this information **

Last modified: Nov 19, 2019

5.3.2. Choose Check Formats from the Check Format Library

Mekorma's Checkbook Setup window allows you to select pre-configured check formats for the Purchasing, US Payroll and Canadian Payroll modules.

You can select up to 7 different formats for the different purposes used by Dynamics GP. The selected formats do not have to be unique; the same format can be used for multiple purposes:

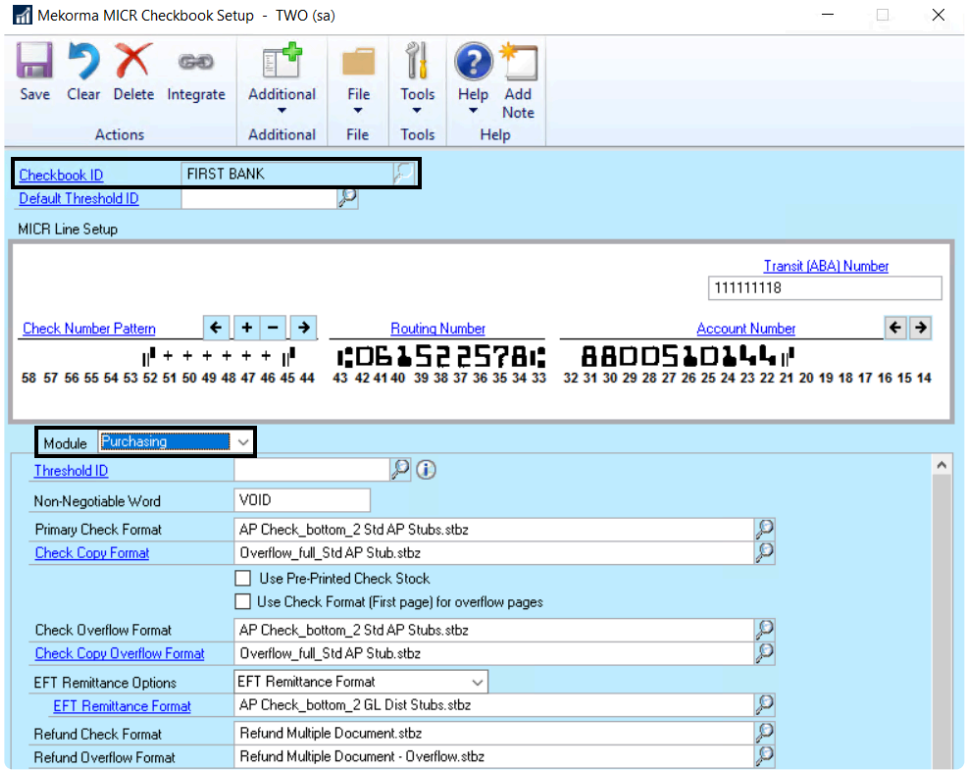
- The **Primary Check Format** is the main check that is sent to your vendors. *This is the only format you are **required** to designate.*
- The **Check Copy Format** allows you to print a physical copy of the primary check, and can be different than the format you send to your vendors.
- The **Check Overflow format** and **Check Copy Overflow** format are used when you want to have a different format for overflows.
- The **EFT Remittance Options** defaults to Check Face/Overflow Stub. If you leave this default then Mekorma will use the exact same formats for EFTs as it does for your checks. Since EFTs don't require the check portion of the format, different formats can be selected.
- The **Refund Check** and **Refund Check Overflow** formats are used if you will be using the Refund Checks feature in Microsoft Dynamics GP.

Choose Formats:

To access the Mekorma Checkbook Setup window, go to the Mekorma Area Page > Setup > Purchasing > Checkbook Setup

1. Go to the Checkbook Setup window.

2. Select the checkbook and the module (Purchasing, US Payroll, Canadian Payroll) that you want to configure.



3. Click on the lookup to the right of Primary Check Format, and choose an appropriate option from Mekorma's library of pre-configured formats. The name of each format file indicates key information included on that format.

4. If you want to customize your chosen format, open the Mekorma Configurator by clicking on the Primary Check Format link. You can then edit within the Configurator. This process can be repeated for any additional format selections.

> **!** Within the same company, you cannot print some checks using Mekorma and others using Microsoft Dynamics GP, unless you have a second Microsoft Dynamics GP user configured through the Alternate Security to print checks. It is important to note that any change to your operating system, server, or printer could cause printing variations. Always retest the formatting of your checks and the MICR line if you have altered your system configuration or peripherals in any way.

Last modified: Nov 19, 2019

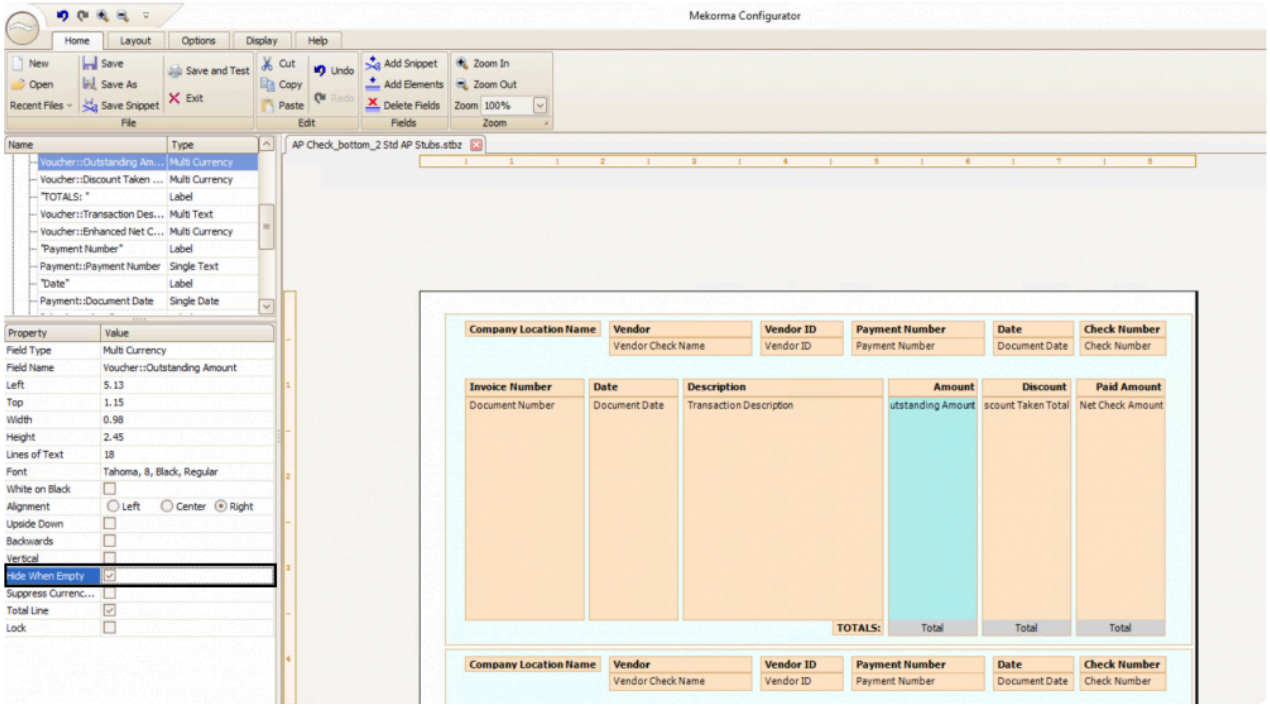
5.3.3. Customize Check Formats Using the Configurator

The Mekorma MICR Configurator is a report editing tool that allows you to modify Mekorma-generated checks and stubs. The Configurator handles any size paper and any system font.

Use the Configurator in conjunction with the pre-prepared stub files provided in the Mekorma Check Format Library to create check stub formats designed specifically for your company's check printing needs. The Configurator is a feature-rich, easy-to-use editing tool with drag-and-drop functionality, multiple windows, menus, and toolbars.

To open the Mekorma Configurator, click on any of the check format links from within the Mekorma Checkbook Setup window.

- To add fields, labels, lines and images/ logos, 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.
- For quicker alignment of fields, use the Alignment tools on the **Layout tab** at the top of the Configurator window.
- Use the **Zoom In** and **Zoom Out** buttons to see more of the page or get a closer look at a field.
- 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.
- Use the mouse to select fields to move, re-size or delete. You can use the control key to select multiple fields.
- 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.
- You can select and copy entire regions to make duplicate remittance stubs.
- For any **Amount** field on a check stub, you can choose to hide it when there is no value populating the field. Click on the field itself, and use the Properties pan to check the box next to **Hide When Empty.**

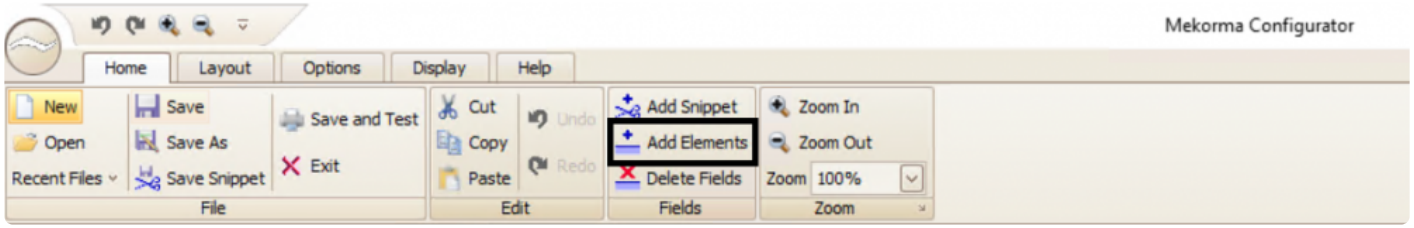


Follow this link for a complete list of all check stub fields available in the Configurator.

Last modified: Nov 19, 2019

5.3.3.1. Mekorma Fields for Check Stubs

All available check stub fields within the Mekorma Configurator are listed below by section. Any of these fields can be added by clicking on the **Add Elements** button once the Mekorma Configurator has been opened:



These fields are available for Payables, US Payroll and Canadian Payroll check stubs:

General Information

- Approver 1
- Approver 2
- Bank Account Number
- Bank Address
- Bank Branch
- Bank Fax Number
- Bank ID
- Bank Master Transit Number
- Bank Name
- Bank Phone 1
- Bank Phone 2
- Bank Phone 3
- Check Comment 1
- Check Comment 2
- Check Comment 3
- Checkbook Description
- Checkbook ID
- CM User Defined 1
- CM User Defined 2
- Company Address
- Company Contact
- Company Fax Number
- Company Location Name
- Company Name
- Company Phone 1

- Company Phone 2
- Company Phone 3
- GL Posting Date
- Printed By
- Requester
- Transit Number
- User ID

Commonly Used Labels

- AMOUNT
- Amount
- Canadian Funds
- Check Date
- CHECK NO
- Cheque Date
- CHEQUE NO
- Date
- DATE
- DDMMYYYY
- Description
- Description Reference
- Discount Taken
- Dollars
- GL Account Number
- Invoice Date
- Invoice Number
- MMDDYYYY
- Net Check Amt
- Net Cheque Amt
- Net Paid Amount
- Net Paid Amt
- ORDER OF
- Outstanding Amt
- Paid Amount
- Pay
- PAY
- Pay to the Order of
- Payee
- Payment Number
- PO Number
- TO THE
- to the Order of

- US Funds
- Voucher Amount
- Voucher Number
- Write Off
- YYYYMMDD

Logical Fields

- EFT Comment
- EFT Logo
- EFT Non-Negotiable
- EFT VOID
- Facility Signature 1
- Facility Signature 2
- Line 1
- Line 2
- Continued
- Signature File 1
- Signature File 2
- Signature File 1 Based on PO Number
- Signature File 2 Based on PO Number
- Signature Line 1 Based on PO Number
- Signature Line 2 Based on PO Number

Payables

Detailed Addresses for Payables

- Bank Address 1
- Bank Address 2
- Bank Address 3
- Bank City-State-Zip
- Bank Country
- Company Address 1
- Company Address 2
- Company Address 3
- Company City-State-Zip
- Company Country
- Payment Address 1

- Payment Address 2
- Payment Address 3
- Payment Address ID
- Payment City-State-Zip
- Payment Contact
- Payment Country
- Payment Zip
- Vendor Main Address 1
- Vendor Main Address 2
- Vendor Main Address 3
- Vendor Main City-State-Zip
- Vendor Main Country

GL Distribution

- 1099 Amount
- Account Alias
- Account Description
- Account Number
- Account User Defined 1
- Account User Defined 2
- Credit Amount
- Debit Amount
- Distribution Reference
- Document Type
- Enhanced Net Check Amount
- Freight Amount
- Intercompany ID
- Misc Charges Amount
- Multi-Currency Debit Minus Credit Amount
- New Amount Paid (Tech Knowledge 18381)
- New Document Amount (Tech Knowledge 18381)
- Originating Credit Amount
- Originating Debit Amount
- Payment Terms ID
- Posting Date
- Purchase Order Number
- Purchases Amount
- Shipping Method
- Tax Amount
- Tax Schedule ID
- Trade Discount Amount
- TRX Source

- Voucher Amount Paid
- Voucher Credit Amount
- Voucher Credit Document Amount
- Voucher Discount Date
- Voucher Discount Taken Amount
- Voucher Discount Taken Total
- Voucher Document Amount
- Voucher Document Date
- Voucher Document Number
- Voucher GST Discount Amount
- Voucher Net Check Amount
- Voucher Net Paid Amount
- Voucher Outstanding Amount
- Voucher Paid Total
- Voucher PPS Amount Deducted
- Voucher Total Document Amount
- Voucher Transaction Description
- Voucher Voucher Number
- Voucher Write Off Amount
- Voucher Write Off Total

MEM Centralized

- Facility ID
- Facility Name
- Facility Company Name
- Document Number
- Transaction Description
- Discount Taken Amount
- Purchase Order Number
- Net Paid Amount
- New Amount Paid (Tech Knowledge 18381)
- Document Date
- Voucher Number
- Voucher Date
- Document Amount
- Internet User Defined 1
- Internet User Defined 2

MEM Decentralized

- Facility ID
- Facility Name
- Facility Company Name
- Facility Address
- Internet User Defined 1
- Internet User Defined 2

Payment

- Amount in Words
- Amount in Words with Word Wrapping
- Amount in Words (Techknowledge 857824)
- Amount in Words (Techknowledge 857824) with Word Wrapping
- Check Comment
- Check Amount with ***
- Check Number
- Check Total
- Document Date
- Document Date-D1
- Document Date-D2
- Document Date-M1
- Document Date-M2
- Document Date-Y1
- Document Date-Y2
- Document Date-Y3
- Document Date-Y4
- EFT or Regular Check Total
- Payment Comment (from Edit Payables Checks)
- Payment Number

POP Single Line Per Invoice

- 1099 Amount
- Amount Paid
- Credit Amount
- Credit Document Amount
- Discount Date
- Discount Taken Amount
- Discount Taken Total

- Document Amount
- Document Date
- Document Number
- Document Type
- Due Date
- Enhanced Net Check Amount
- Freight Amount
- GST Discount Amount
- Misc Charges Amount
- Net Check Amount
- Net Paid Amount
- New Amount Paid (Tech Knowledge 18381)
- New Document Amount (Tech Knowledge 18381)
- Outstanding Amount
- Paid Total
- Payment Terms ID
- POP Extended Cost
- POP Item Description
- POP Item Description or Voucher Description
- POP Item Number
- POP or Voucher PO Number
- POP QTY Invoiced
- POP Receipt Date or Voucher Date
- POP Receipt Number or Voucher Number
- POP Reference or Voucher Description
- POP Unit Cost
- POP Unit of Measure
- POP Vendor Document Number
- Posting Date
- PPS Amount Deducted
- Project Contract Name
- Project Contract Customer
- Project Contract Number
- Project Contract ID
- Project Cost
- Project Customer Number
- Project Number
- Project Purchase Order Number
- Project User Defined1 Contract
- Project User Defined2 Contract
- Purchase Order Number
- Purchases Amount

- Shipping Method
- Tax Amount
- Tax Schedule ID
- Total Document Amount
- Trade Discount Amount
- Transaction Description
- TRX Source
- UD Date01
- UD Date02
- UD Date03
- UD Date04
- UD Date05
- UD Date06
- UD Date07
- UD Date08
- UD Date09
- UD Date10
- UD Date11
- UD Date12
- UD Date13
- UD Date14
- UD Date15
- UD Date16
- UD Date17
- UD Date18
- UD Date19
- UD Date20
- UD List01
- UD List02
- UD List03
- UD List04
- UD List05
- UD Text01
- UD Text02
- UD Text03
- UD Text04
- UD Text05
- UD Text06
- UD Text07
- UD Text08
- UD Text09
- UD Text10

- Voucher Number
- Write Off Amount
- Write Off Total

POP Multiple Lines Per Invoice

- 1099 Amount
- Amount Paid
- Credit Amount
- Credit Document Amount
- Discount Date
- Discount Taken Amount
- Discount Taken Total
- Document Amount
- Document Date
- Document Number
- Document Type
- Due Date
- Enhanced Net Check Amount
- Freight Amount
- GST Discount Amount
- Misc Charges Amount
- Net Check Amount
- Net Paid Amount
- New Amount Paid (Tech Knowledge 18381)
- New Document Amount (Tech Knowledge 18381)
- Outstanding Amount
- Paid Total
- Payment Terms ID
- POP Extended Cost
- POP Item Description
- POP Item Description or Voucher Description
- POP Item Number
- POP or Voucher PO Number
- POP QTY Invoiced
- POP Receipt Date or Voucher Date
- POP Receipt Number or Voucher Number
- POP Reference or Voucher Description
- POP Unit Cost
- POP Unit of Measure
- POP Vendor Document Number

- Posting Date
- PPS Amount Deducted
- Project Contract Name
- Project Contract Customer
- Project Contract Number
- Project Contract ID
- Project Cost
- Project Customer Number
- Project Number
- Project Purchase Order Number
- Project User Defined1 Contract
- Project User Defined2 Contract
- Purchase Order Number
- Purchases Amount
- Shipping Method
- Tax Amount
- Tax Schedule ID
- Total Document Amount
- Trade Discount Amount
- Transaction Description
- TRX Source
- UD Date01
- UD Date02
- UD Date03
- UD Date04
- UD Date05
- UD Date06
- UD Date07
- UD Date08
- UD Date09
- UD Date10
- UD Date11
- UD Date12
- UD Date13
- UD Date14
- UD Date15
- UD Date16
- UD Date17
- UD Date18
- UD Date19
- UD Date20
- UD List01

- UD List02
- UD List03
- UD List04
- UD List05
- UD Text01
- UD Text02
- UD Text03
- UD Text04
- UD Text05
- UD Text06
- UD Text07
- UD Text08
- UD Text09
- UD Text10
- Voucher Number
- Write Off Amount
- Write Off Total

UK Cheques

- UK Cheque Amount
- UK Vendor Name Only
- UK Vendor Name*
- UK Vendor Name
- UK Document Date
- UK Amount in Words with Word Wrapping

Vendor

- 1099 Amount YTD
- 1099 Type
- Account Number With Vendor
- Account Type
- Bank Account Number
- Bank Name
- Bank Transit Number
- Contact Name
- Fax Number
- Governmental Corporate ID
- Governmental Individual ID

- Parent Vendor ID
- Payment Address
- Payment Address with Country
- Payment Priority
- Payment Terms ID
- Phone 3
- Phone Number 1
- Phone Number 2
- Shipping Method
- Tax ID Number
- Tax Registration Number
- Vendor Address with Contact Name
- Vendor Check Name
- Vendor Check Name – SAFE PAY
- Vendor Class ID
- Vendor Comment 1
- Vendor Comment 2
- Vendor Contact
- Vendor ID
- Vendor Main Address
- Vendor Name
- Vendor Name – SAFE PAY
- Vendor Note
- Vendor Short Name
- Vendor User Defined 1
- Vendor User Defined 2

Voucher

- 1099 Amount
- Amount Paid
- Credit Amount
- Credit Document Amount
- Discount Date
- Discount Taken Amount
- Discount Taken Total
- Document Amount
- Document Date
- Document Number
- Document Type
- Due Date

- Enhanced Net Check Amount
- Freight Amount
- GST Discount Amount
- Misc Charges Amount
- Net Check Amount
- Net Paid Amount
- New Amount Paid (Tech Knowledge 18381)
- New Document Amount (Tech Knowledge 18381)
- Outstanding Amount
- Paid Total
- Payment Terms ID
- Posting Date
- PPS Amount Deducted
- Purchase Order Number
- Purchases Amount
- Shipping Method
- Tax Amount
- Tax Schedule ID
- Total Document Amount
- Trade Discount Amount
- Transaction Description
- TRX Source
- Voucher Number
- Write Off Amount
- Write Off Total

Refund Single Document

- Document Amount
- Document Date
- Document Description
- Document Number
- Document Type
- Customer Name
- Customer Number
- Customer PO Number
- Extended Price
- Freight Amount
- Item Description
- Item Number
- Markdown Amount

- Misc Amount
- Quantity
- Salesperson ID
- Sales Territory
- Shipping Method
- Tax Amount
- Trade Discount Amount
- U Of M
- Unit Price

Refund Multiple Documents

- Document Amount
- Document Date
- Document Description
- Document Number
- Document Type
- Customer Name
- Customer Number
- Customer PO Number
- Misc Amount
- Salesperson ID
- Sales Territory
- Shipping Method
- Tax Amount
- Trade Discount Amount

US Payroll

Benefits

- Benefit Amount Array
- Benefit Amount YTD Array
- Benefit Code Array
- Benefit Description
- Total Benefits

Check

- Amount in Words

- Amount in Words with Word Wrapping
- Check Amount with ***
- Check Date
- Check Date-D1
- Check Date-D2
- Check Date-M1
- Check Date-M2
- Check Date-Y1
- Check Date-Y2
- Check Date-Y3
- Check Date-Y4
- Check Number
- Facility Name
- Facility Stub String
- Facility Check String
- Facility ID
- Facility Company Name
- Facility Address
- Internet User Defined 1
- Internet User Defined 2
- Net Wages Pay Run
- Check Direct Deposit Amount

Deductions

- Deduction Amount Array
- Deduction Amount YTD Array
- Deduction Code Array
- Deduction Description
- Total Deductions

Detailed Addresses

- Bank Address 1
- Bank Address 2
- Bank Address 3
- Bank City-State-Zip
- Bank Country
- Company Address 1
- Company Address 2

- Company Address 3
- Company City-State-Zip
- Company Country
- Employee Address 1
- Employee Address 2
- Employee Address 3
- Employee City-State-Zip
- Employee Country
- Employee Country Code
- Employee County
- Employee Fax
- Employee Foreign Postal Code
- Employee Foreign State Province
- Employee Phone 1
- Employee Phone 2
- Employee Phone 3
- Employee Zip
- First Name
- Last Name
- Middle Name

Direct Deposit

- DD Array12 Account Number
- DD Array12 Amount
- DD Array12 Transaction Code
- DD Array12 Transit Number
- DD Number of Accounts
- Net Wages Pay Run (Stub Only)

Earnings

- Business Expense Earnings
- Charged Tips Earnings
- Commission Earnings
- Double Time Earnings
- EIC Earnings
- Holiday Earnings
- Min Wage Bal Earnings
- Overtime Earnings

- Pension Earnings
- Piecework Earnings
- Piecework Units
- Regular Earnings
- Reported Tips Earnings
- Sick Time Earnings
- Special Earnings
- Total Earnings
- Vacation Earnings

Employee

- Alternate Name
- Class Description
- Department
- Department Additional Description
- Department Description
- Division Address 1
- Division Address 2
- Division City-State-Zip
- Division Code
- Division Name
- Employee Address
- Employee Class
- Employee Full Name – SAFE PAY
- Employee ID
- Employee Name
- Employee Name with Suffix
- Employee Note
- Employee Suffix
- Employee User Defined 1
- Employee User Defined 2
- Federal Classification Code
- First Name
- Job Title
- Job Title Description
- Last Name
- Location ID
- Middle Name
- NickName
- Rate Class

- Social Security Number
- Social Security Number-MASKED
- Supervisor Code
- Type of Employment
- Union Code

Federal Taxes

- Federal Additional Withholding
- Federal Filing Status
- Federal Withholding Exemptions
- Federal Withholding YTD
- Federal Withholding Pay Run
- FICA Withholding YTD
- FICA Medicare Withholding YTD
- FICA Medicare Withholding Pay Run
- FICA Social Security Withholding YTD
- FICA Social Security Withholding Pay Run
- Total FICA Tax Withheld
- Uncollected FICA Med Tax Pay Run
- Uncollected FICA SS Tax Pay Run
- Employer ID Number

Hours

- Days Worked YTD
- Double Time Hours
- Holiday Hours
- Hours Worked YTD
- Overtime Hours
- Regular Hours
- Sick Time Available
- Sick Time Hours
- Time Available Array
- Time Code Array
- Time Code Description Array
- Total Hours
- Vacation Available
- Vacation Hours
- Weeks Worked YTD

- Work Hours Per Year

Local Taxes

- Local Tax Array
- Local Tax Description
- Local Tax Withholding Array
- Local Tax YTD
- Local Withholding YTD

Pay Data

- Pay Code Array
- Pay Code Description
- Pay Earnings Array
- Pay Hours Array
- Pay Hours Array-Blank for Salary
- Pay Rate Array
- Pay Rate Array-Blank for Salary
- Pay YTD Array
- Total YTD Pay Code Earnings

Pay Stub Information

- End Pay Period
- Federal Wages Pay Run
- Gross Wages YTD
- Gross Wages Pay Run
- Net Wages YTD
- Payment Adjustment Number
- Start Pay Period
- Total Taxes
- Total Taxes YTD
- User ID

State Taxes

- Additional Allowances

- State Additional Withholding
- State Filing Status
- State Name
- State Number of Dependents
- State Tax Array
- State Tax Withholding Array
- State Tax YTD
- State Withholding YTD

Tips

- Allocated Tips YTD
- Charged Receipts YTD
- Charged Tips YTD
- Federal Tax On Tips YTD
- Federal Tips YTD
- FICA Med Tax On Tips YTD
- FICA Med Tips YTD
- FICA SS Tax On Tips YTD
- FICA SS Tips YTD
- Reported Receipts YTD
- Reported Tips YTD
- Uncollected FICA Med Tax YTD
- Uncollected FICA SS Tax YTD

Canadian Payroll

Detailed Addresses

- Bank Address 1
- Bank Address 2
- Bank Address 3
- Bank City-State-Zip
- Bank Country
- City
- Company Address 1
- Company Address 2
- Company Address 3
- Company City-State-Zip

- Company Country
- Country
- Employee Address 1
- Employee Address 2
- Employee City-Province-Postal Code
- First Name
- Last Name
- Middle Name
- Phone
- Postal Code
- Province

Detailed Advice

- Income Pay Code
- Income Description
- Income Rate
- Income Units
- Income Current $
- Income YTD Units
- Income YTD Dollars

Employee

- Address
- Birth Date
- City
- Class ID
- Country
- Department
- Employee ID
- First Name
- Full Name
- Last Name
- Middle Name
- Phone
- Position
- Postal Code
- Province
- SIN
- Start Date
- Taxable Province

- User Defined 1
- User Defined 2
- User ID

Payment Details

- Deduction Description
- Deduction Employee Share
- Deduction Employer Share
- Deduction Paycode
- Deduction Rate
- Deduction Taxable Benefit Amount
- Deduction Units
- Earnings Amount
- Earnings Dept
- Earnings Description
- Earnings Paycode
- Earnings Rate
- Earnings Transaction Date
- Earnings Units

Summary Advice

- Income Pay Code
- Income Description
- Income Rate
- Income Units
- Income Current $
- Income YTD Units
- Income YTD Dollars
- Benefit Pay Code
- Benefit Description
- Benefit Rate
- Benefit Units
- Benefit Current $
- Benefit YTD Units
- Benefit YTD Dollars
- Deduction Pay Code
- Deduction Description
- Deduction Rate

- Deduction Units
- Deduction Current $
- Deduction YTD Units
- Deduction YTD Dollars

Payment Summary

- Accumulated Days
- Accumulated Overtime Hours
- Accumulated Regular Hours
- Accumulated User1
- Accumulated User2
- Accumulated User3
- Accumulated User4
- Advance Amount Drawn
- Advance Amount Reclaim
- Arrears Amount Created
- Arrears Amount Reclaim
- Batch Number
- Bonus Income
- Cheque Amount with ***
- Cheque Date
- Cheque Date-D1
- Cheque Date-D2
- Cheque Date-M1
- Cheque Date-M2
- Cheque Date-Y1
- Cheque Date-Y2
- Cheque Date-Y3
- Cheque Date-Y4
- Cheque Number
- End Date
- Net Pay
- Net Pay Words
- Net Pay Words Numbers
- Overtime Income
- Payment Method
- Regular Income
- Retroactive Income
- Start Date
- Total Withholdings

Vacation

- Accrual Amount
- Accrual Units
- Accrual Unpaid Units
- Accruing Amount
- Accruing Available After Date
- Accruing Units
- Accruing Unpaid Units
- Available Amount
- Available Payout After Date
- Available Units
- Available Unpaid Units
- Opening Balance
- YTD Accrued Vacation

YTD Tax Return

- Basic Personal Amount – AB
- Basic Personal Amount – BC
- Basic Personal Amount – Federal
- Basic Personal Amount – MB
- Basic Personal Amount – NB
- Basic Personal Amount – NL
- Basic Personal Amount – NS
- Basic Personal Amount – NT
- Basic Personal Amount – NU
- Basic Personal Amount – ON
- Basic Personal Amount – PE
- Basic Personal Amount – SK
- Basic Personal Amount – YT
- CPP Deducted 16
- CPP Pensionable 26
- EI Deducted 18
- EI Insurable 24
- Employment Income 14
- Income Tax Deducted 22
- Quebec TP-1015.3-V Base
- Registered Pension 20
- Taxable Benefits

- Taxable Income

Last modified: Oct 29, 2019

5.3.3.2. Add Elements to Check Formats

Our existing check formats can be customized by adding elements using the Mekorma Configurator. Fields can be added to any of our check formats, and can be easily placed or re-located with the Configurator's drag-and-drop interface.

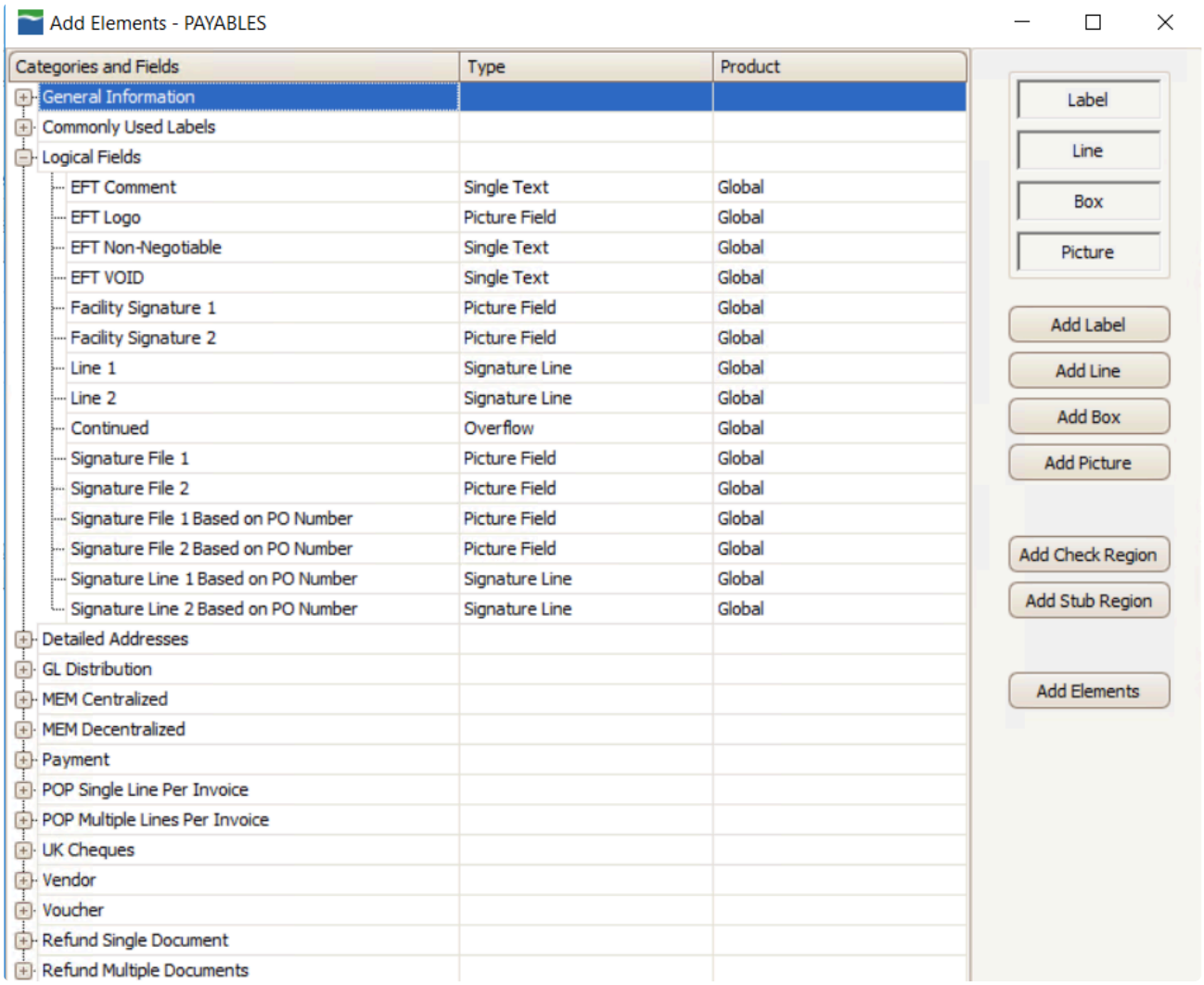
1. Open the the **Checkbook Setup** window and use the look-up to select a **Checkbook ID**.

2. Select the module for which you want to configure a check stub: **Purchasing, US Payroll or Canadian Payroll**

3. Be sure a primary check format is selected, then click on the **Primary Check Format** hyperlink. This will open the Configurator to display the selected format.

4. Click the button **Add Elements** to open the Add Elements window. The available elements will differ depending on which module you are working with.

5. Expand any of the the listed categories by clicking on the + sign. This will display available fields within each category.



6. Choose the desired field to add to your check stub.

7. Click **Add Elements**.

8. The field will automatically be placed at the top-left of the format. You can change the field's location as desired by dragging and dropping it, or by adjusting its location according to its place on the X and Y axis.

Last modified: Nov 19, 2019

5.3.3.3. Configure Refund Check Formats

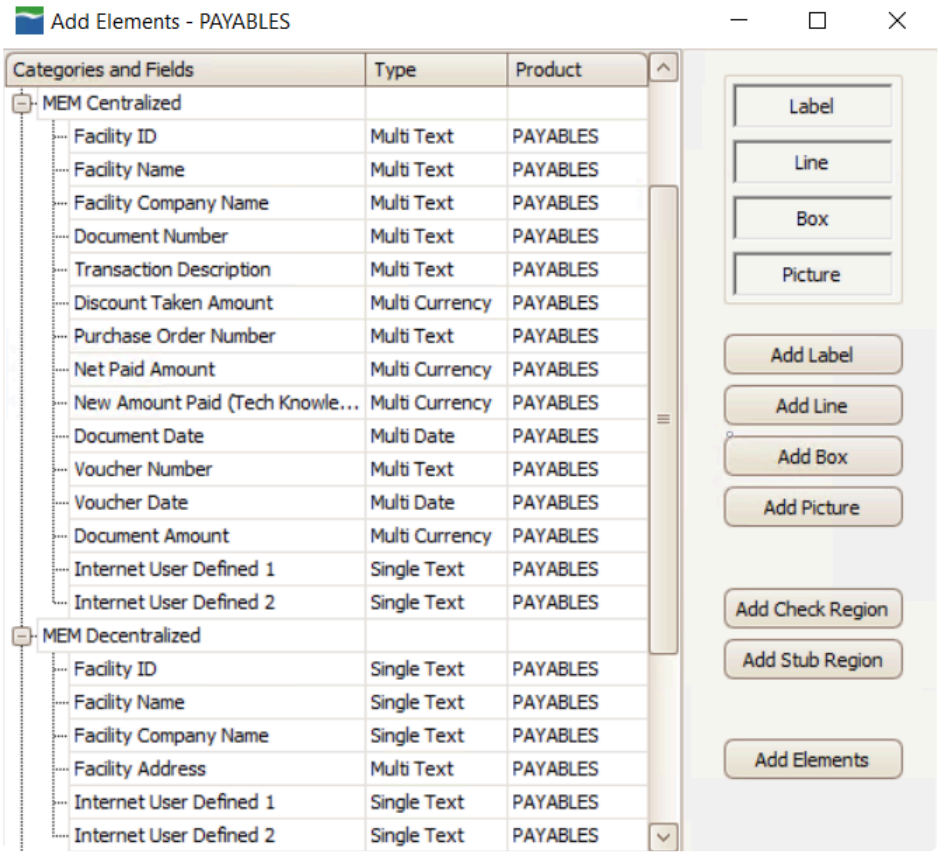
Last modified: Aug 05, 2019

5.3.3.4. MEM Connector: Payables Check Formats

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 MEM Connector must be enabled in order to print MEM fields on checks and stubs.

The following fields are provided for placement on the stub layout and can be added using the Mekorma Configurator:



Categories and Fields	Type	Product
MEM Centralized		
Facility ID	Multi Text	PAYABLES
Facility Name	Multi Text	PAYABLES
Facility Company Name	Multi Text	PAYABLES
Document Number	Multi Text	PAYABLES
Transaction Description	Multi Text	PAYABLES
Discount Taken Amount	Multi Currency	PAYABLES
Purchase Order Number	Multi Text	PAYABLES
Net Paid Amount	Multi Currency	PAYABLES
New Amount Paid (Tech Knowle...	Multi Currency	PAYABLES
Document Date	Multi Date	PAYABLES
Voucher Number	Multi Text	PAYABLES
Voucher Date	Multi Date	PAYABLES
Document Amount	Multi Currency	PAYABLES
Internet User Defined 1	Single Text	PAYABLES
Internet User Defined 2	Single Text	PAYABLES
MEM Decentralized		
Facility ID	Single Text	PAYABLES
Facility Name	Single Text	PAYABLES
Facility Company Name	Single Text	PAYABLES
Facility Address	Multi Text	PAYABLES
Internet User Defined 1	Single Text	PAYABLES
Internet User Defined 2	Single Text	PAYABLES

Centralized Payables

- **Facility ID, Facility Name**, and **Facility Company Name** are multi-line fields (to print on each voucher line).
- **Internet User Defined 1** and **Internet User Defined 2** are single-line fields in both Centralized and Decentralized categories.

Decentralized Payables

- **Facility ID, Facility Name**, and **Facility Company Name** are single-line fields (to print in the header).
- **Internet User Defined 1** and **Internet User Defined 2** are single-line fields in both Centralized and Decentralized 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.*

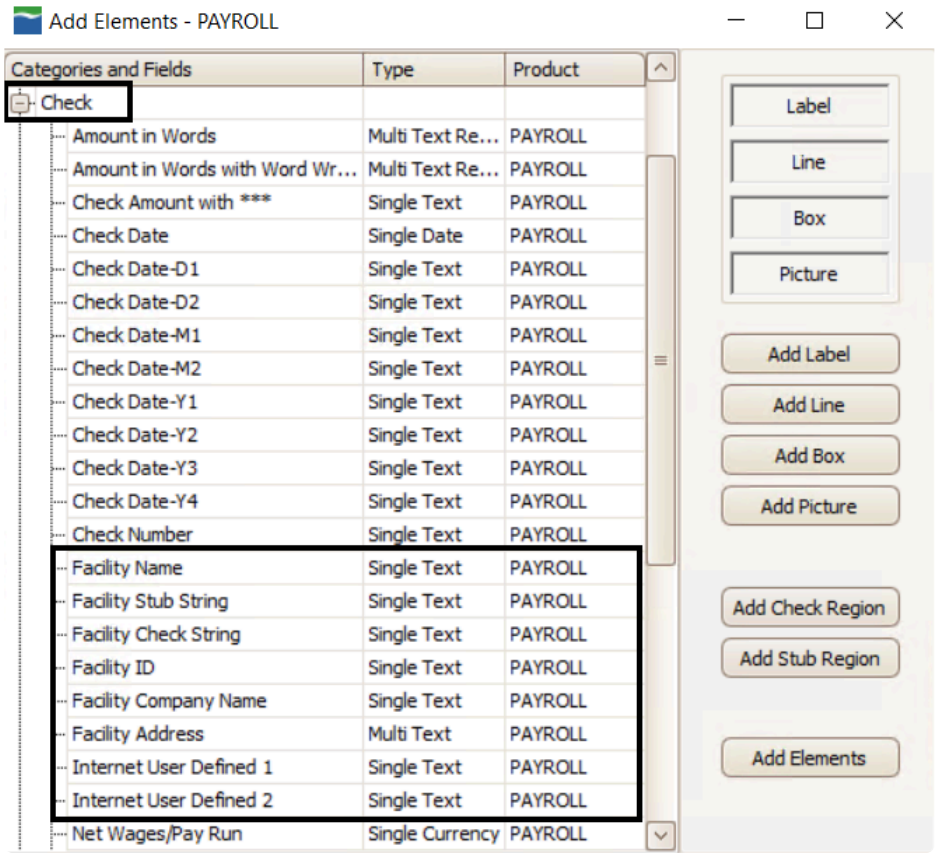
Setup options for payables Sorting and Subtotals can be configured.

> ! Please note, MEM Connector fields will not be displayed on a test check. You must print an actual check in order to test.

Last modified: Oct 07, 2019

5.3.3.5. MEM Connector: Payroll Check Formats

The following fields are provided for placement on the stub layout and can be added using the Mekorma Configurator:



> ! All payroll checkbooks should be set up with the same stub layout file. Only one layout is used when printing payroll checks.

These fields are available when the Checkbook Security window is set to the US Payroll module, and the Configurator is opened to display a Payroll check format.

- **Facility Name**: The description field in the GL Segment Description Setup table where the Segment Number = 1 and the Segment ID is the Facility ID.
- **Facility Stub String**: 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.
- **Facility Check String**: 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.
- **Facility Address**: A multi-line field that will contain the street address, city, state, and zip code for the

facility.

- **Internet User Defined 1**: From the Company Internet Information window.
- **Internet User Defined 2**: From the Company Internet Information window.

! The MEM Connector must be enabled in order to print MEM fields on checks and stubs.

Last modified: Oct 07, 2019

5.4. Grant Security Access to Mekorma Alternate Windows

Mekorma Payment Hub 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.

Before setting up security roles and tasks, you must change the default security setting for the alternate windows from Microsoft Dynamics GP to Mekorma.

! 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.

To access the Alternate/ Modified Forms window, go to the Microsoft Dynamics GP drop-down menu > Tools > Setup > System > Alternate/Modified Forms and Reports

To grant security to alternate windows, complete the following steps:

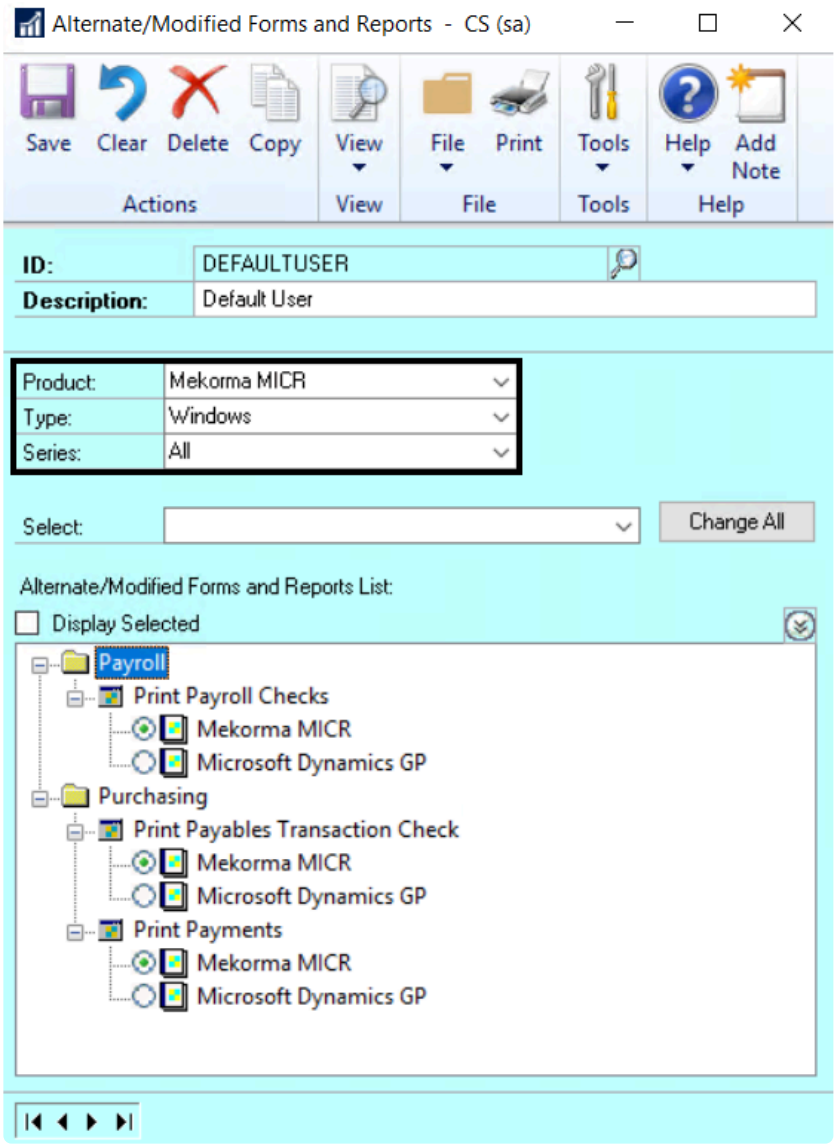
1. Log on to Microsoft Dynamics GP as a system administrator.

2. Open the Alternate/Modified Forms and Reports window.

3. Select an Alternate/Modified Forms and Reports ID and enter the following values in the fields:

- Product: Mekorma MICR
- Type: Windows

4. In the Alternate /Modified Forms and Reports List, open the folders (by clicking the + sign) and verify that Mekorma MICR is selected.



5. Repeat Step 3 for each user ID you wish to grant access to.

Last modified: Aug 05, 2019

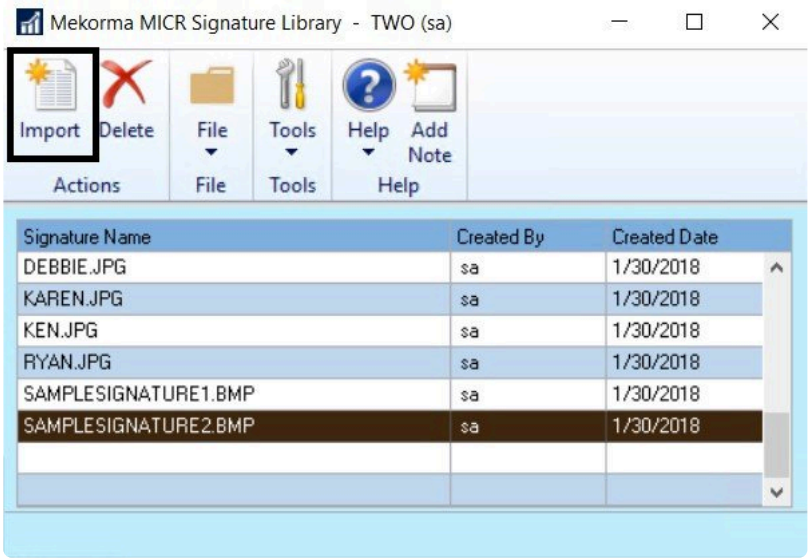
5.5. Import Signatures to the Signature Library

Before it can be used in your company's security settings, each signature image file must be imported into the Signature Library. You must have all signatures needed for your security saved in a digital format. *Files can be the following formats: .bmp, .gif, .jpg and .png*

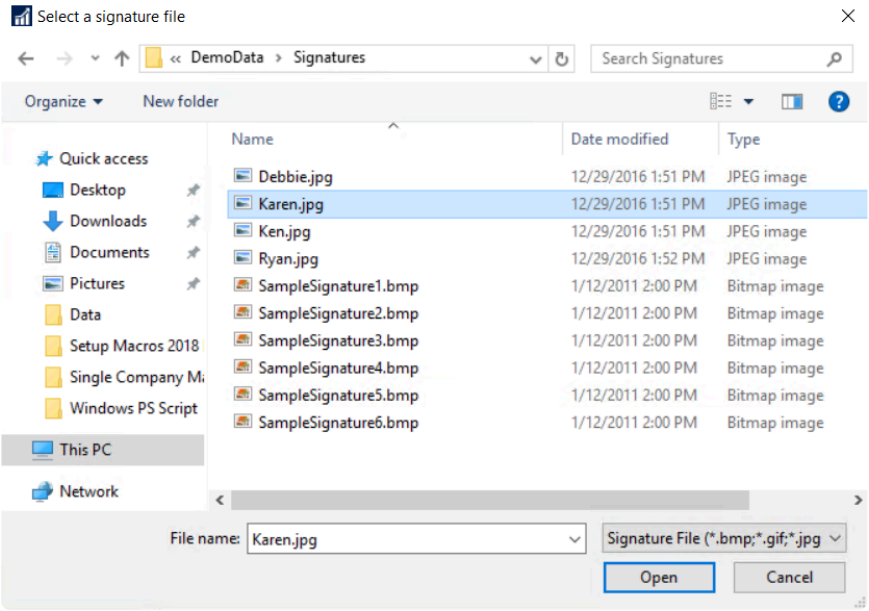
Signatures can be imported in the manner described here for use with either security model – Legacy or Task-Based.

To access the Signature Library, go to the Mekorma Area Page > Setup > Company > Signature Library

1. Choose **Import** on the Mekorma MICR Signature Library window



2. Browse to select the signature image file you wish to use on your checks and click **Open**.



3. Repeat steps 1 – 2 in each company for each image to be used in that company

> **!** Please note, if you are using the Task-Based security model, signatures can be imported while assigning signatures to users.

Last modified: Dec 16, 2019

5.6. Configure Security Model

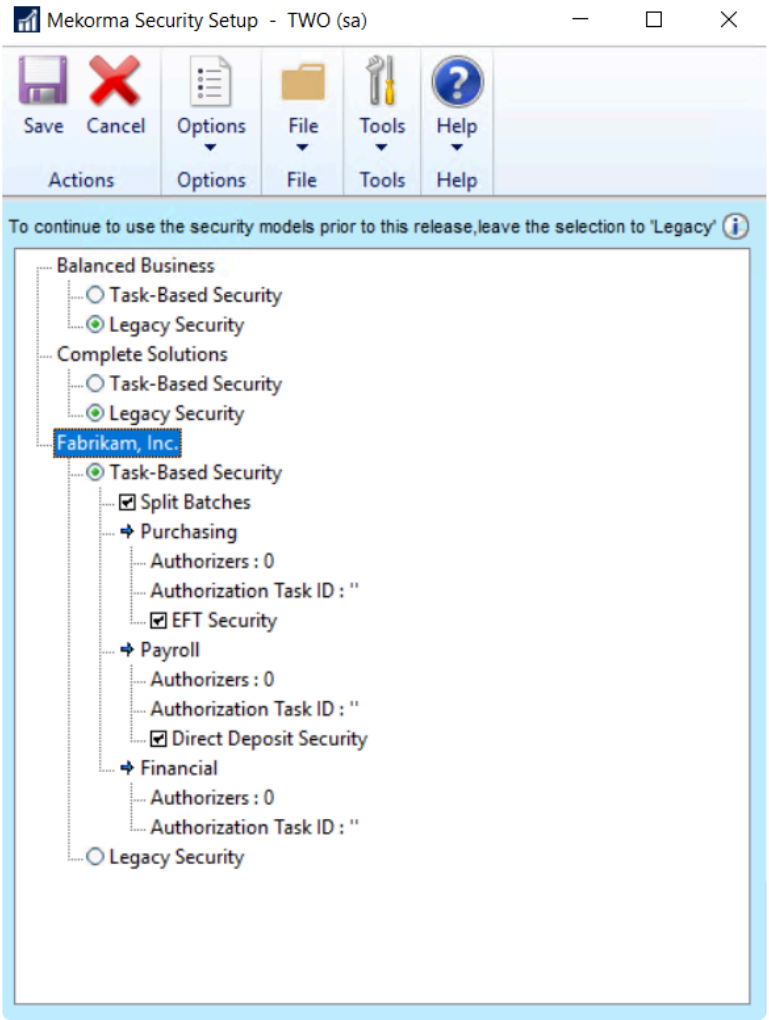
Once you've determined which security model you will be using, you must select the appropriate choice in the Security Setup window.

! For first-time installation of Mekorma build x76 or later, Task-Based Security will be set as the default. Existing Mekorma customers will inherit their Legacy settings upon upgrade to build x76 or later.

Select Security Model in the Security Setup Window

To access the Security Setup Window, go to the Mekorma Area Page > Setup > System > Security Setup

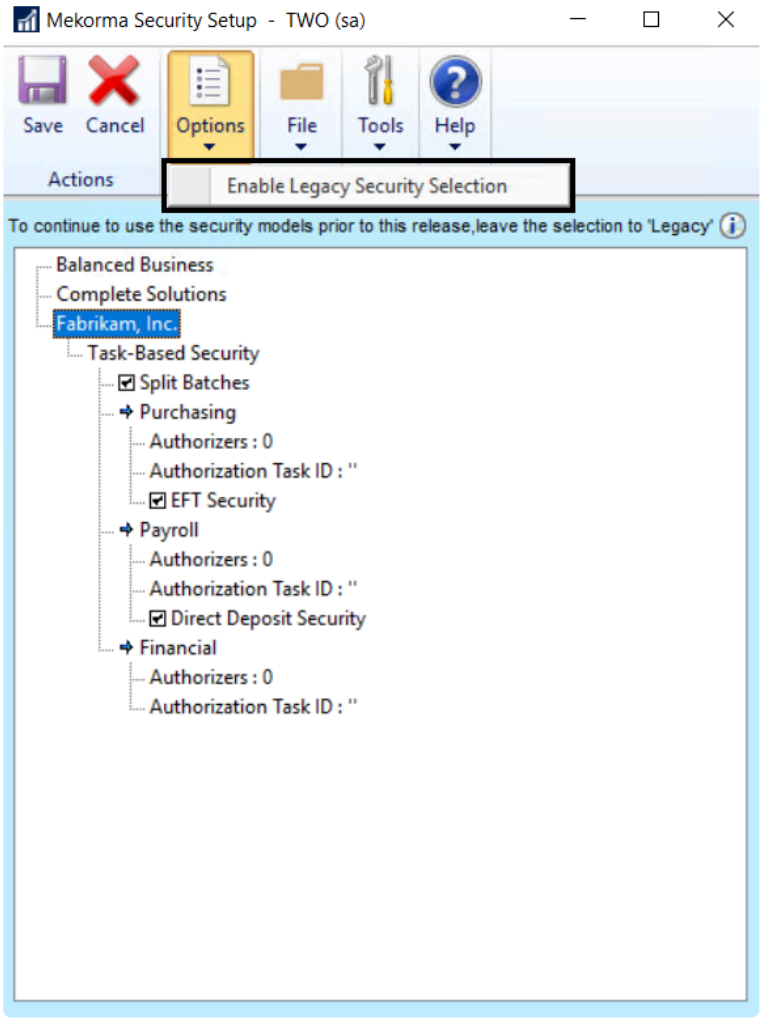
1. Open the **Security Setup** window.
2. Double-click on the company you would like to configure. This will expand the list of options.
3. Select **Task-Based Security** or **Legacy Security** by clicking on the corresponding radio button.



- If Legacy Security is selected, clicking on the Legacy Security hyperlink will open the security configuration window, allowing you to set Passwords by User ID, Checkbook or Standard GP Security ('None').
- If Task-Based Security is chosen, clicking on the Task-Based Security hyperlink will take you to the Threshold Maintenance window, where you can configure the Threshold IDs that will later be applied to checkbooks.

4. Click **Save**. *When switching security models, you must log out of Dynamics GP, then log back in for the changes to take effect.*

Please note, if Task-Based Security is selected for all listed GP companies, and you want to switch to Legacy, click **Options** and then choose **Enable Legacy Security Selection** from the drop-down.



Last modified: Nov 22, 2019

5.6.1. Task-Based Security

This video will guide you through the steps necessary to fully set up approval workflow, authorization and signature logic using the Task-Based Security model:

Follow these steps to set up Task-Based Security:

1. Choose Task-Based Security in the Security Setup window
2. Assign Mekorma Security Roles and Tasks
3. Assign Signature Files to Users
4. Approvers / Authorizers / Requestors set up their email/ text notifications
5. Set up Threshold IDs. The way a Threshold ID is configured will define whether secure approval workflow, batch authorization, or signature logic only is applied to the payment process.
6. Assign Threshold IDs to checkbooks

Last modified: Dec 12, 2019

5.6.1.1. Assign Mekorma Security Tasks/ Roles

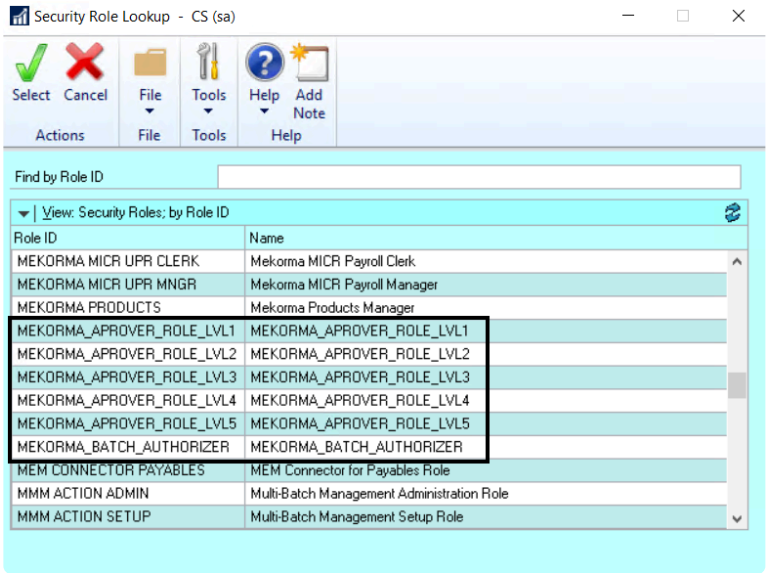
Task-Based Security utilizes Dynamics GP System Security. Administrators *must* assign users the ability to authorize and/ or approve payments by adding the appropriate Security Roles and Task IDs to an individual's GP User Security settings.

For your convenience, Mekorma has created six security Role IDs that are tied by default to their corresponding Task IDs. *You are not required to use the Mekorma Security Roles/ Task IDs*, but it creates one less step if you choose to do so. Otherwise, you must also assign the Task ID you will be using for security setup to a Security Role, which then is assigned to an Approver / Authorizer.

> **!** Please note, the PowerUser Role is not sufficient to designate a GP User as an Approver/ Authorizer; PowerUsers must also be assigned a Mekorma Security Role in order to perform those functions.

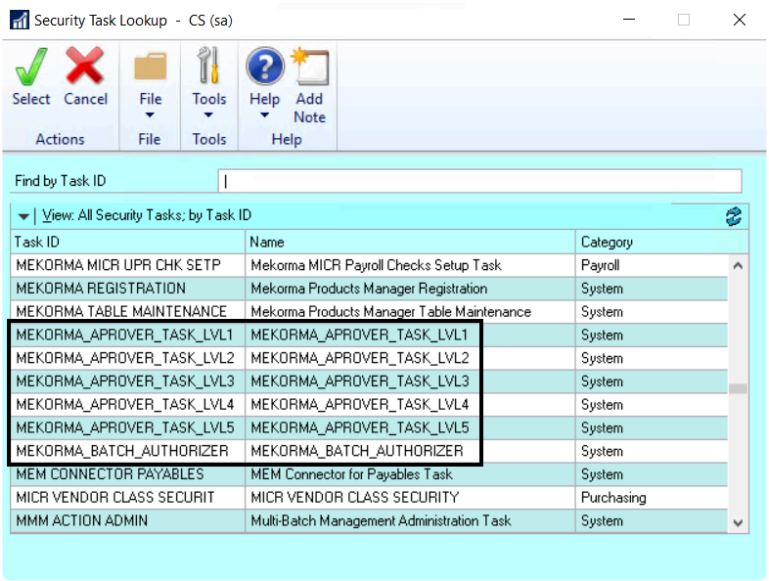
Mekorma Approver Roles Level 1 – 5

Mekorma Batch Authorizer Role



Mekorma Approver Task Level 1 – 5

Mekorma Batch Authorizer Task



To assign the Roles, access the GP User Security window by following this path: GP Administration module > Setup > System > User Security

1. Open the GP User Security window
2. Choose the User, the appropriate company (Fabrikam), and the correct Role ID to ensure that the user is able to perform the corresponding security task.
3. The associated Task IDs can be used to configure the desired authorization or approval workflow.

Last modified: Aug 05, 2019

5.6.1.2. Assign Signature Files to Users

In Task-Based security, before using signatures to set up Threshold IDs, an administrator must first assign signature files to individual users. Be sure that all needed signatures are in a digital format and stored in an accessible folder.

To access the Signature Assignment window, go to the Mekorma Area Page > Setup > System > Signature Assignment

1. Log in as 'sa.'
2. Navigate to the Signature Assignment window.
3. Click on the User Name for which you'd like to assign a signature.
4. Use the lookup to find the correct signature file.

- If the file has already been imported into the system, simply choose the file to complete the assignment.
- To import a new signature file, click 'New' from within the Mekorma Signature Files Lookup window. This will open the Signature Library, and you can then import the correct signature file.
- Return to the Signature Assignment window and associate the User Name with the newly imported signature.

A User can confirm that a signature file has been assigned to their User ID within the Mekorma User Preferences window. Signature files *cannot* be added or removed from this window by the User. Only Administrators can perform this function in the manner described on this page.

To remove a signature assignment, click on the User Name and select the 'X'. This will not remove the signature file from the Signature Library, but does remove the association with the User Name.

Last modified: Aug 05, 2019

5.6.1.3. Email/ Text Notifications

Users assigned to Approver or Authorizer security roles can set up email and text notifications for optimal workflow within the Mekorma Preferences window:

Set Up Email and Text Notifications

To access the Mekorma User Preferences window, go to the Microsoft Dynamics GP drop-down > User Preferences > Additional > Mekorma User Preferences

1. Login and navigate to the **Mekorma User Preferences** window (any GP User can do this).

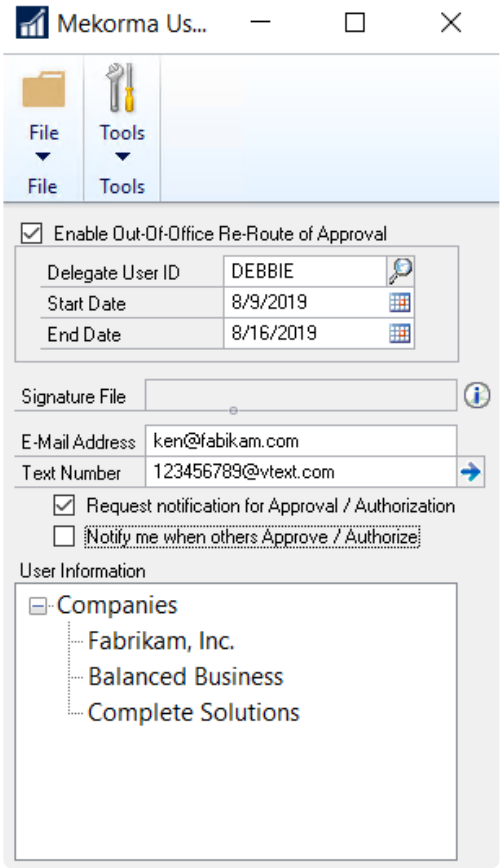
2. Enter a valid email address in the **E-mail Address** field.

3. Enter a valid text number in the **Text Number** field.

- The number must be in the following format: phonenumber@provider.xxx. Please check with your mobile provider to verify the correct format for sending texts via email or computer. (*ex.* 1234567899@vtext.com)

4. Select the type of notification needed

- Check the box **Request Notification for Approval** if you want to be notified that your approval or authorization has been requested.
- Checking the box **Notify me after others Approve/Authorize** will ensure that if you are the second Approver for a threshold level, you will be notified *after* the first Approver has approved the transaction.



Last modified: Dec 18, 2020

5.6.1.4. Out-of-Office Feature Set Up

If an Approver or Authorizer needs to delegate another GP user to take over their duties for a period of time, they can do so in the **Mekorma User Preferences** window. *The delegate must have access to the Mekorma Navigation lists.*

To access the Mekorma User Preferences window, go to the Microsoft Dynamics GP drop-down > User Preferences > Additional > Mekorma User Preferences

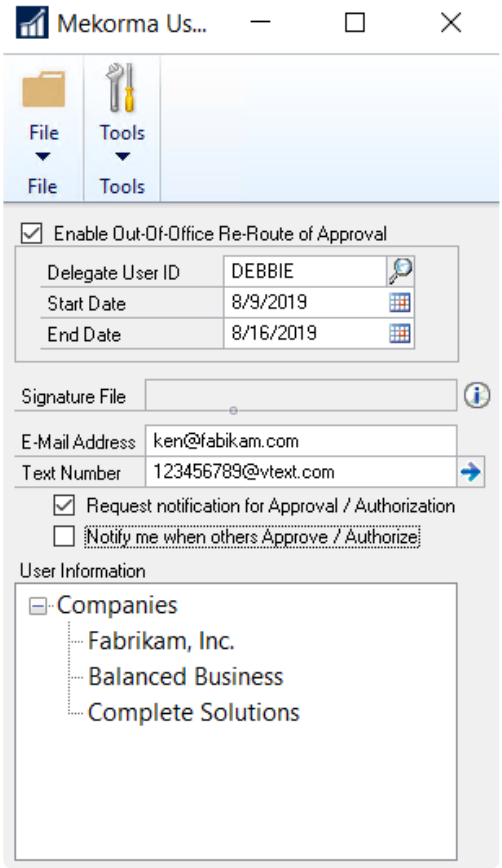
1. Login and navigate to the **Mekorma User Preferences** window (any GP User can do this).

1. Open the **Mekorma User Preferences** window.

2. Check the box **Enable Out-of-Office Re-Route of Approval**.

3. Choose the **date range** for which you would like the Delegate to approve or authorize on your behalf.

4. Use the look-up to select the desired Delegate. All GP users will be listed, but *you must choose a User with access to the Mekorma Approval or Batch Status List so they are able to approve or authorize transactions*.



5. Click **OK** on the GP User Preferences window and the delegation will go into effect.

> **!** Please note, if the Delegate wishes to be notified that their approval is needed during the specified time period, they must set up email notifications in their own Mekorma User Preferences window.

Last modified: Dec 12, 2019

5.6.1.5. Signatures with Approval Workflow

Once you have chosen Task-Based Security in the Security Setup window, and assigned Security Roles and Tasks to the desired Approvers, one or more Threshold IDs must be created and then assigned to a checkbook – this will enable a secure workflow process.

Watch the video below for an example of two Threshold IDs that enable secure approval workflow with signatures:

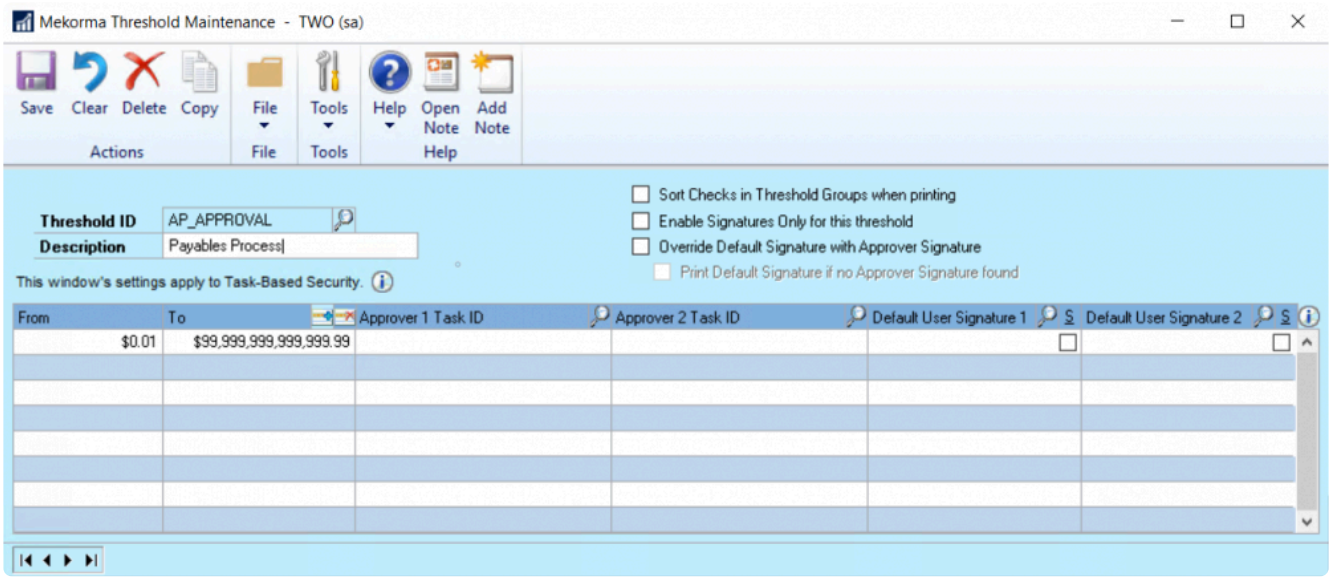
A Threshold ID allows you to save a series of threshold ranges, associated with User Task IDs and default signatures in the way that works best for your company. Threshold IDs are stored at the system-level, and can be assigned to checkbooks for cross-company use. Threshold IDs hold the logic that enables secure approval workflow to be applied to payment processes.

> To access the **Mekorma Threshold Maintenance** window, go to the Mekorma Area page > Setup > System > Threshold Maintenance

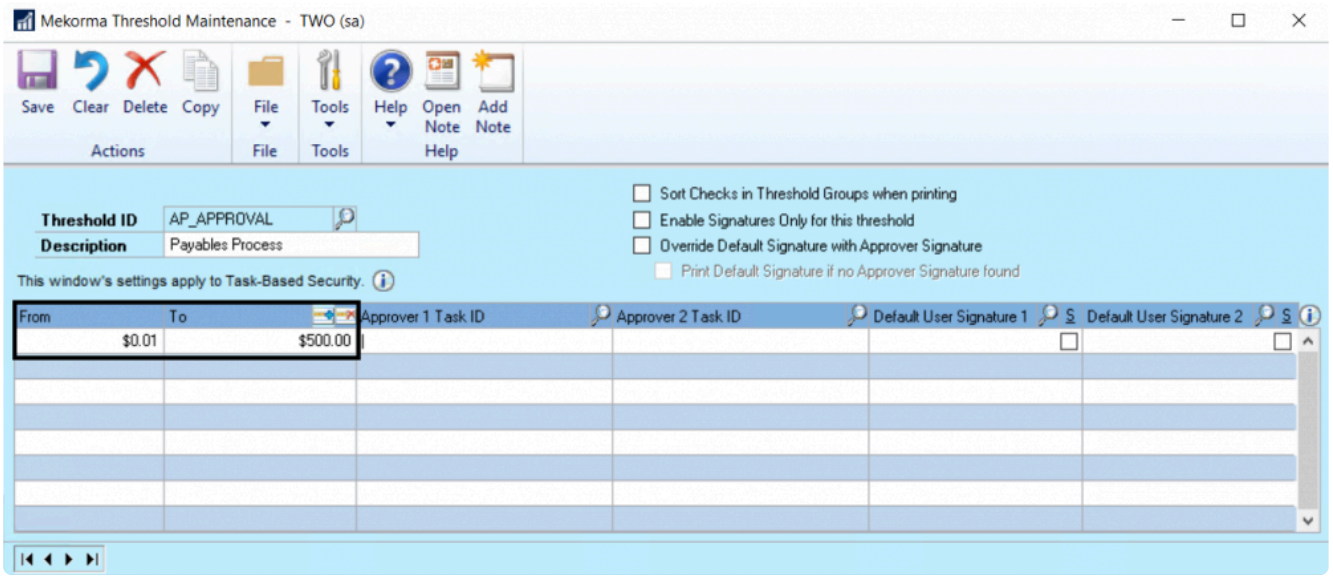
Example of a Threshold ID that enables secure approval workflow:

1. Enter a name that identifies your configuration in the **Threshold ID** field (ex. AP_APPROVAL). Adding a description is **optional*.

2. Tab off the Threshold ID name. The **From** and **To** amount fields automatically populate from 0.01 to the maximum dollar amount.

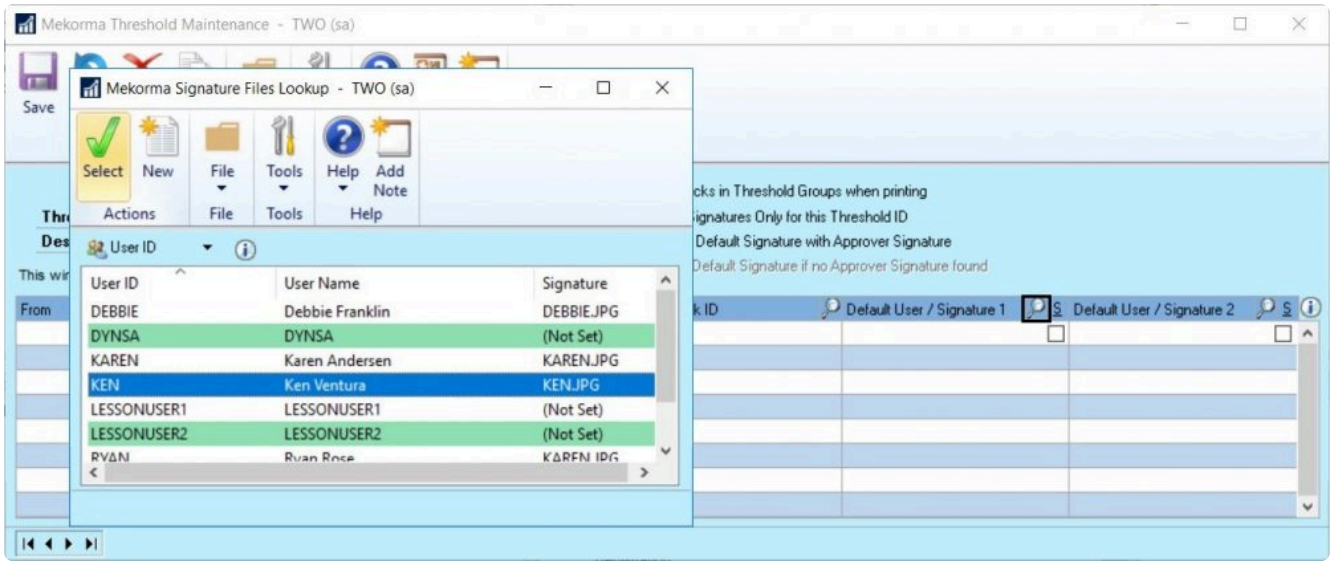


3. Create the first threshold by typing the upper limit in the **To** field. In the example below, the first threshold range is $0.01 – $500.00.

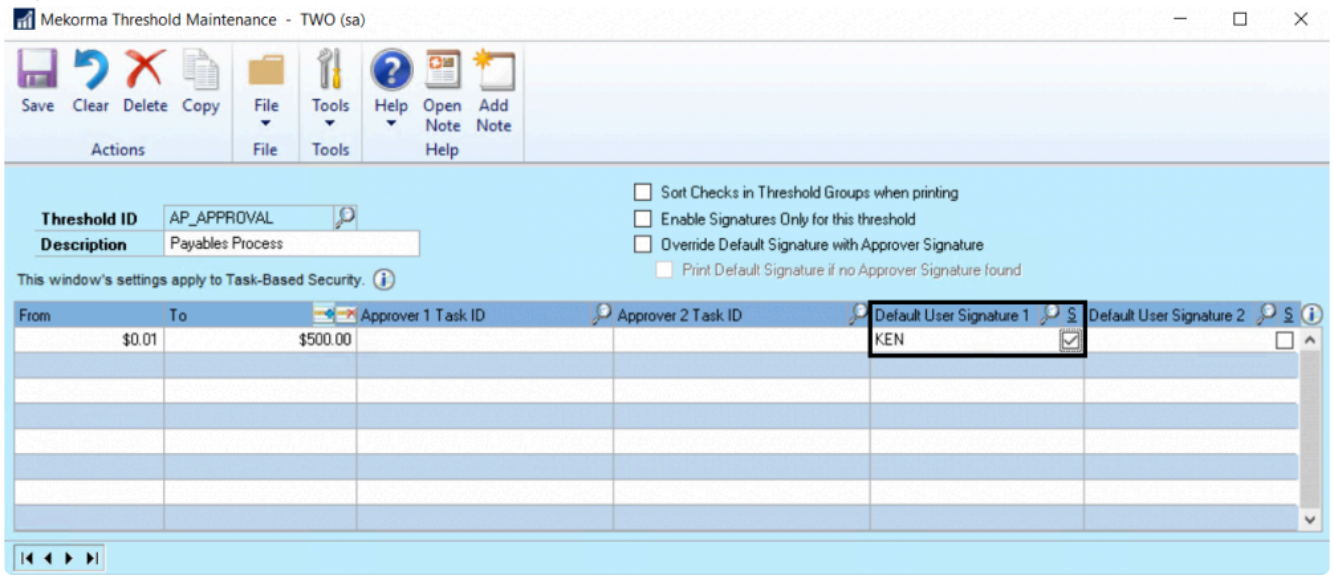


4. It is possible to choose none, one, or two Approvers for each threshold range. Use the look-up to select the correct Approver Task ID.

5. Continue to tab to the **Default User Signature 1** field and use the look-up to choose the desired signature file for checks printed within that threshold range. This will open the **Mekorma Signatures Files Lookup** window.



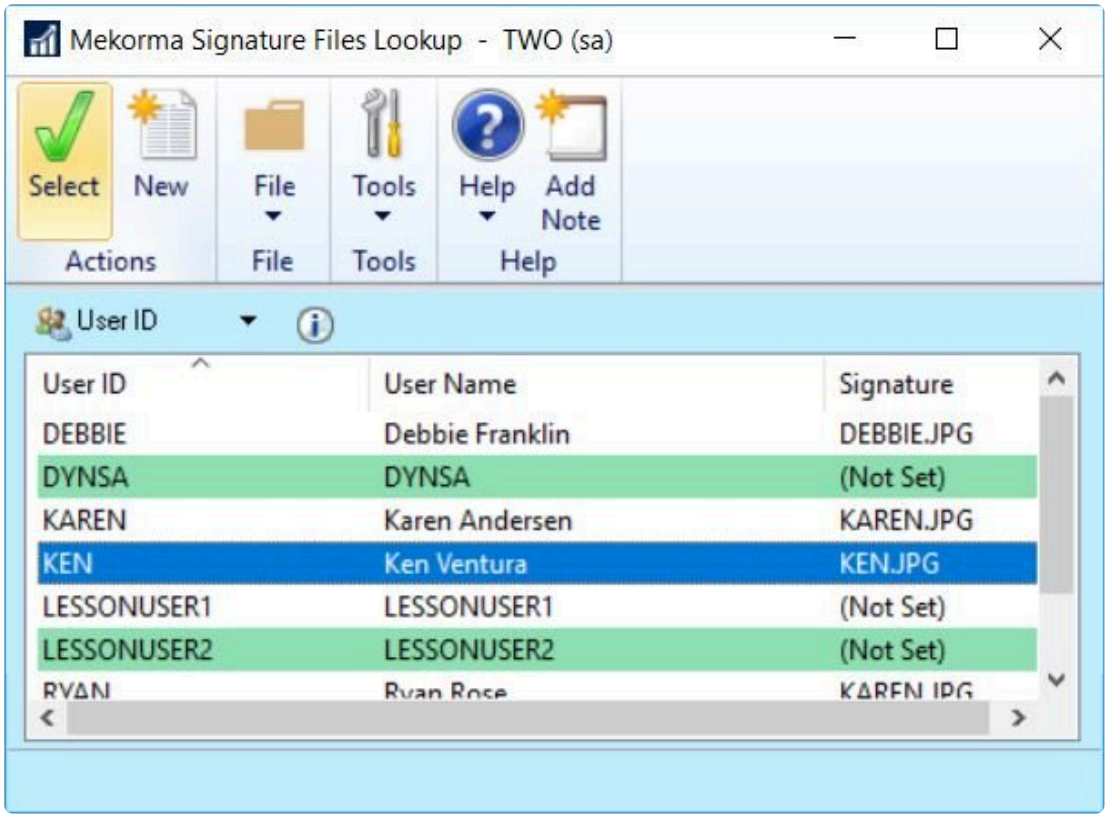
If you want a signature line to be printed *in addition to* or *instead of* a signature file, check the Signature Line box.



a. There are two ways to add a signature: Signature assigned to a User ID, or a signature file that has been imported to the signature library but is *not* associated with a User ID.

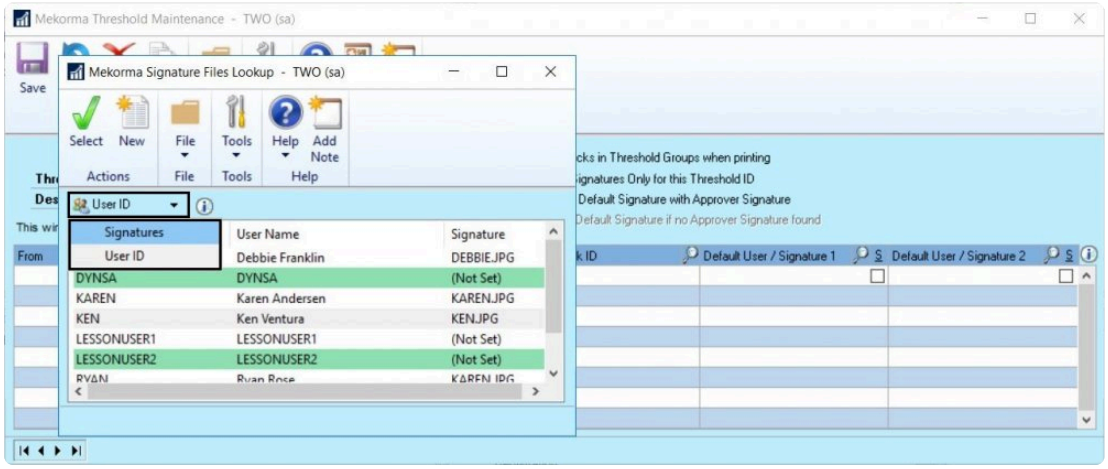
Signature Assigned to a User ID

In the **User ID** view, select a signature assigned to a User ID.

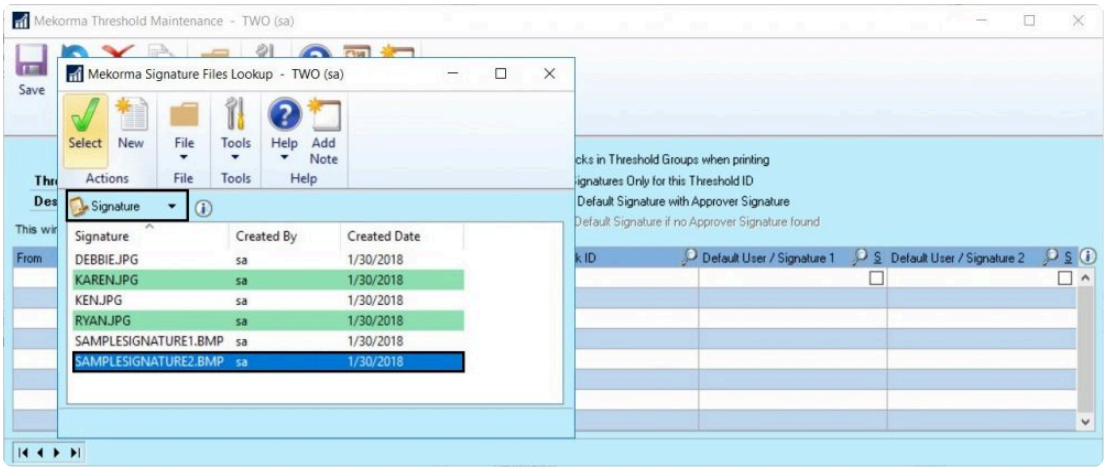


Signature File Only

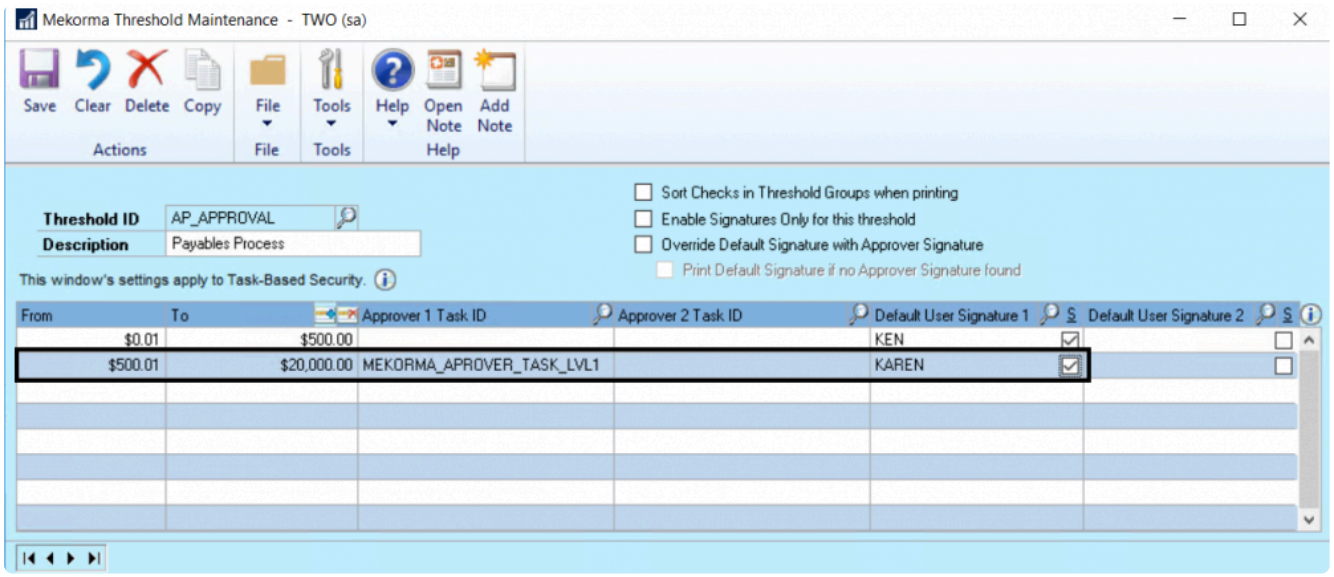
To change the view to Signature Files, click the dropdown and select **Signatures**.



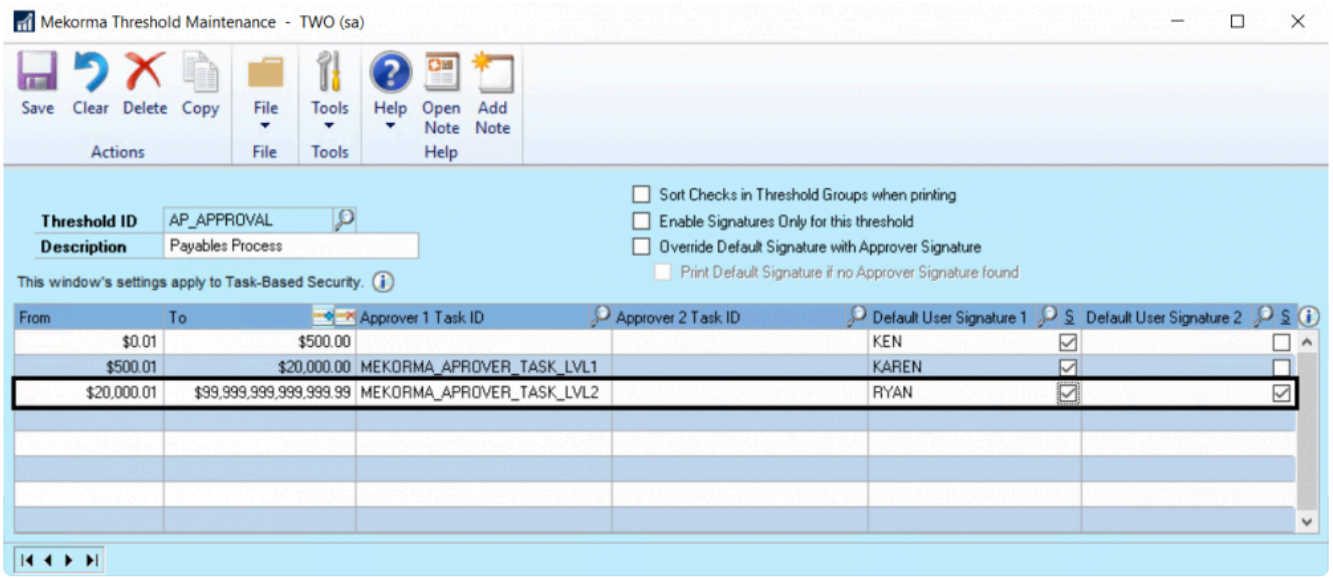
Now you can select a signature file from the signature library that is *not* associated with a User ID.



6. When tabbing to the next line, the threshold will automatically readjust to the next possible monetary increment, so that there is never a dollar amount left out of your security configuration. In our example, for the second threshold, one Approver is needed along with her signature and a signature line. Karen is assigned as a Mekorma Approver Level 1 and her appropriate Task ID was chosen using the look-up:



7. By tabbing to the next line in the window, the final threshold range is configured. This threshold goes up to the maximum amount. Mekorma Approver Level 2 is assigned by using the look-up; Ryan's signature has been selected to print on checks within this final range; and, an additional signature line will printed for a handwritten signature by checking the Signature Line box only for **Default User Signature 2**.



! Please note, a Threshold ID must be applied to a specific checkbook in order for the workflow and signature settings to take effect.

Last modified: Dec 29, 2020

5.6.1.6. Signatures with Batch Authorization

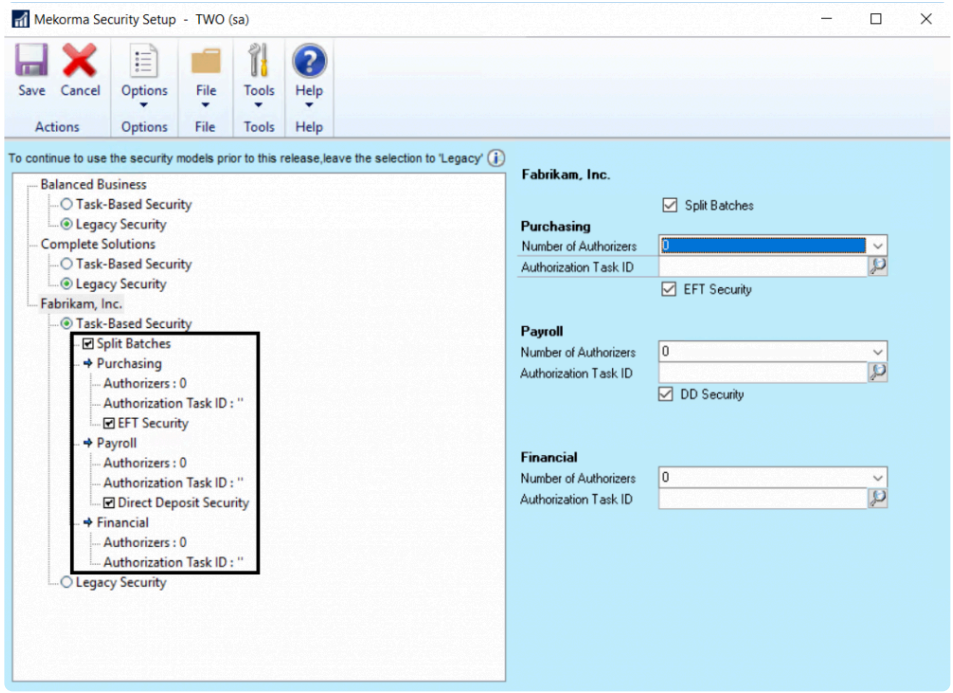
Once you have chosen Task-Based Security in the Security Setup window, and assigned Security Roles and Tasks to the desired Authorizers, a Threshold ID must be created to enable Authorizers to authorize batches when requested.

Watch the video below for an example of a Threshold ID that enables authorization with signatures:

Before configuring your Authorization Threshold ID, you must assign the number of Authorizers (up to two) and the Authorization Task ID within the Security Setup window.

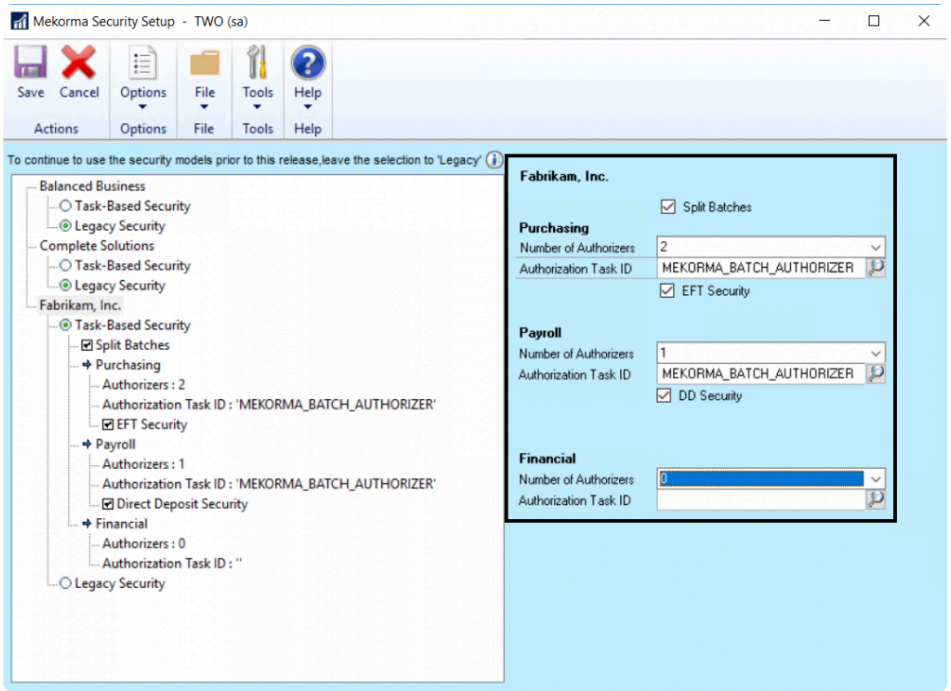
> Please note, this is only necessary for configuring batch authorization. These fields can remain blank when configuring secure approval workflow

1. Click on any of the text in the box below, as they become hyperlinks when hovered over and will expand the window:



2. In the expanded window area, decide which module(s) will need authorization assigned – **Purchasing**, **Payroll**, and/ or **Financial** (Miscellaneous Checks). Use the drop-down menu to choose

the **Number of Authorizers**, and the look-up to define the appropriate **Authorization Task ID**. You can use the designated Mekorma Batch Authorizer Task ID designed for this purpose, as long as the corresponding Security Role has been assigned to the authorized users:



3. Save these settings.

4. Create a Threshold ID.

Example of a Threshold ID that enables batch authorization:

A Threshold ID allows you to save a series of threshold ranges, associated with default signatures, in the way that works best for your company. Threshold IDs are stored at the system-level, and can be assigned to checkbooks for cross-company use. Threshold IDs hold the logic that enables batch authorization to be applied to payment processes, and must be assigned to a checkbook in order to take effect.

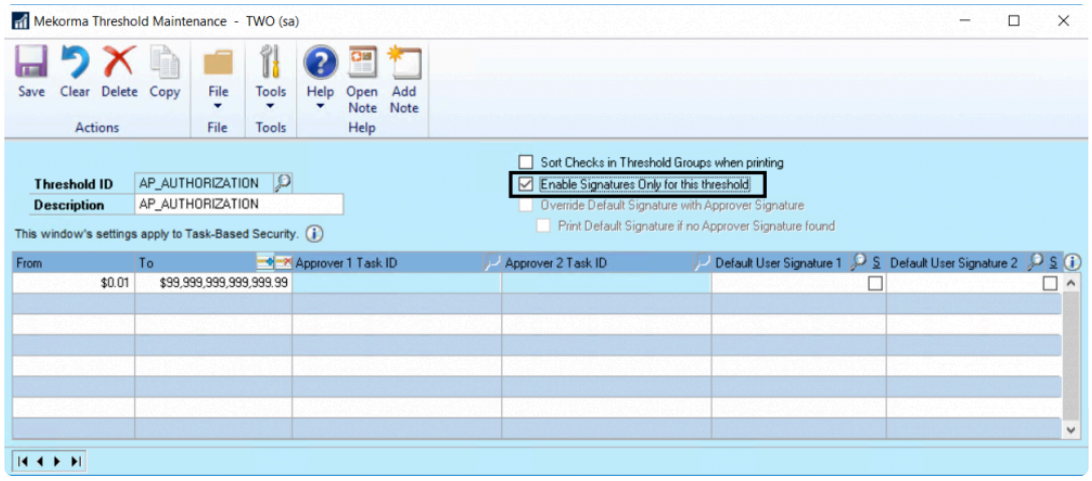
> To access the Threshold ID window, go to the Mekorma Area page > Setup > System > Threshold ID Maintenance

1. Enter a name that identifies your configuration in the **Threshold ID** field (ex. AP_AUTHORIZATION). Adding a description is **optional*.

2. Tab off the Threshold ID name. The **From** and **To** amount fields automatically populate from 0.01 to the maximum dollar amount.

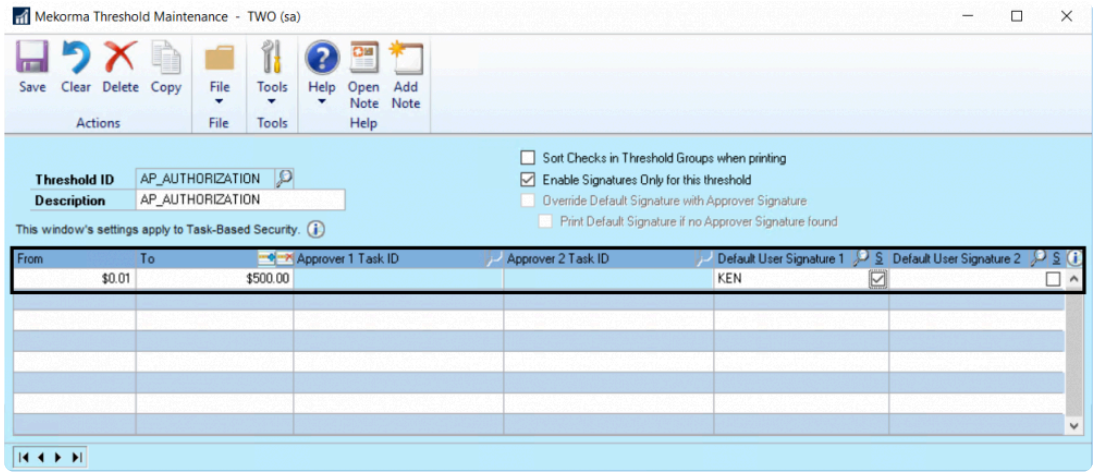
3. Select **Enable Signatures Only for this Threshold**. This will disable the Approver Task ID fields,

essentially disabling workflow.

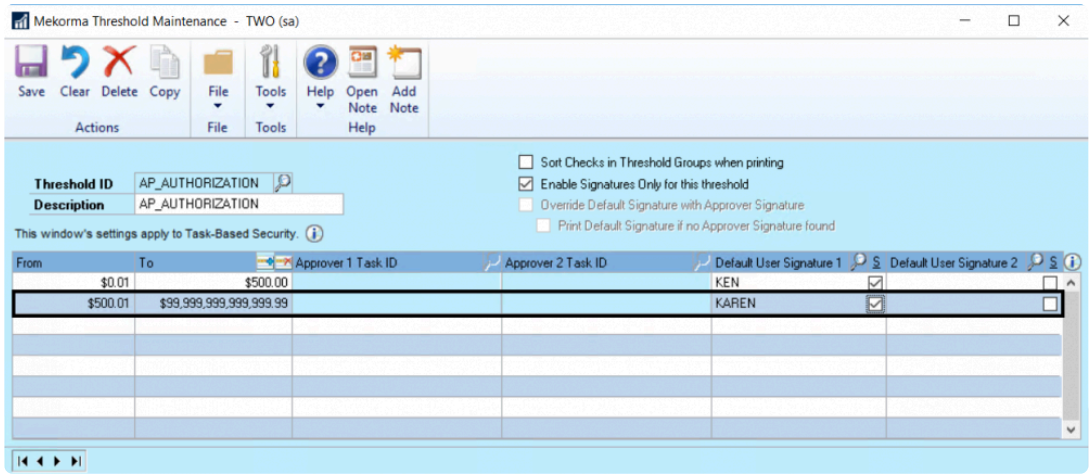


4. Create the first threshold for your signature logic by typing the upper limit in the **To** field on the first line.

5. Tab to the **Default User Signature 1** field and use the look-up to choose the desired signature file for checks printed within that threshold range. If you want a signature line to be printed *in addition to* or *instead of* a signature file, check the Signature Line box.



6. When tabbing to the next line, the threshold will automatically readjust to the next possible monetary increment, so that there is never a dollar amount left out of your security configuration. In our example, for the second and final threshold, a different signature file will print on checks printed within this higher threshold range.



Last modified: Dec 12, 2019

5.6.1.7. Configure Signature Logic Only

It is possible to configure your settings so that signature logic only is applied to your check printing. This includes the ability to print blank lines for hand written signatures.

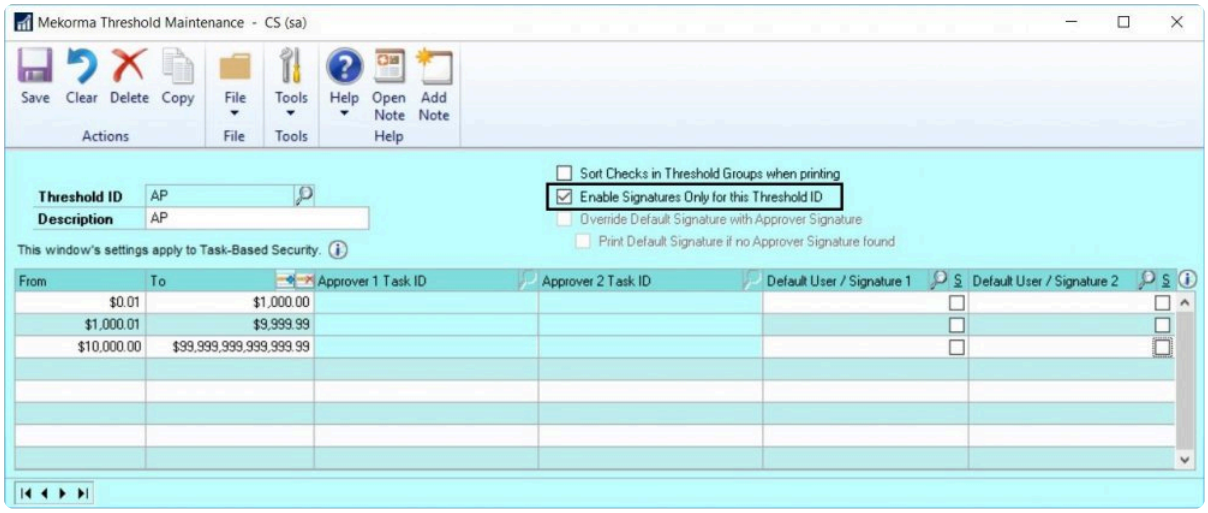
> To access the **Mekorma Threshold Maintenance** window, go to the Mekorma Area page > Setup > System > Threshold Maintenance

1. Make sure all necessary signature files have been imported to the Signature Library, and that signatures have been assigned to the appropriate User IDs.

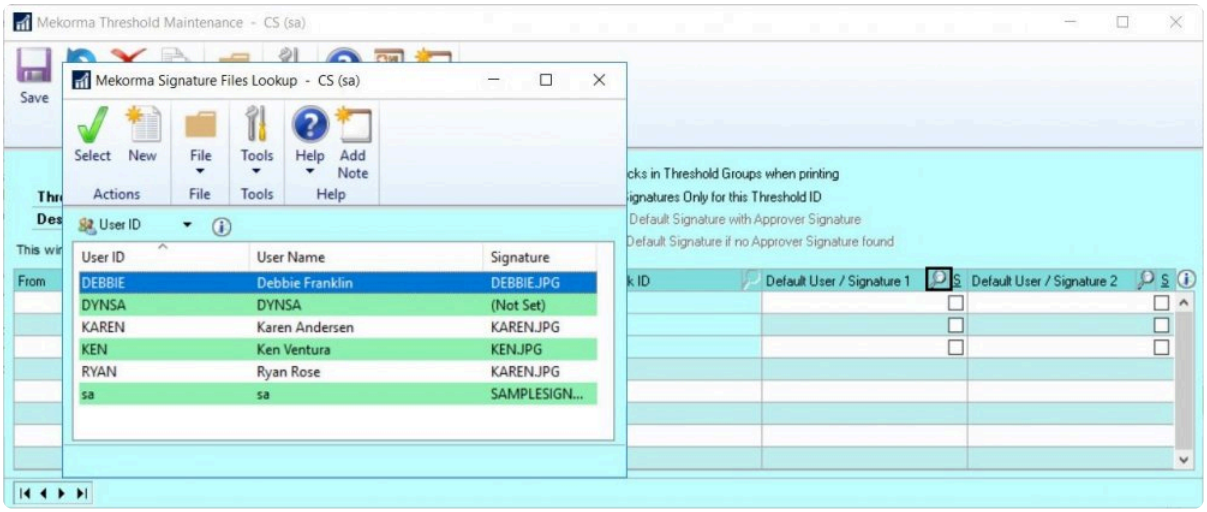
2. Choose Task-Based Security in the **Security Setup** window.

3. Open the **Threshold Maintenance** window and type in the desired name in the **Threshold ID** field. Tab off to create the new Threshold ID.

4. Check the box next to **Enable Signatures Only for This Threshold ID**. This will disable workflow and ensure that the assigned signatures print according to the configured logic.



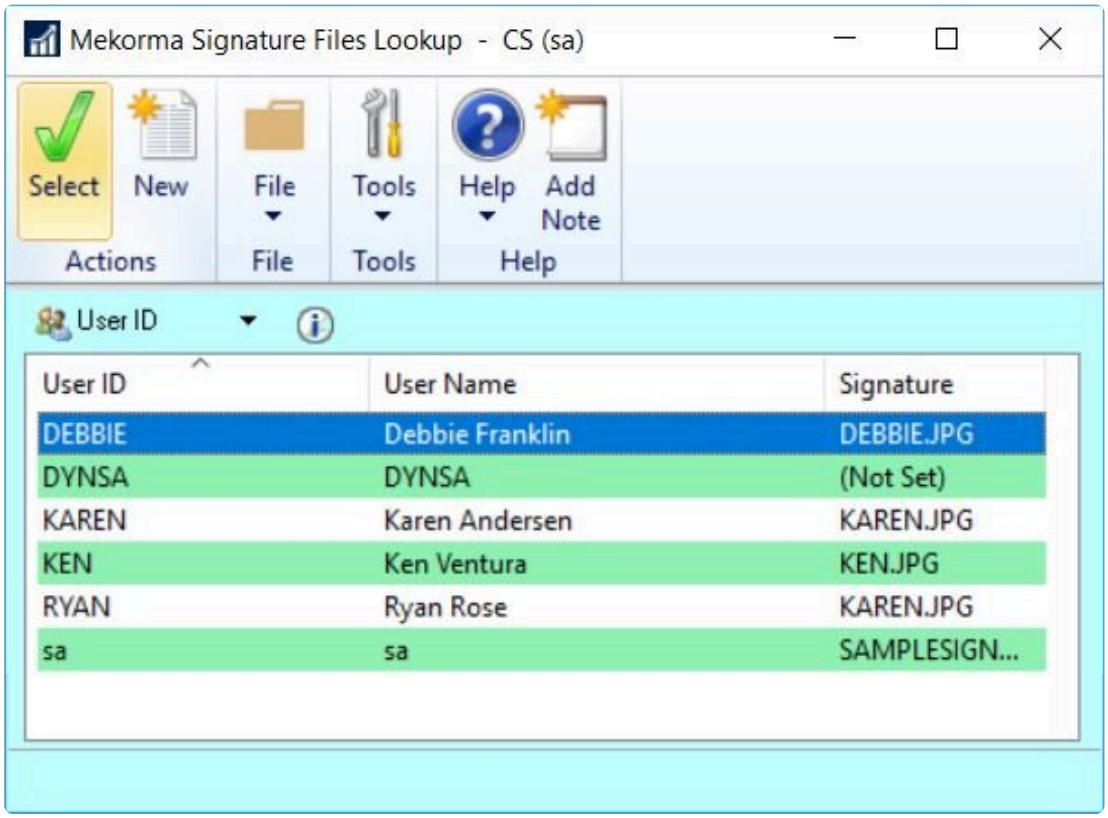
5. To add a signature, use the look-up in the **Default User/Signature 1** field. This will open the **Mekorma Signatures Files Lookup** window.



a. There are two ways to add a signature: Signature assigned to a User ID, or a signature file that has been imported to the signature library but is not associated with a User ID.

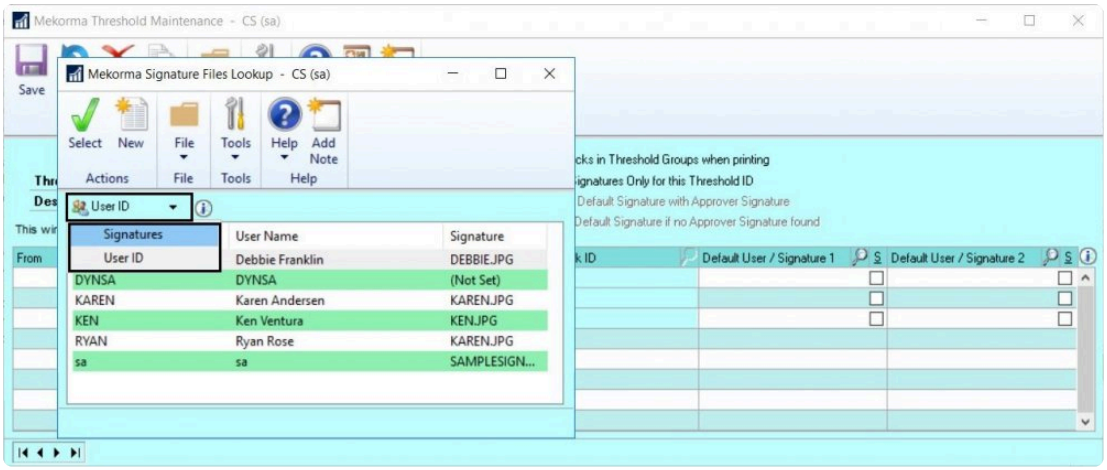
Signature Assigned to a User ID

In the **User ID** view, select a signature assigned to a User ID.

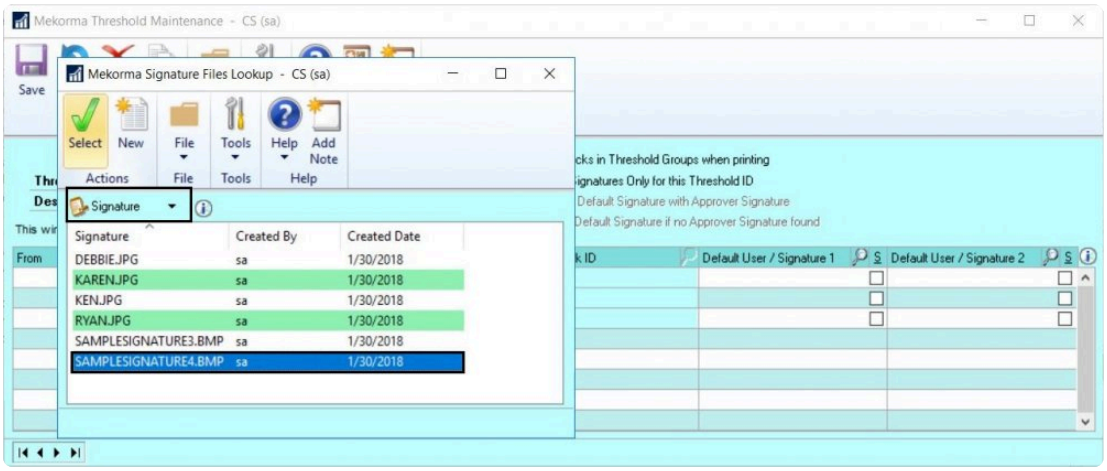


Signature File Only

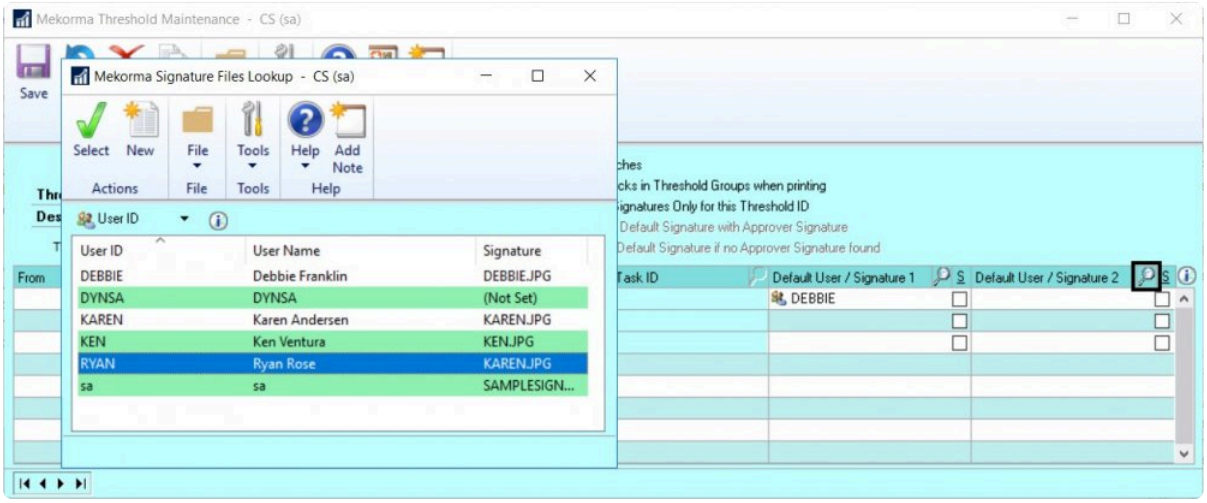
To change the view to Signature Files, click the dropdown and select **Signatures**.



Now you can select a signature file from the signature library that is *not* associated with a User ID.



6. If you want two signatures to print, perform the same action in the **Default User/Signature 2** field. This will again open the **Mekorma Signatures Files Lookup** window.



7. Assign the Threshold ID to the checkbook to which you would like to apply these signatures.

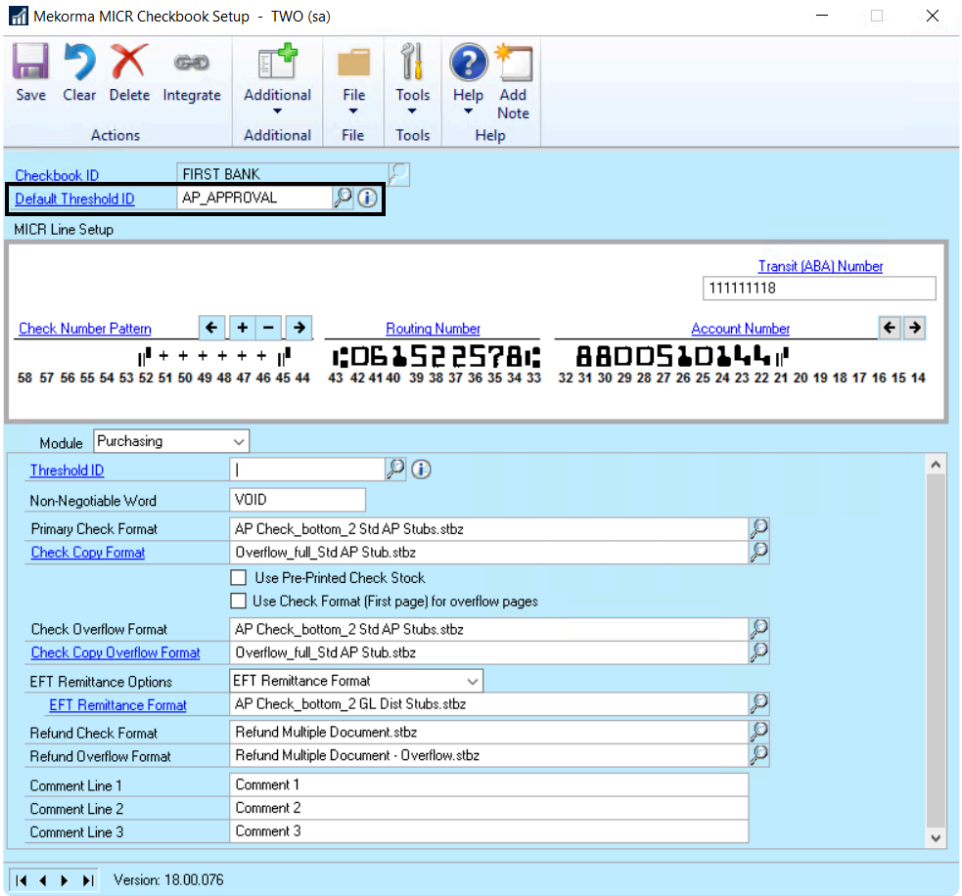
Last modified: Dec 29, 2020

5.6.1.8. Apply a Threshold ID to a Checkbook

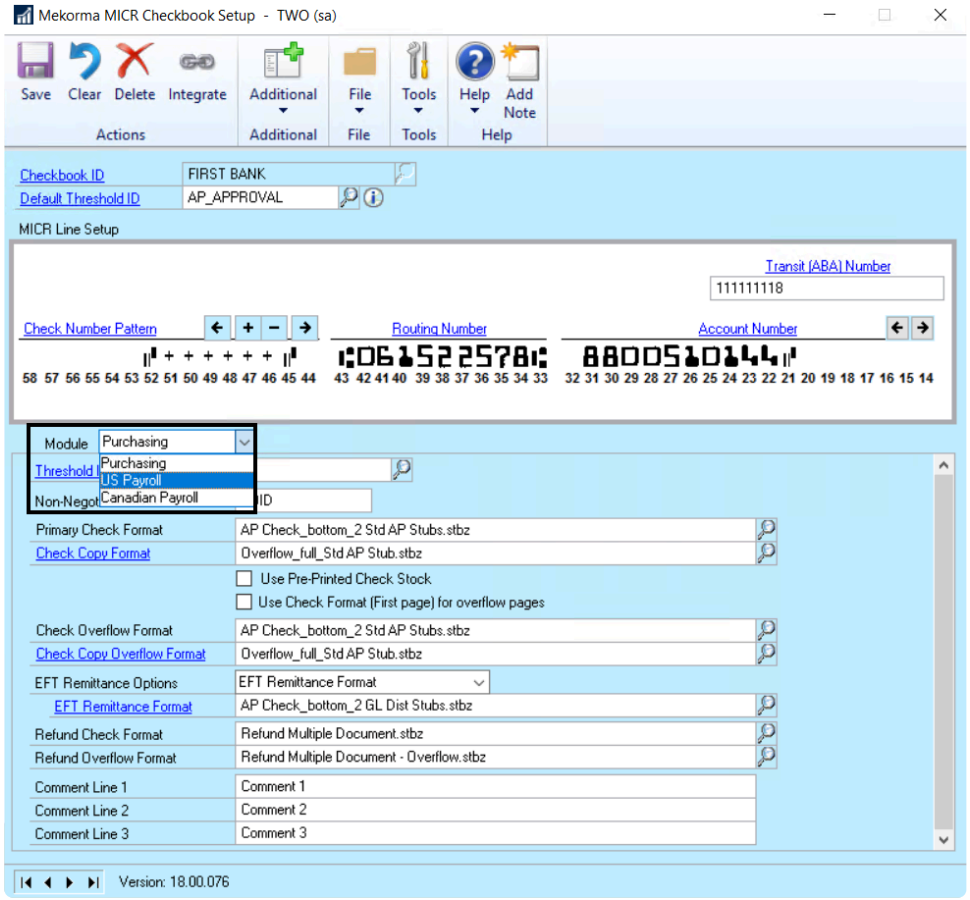
The final step in setting up Task-Based security is to assign Threshold IDs to the checkbooks from which you will be paying. You can assign different Threshold IDs to the Payables, US Payroll and Canadian Payroll modules from within the Checkbook Setup window.

To access the Checkbook Setup window, go to the Mekorma Area Page > Setup > Purchasing > Mekorma MICR Checkbook Setup

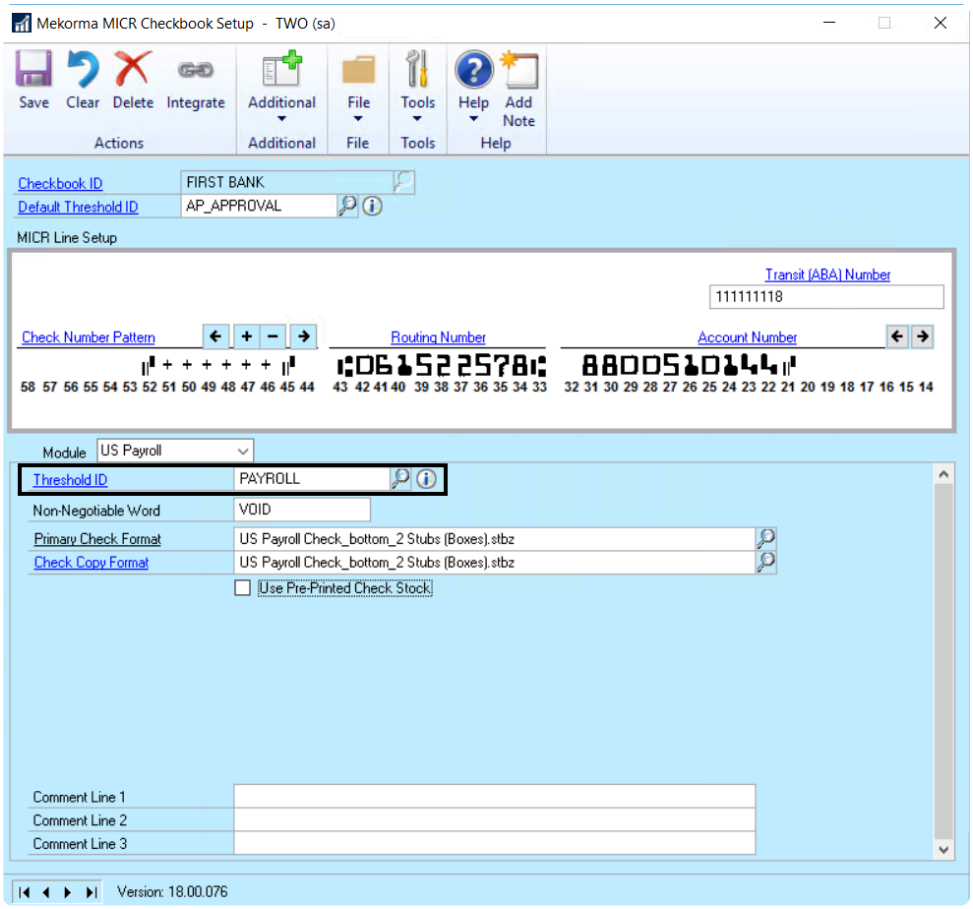
1. Open the Mekorma MICR Checkbook Setup window.
2. Choose the checkbook to which you want to assign a Threshold ID by clicking on the lookup.
3. Use the look-up menu to select the desired Default Threshold ID. To review details of the selected Threshold ID, click on the Information button to the right of the look-up:



4. If you want a different Threshold ID to apply to one or more of the individual modules (Purchasing, US Payroll, Canadian Payroll), use the drop-down menu to select that module:



5. Choose the Threshold ID you want to assign using the look-up. This will over-ride the Default Threshold assigned above.



6. Be sure to assign all checkbooks with a Threshold ID in order for Mekorma security to take effect.

Last modified: Aug 05, 2019

5.6.1.9. Vendor Class Security

The Vendor Class Security feature provides the flexibility to customize Mekorma's security settings on a per Vendor Class basis. This feature is supported under Mekorma Legacy Security by Checkbook ID and User ID, as well as Task-Based secure approval workflow.

The rules configured for vendor security override the basic security model that you have setup.

! Before setting up Vendor Class Security, please make sure of the following:

- Vendor Classes are set up in Dynamics GP.
- Mekorma task-based security has been configured.
- You have set up one or more Threshold IDs that define the workflow(s) to be applied to each vendor class. Please remember that the Threshold ID must be assigned to a checkbook in order to take effect.

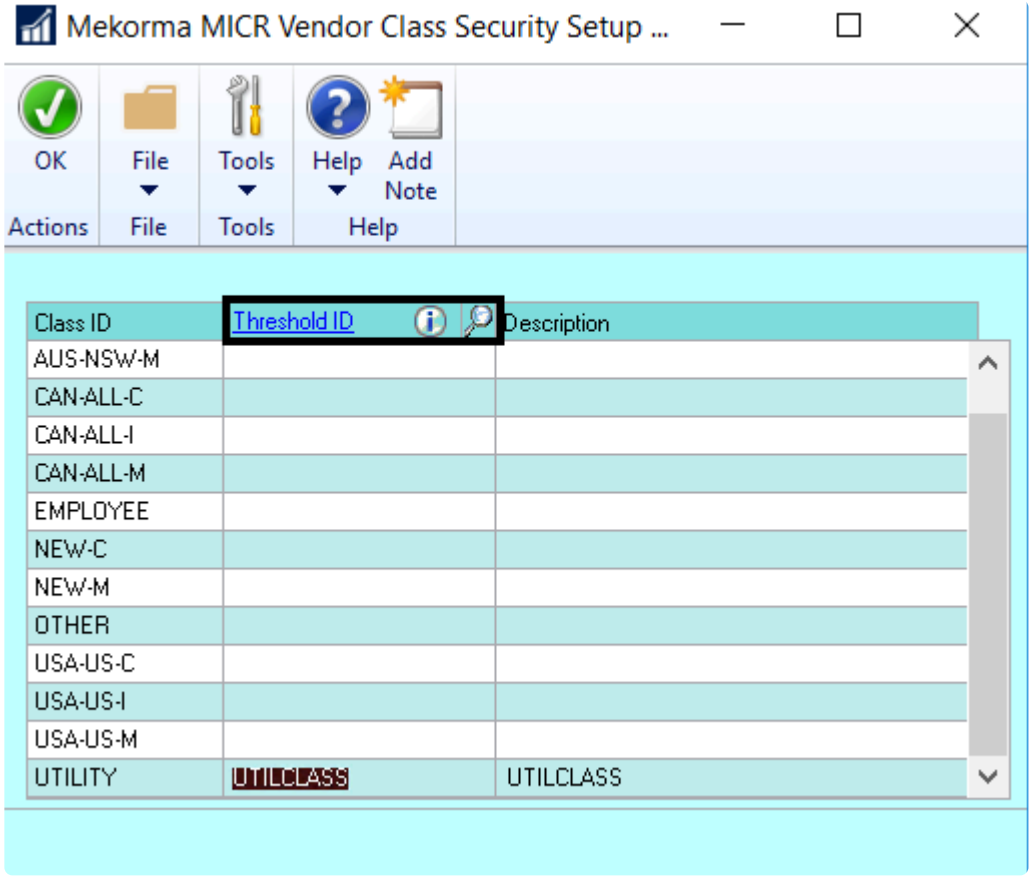
To open the Mekorma Vendor Class Security Setup window, go to the Mekorma Area Page > Setup > Company > Vendor Class Security

1. Open the Mekorma Vendor Class Security Setup window. Each of your existing vendor classes will be displayed.

2. Click to the right of a vendor class to which you want to apply security rules, in the column marked Threshold ID.

3. Click the look-up next to Threshold ID to open the Threshold ID look-up window. Choose the **Threshold ID** that defines the correct security rules.

4. Click **OK** to close the window.



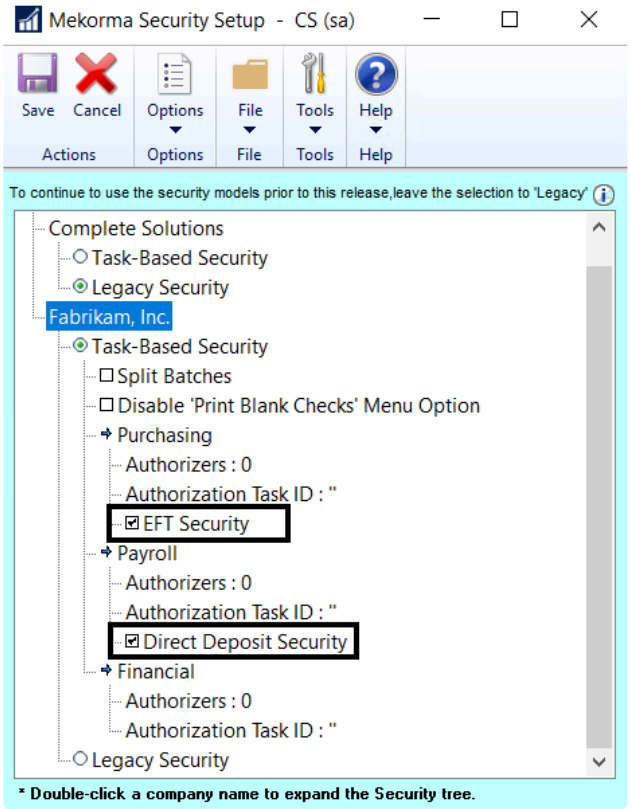
Last modified: Jun 17, 2020

5.6.1.10. Enable EFT/ Direct Deposit Security

The same security settings that are applied to your MICR check printing process can be enabled for EFT and Direct Deposit processing.

To open the Mekorma Security Setup window, go to the Mekorma Area Page > Setup > System > Security Setup.

1. Open the **Mekorma Security Setup** window.
2. Make sure the **Task-Based Security** radio button is selected.
3. Check the box next to **EFT Security** (Purchasing) and/or **Direct Deposit Security** (Payroll).



4. Click **Save**.

Last modified: Oct 08, 2019

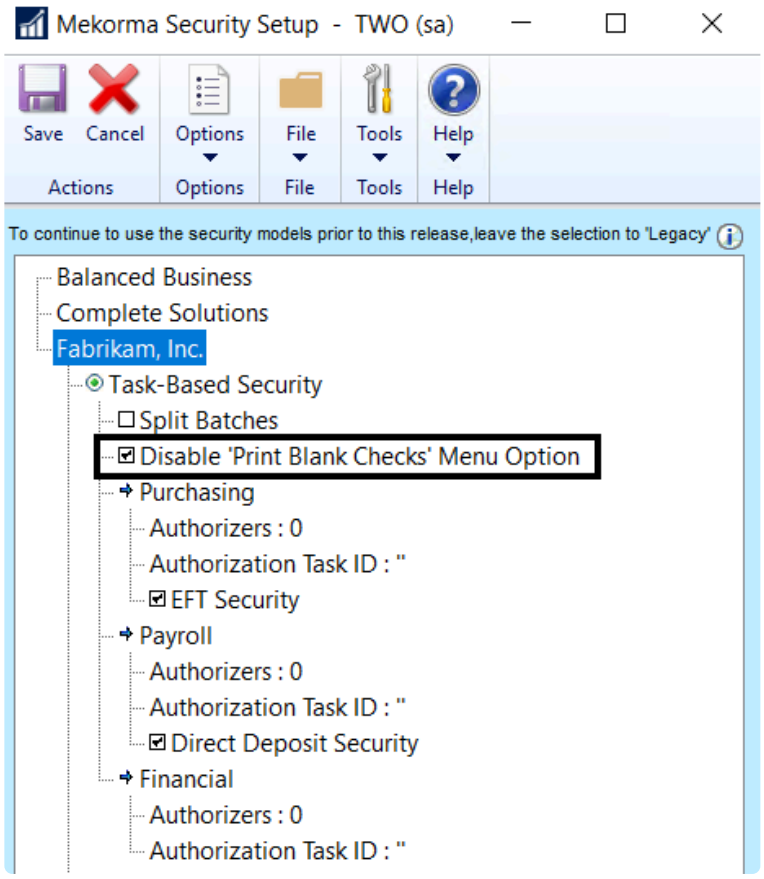
5.6.1.11. Disable Print Blank Checks

If you would like to to hide the Print Blank Checks menu command on the Mekorma MICR Payables, US Payroll and Canadian Payroll menus, the Print Blank Checks Menu Option can be disabled.

To open the Mekorma Security Setup window, go to the Mekorma Area Page > Setup > System > Security Setup

1. Open the Mekorma Security Setup window.

2. With the Task-Based Security radio button selected, check the box next to **Disable 'Print Blank Checks' Menu Option**.



3. This will deny users access to Print Blank Checks from the Purchasing menu.

Last modified: Oct 14, 2019

5.6.2. Legacy Security

Legacy Security allows you to configure security by User ID, which includes the Payables Approval Workflow, or by Checkbook ID. You can also configure ONLY signatures using this model.

Setting Up Signatures/Approvals by User ID

Security by Checkbook ID

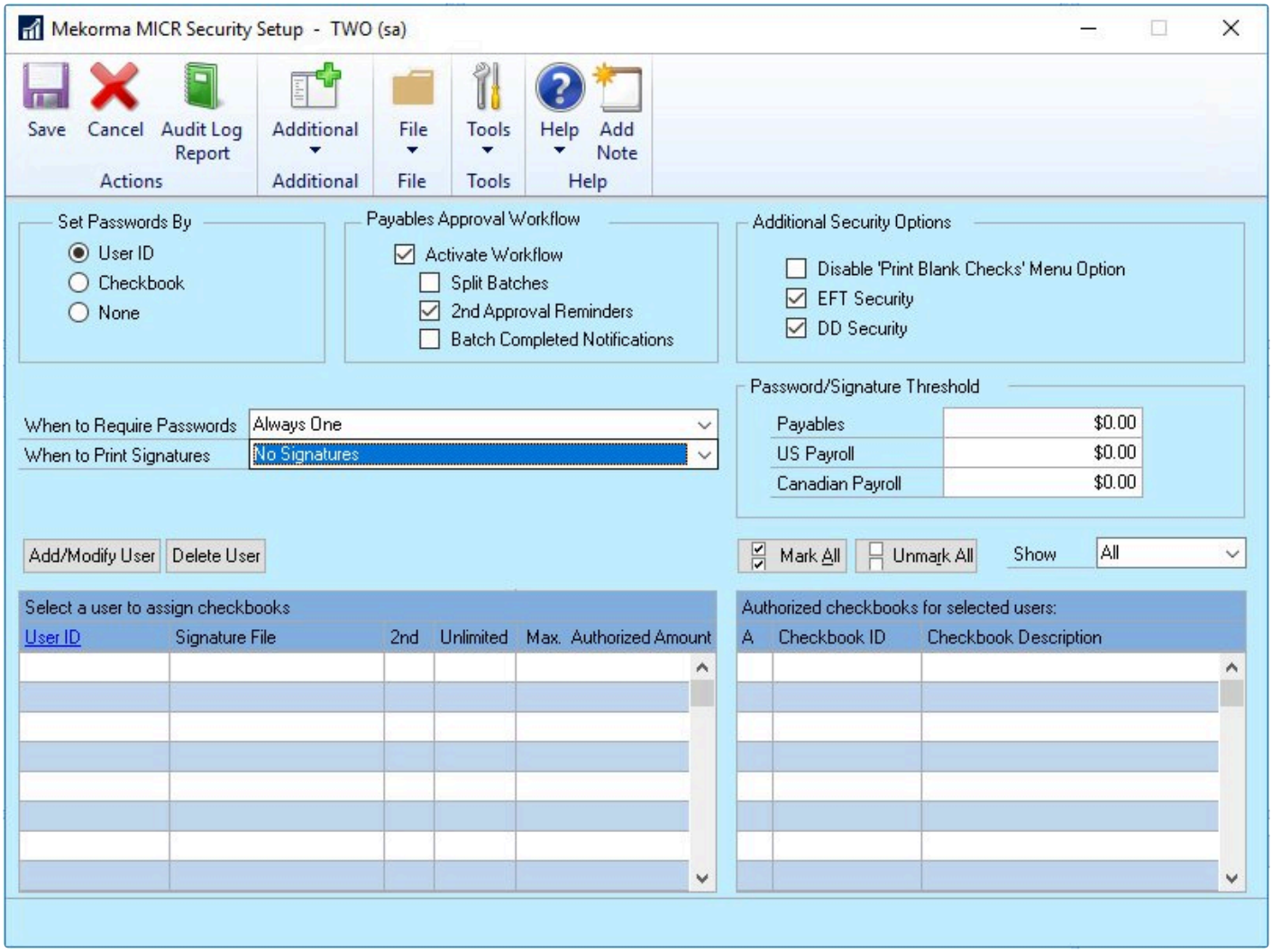
Signatures Only with Standard GP Security

Last modified: Sep 25, 2019

5.6.2.1. Setup Signatures/ Approvals by User ID

To set up signatures and approvals by User ID, please complete the following steps:

To access the Security Maintenance Window, go to the Mekorma Area Page > Setup > Company > Security Maintenance



Add Users and Signatures

1. Open the Security Maintenance window.

2. Add a user by clicking **Add/Modify User** and entering the appropriate information in the **User Signature Entry** window. *Users that are not approving the batches but are part of the workflow should be added with a zero **Max. Authorized Amount** and no signature.*

3. Add a signature to the user. You can also import a signature.

> The **Max. Authorized Amount** is not the tied to the **Password/Signature Threshold** field and is only used to control the users' maximum payment approval amount.

Email/ Text Notifications for Approvers

1. In the User Signature Entry window, enter the user's email address in the field provided.

2. If the user would like to receive approval email notifications on their cell phone, enter the applicable cell phone number and SMS information (EX: 8886356762VERIZON) in the **Text Phone Number** field.

Setting Up Password and Signature Rules

1. Back on the Mekorma MICR Security Setup window, choose the number of passwords you want by clicking on the **When to Require Passwords** drop-down. When the workflow is activated, the passwords become Approvers.

2. Choose the number of signatures you want by clicking on the **When to Print Signatures** drop-down.

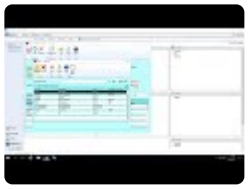
Last modified: Oct 15, 2019

5.6.2.1.1. Assign a Signature to a User ID

To access the Security Maintenance window (for use with Legacy Security options), go to the Mekorma Area page > Setup > Company > Security Maintenance

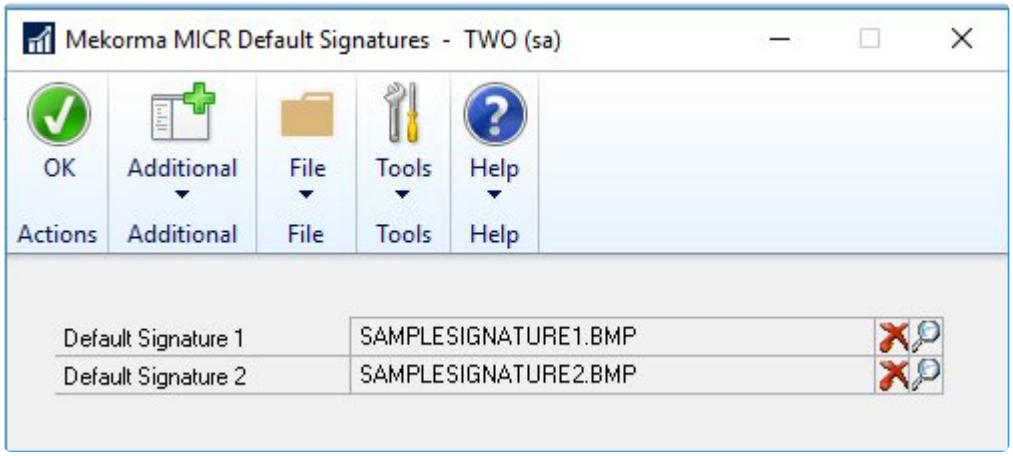
1. Open the Security Maintenance window.
2. Use the **Add/ Modify User** button to add the Dynamics GP User who will be signing checks.
3. Use the look-up to select the desired **User ID**.
4. Use the lookup to select a Signature Image ID from the Signature Library and save the record. If the user's signature file is not listed as an option, please import the correct signature file into the Signature Library.
5. Repeat for each user that will sign checks in that company.

See screen action only here (*no sound*):



Default Signatures

The Default Signature feature on the Mekorma Security Maintenance window allows you to assign up to two signature that will print on every payment regardless of the user that approves the batch. Go to **Additional > Default Signatures**.



1. Click the Lookup icon and select a signature from the Signature Library.
2. Save your changes.

Using Default Signatures with Standard GP Security

Last modified: Oct 15, 2019

5.6.2.1.2. Activate Secure Approval Workflow

Mekorma Payables Secure Approval Workflow allows users to review and approve payment batches (EFTs / Checks). Email notifications and Navigation lists replace the password prompts.

Users receive emails that a batch requires approval and can then review and approve the batch using the Mekorma Navigation lists on the Purchasing pane in GP. The Payables Approval Workflow uses the email functionality that is configured for Microsoft Dynamics GP. It does not require a separate email configuration or client.

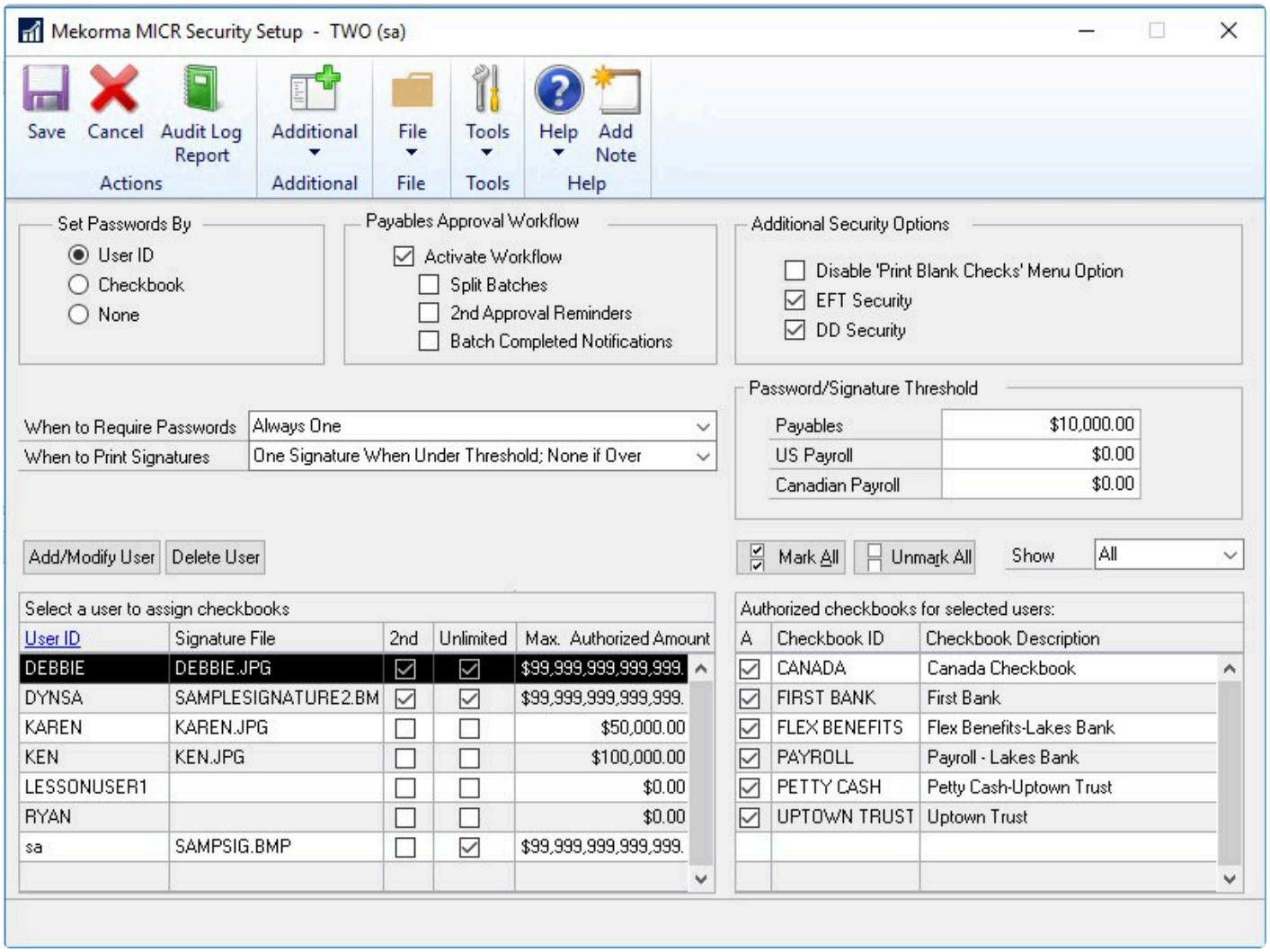
Please note, Secure Approval Workflow is only supported for the Payables module in GP and for payment batches (not for single payments created using the Payables Transaction Entry window).

To access the Mekorma MICR Security Setup window, go to the Mekorma Area page > Setup > Company > Security Maintenance. Please note this window is only available if Legacy Security is selected within the Security Setup window.

1. Open the Mekorma MICR Security Setup window.

2. Mark the **Activate Workflow** checkbox within the Payables Approval Workflow area.

3. Highlight the **User ID** in the list on the lower left pane and then check the box next to the **Checkbook ID** that you want the user to approve or request payments for.



4. If you are using thresholds, mark the **Split Batches** box to automatically split payments batches into groups by number of Approvers and signatures.

5. Check **Second Approval Notifications** to receive emails notifications if you are a second approver and the **Batch Completed Notification** to receive an email when the batch has been approved.

Last modified: Oct 13, 2019

5.6.2.2. Security by Checkbook ID

To Configure Security by Checkbook:

To open the Mekorma MICR Security Setup window, be sure you have chosen Legacy Security in the Security Setup window. Then go the the Mekorma Area page > Setup > Company > Security Maintenance

1. On the Mekorma MICR Security screen, select the Checkbook option under the 'Set Security By' section.

2. Click the lookup next to the Signature ID hyperlink and then click 'New' to display the Mekorma MICR Password and Signature Setup screen.

3. Enter a Signature ID and a Description if desired.

4. If you are using dollar amount thresholds enter a Lower Threshold amount and if desired, a Higher Threshold amount. Thresholds can be used to determine when signatures and signature lines should print and when passwords are required. Please see Using Thresholds When Printing for more information on thresholds.

5. Leave the Sort Checks in Threshold Groups when printing option unchecked if you would like the checks to print in check number order instead of being sorted by threshold groups.

6. Determine when you want the signatures to print for the Signature 1 and/or Signature 2 fields. You can print signatures Always, Never, or based on the threshold dollar amounts.

7. Enter the path to each signature image file in the File Location field.

8. Determine when you want the signatures lines to print for the Signature Line 1 and/or Signature Line 2 fields. These are the lines upon which the signature is printed or manually signed. You can print signature lines Always, Never, or based on thresholds.

9. If you will require passwords, enter them in the Password 1 and/or Password 2 fields. You may require one, two or no passwords. You can set up a password to be required Always, Never, or based on thresholds. Click Save when you are finished configuring your Signature ID.

In addition to setting up a Signature ID, the logical signature fields must be present on the .stbx format. You will find in the .stbx formats in our format library we have included all of these logical fields.

Checkbook Security and Using Thresholds

When you print checks in threshold groups, you get a stack of checks with checks above the higher threshold sorted to the top of the stack, checks between the thresholds to the middle of the stack and checks below the lower threshold to the bottom of the stack.

If you want to print using threshold groups, check the Sort Checks in Threshold Groups when printing option. This is useful when manually signing higher dollar checks. Some important conditions to note when printing in threshold groups and using signatures and passwords:

- When you select the **Amount Below (the lower or higher) Threshold** option for Signatures, Signature Lines and Passwords the exact amount of the threshold value is considered part of the threshold.
- When you select the **Amount Above (the lower or higher) Threshold** option for Signatures, Signature Lines and Passwords any amount greater than the threshold value is considered part of the threshold.
- When you select the **Amount Between Thresholds** option for Signatures, Signature Lines, and Passwords, any amount greater than the lower threshold and less than or equal to the higher threshold is considered part of the threshold.
- When the **Sort Check in Threshold Groups when printing** option is checked, the program always looks for an amount greater than the value of threshold. For example, if the higher threshold is $1000, all checks with a value of $1001 are sorted to the top.
- When printing a batch of invoices, if only one invoice requires a password, you must enter the correct password in order to print all the invoices.

Last modified: Aug 05, 2019

5.6.2.3. Signatures Only with Standard GP Security

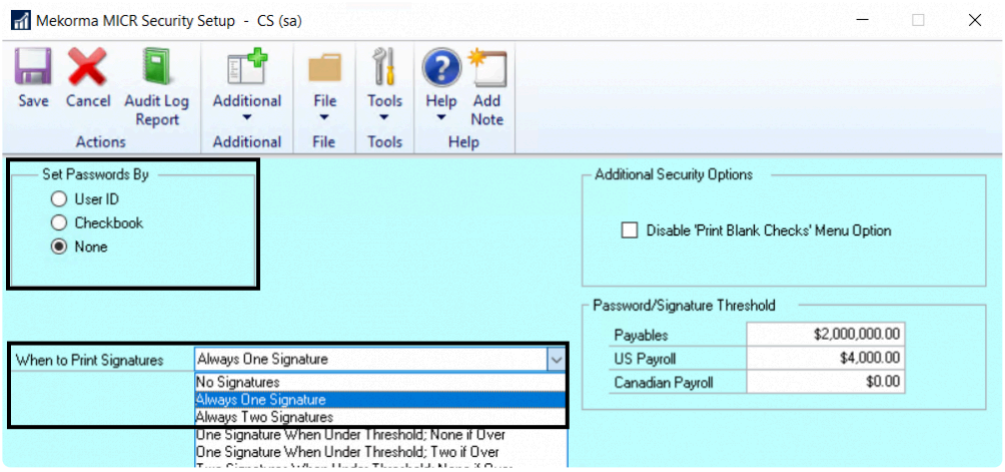
When using the Legacy Security model, it is possible to set up very simple signature logic, allowing you to automatically print signatures on checks without configuring passwords or workflow.

The setup steps described below will apply the same signature logic to every checkbook within a company. If you have more than one checkbook and want different signatures applied to different checkbooks, please use Legacy Checkbook Security, or this method.

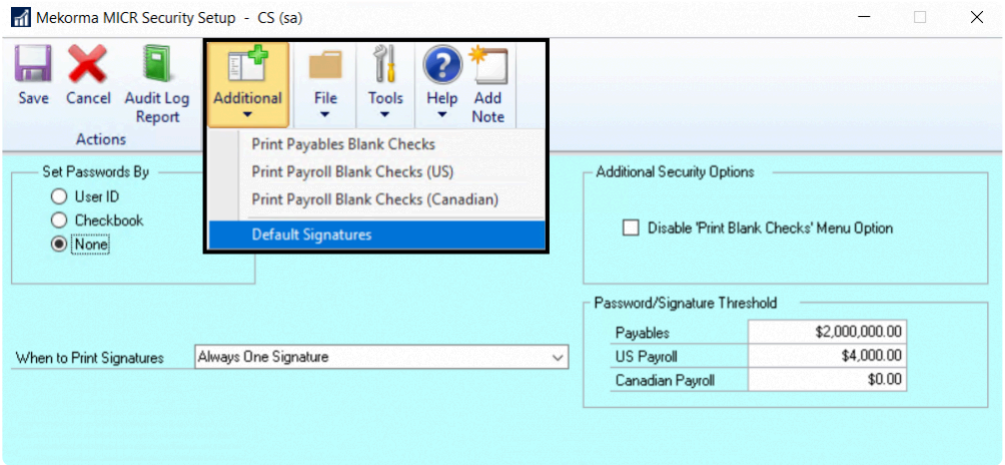
1. Open the Mekorma MICR Security Setup window.

2. Choose **None** in the **Set Passwords By** area.

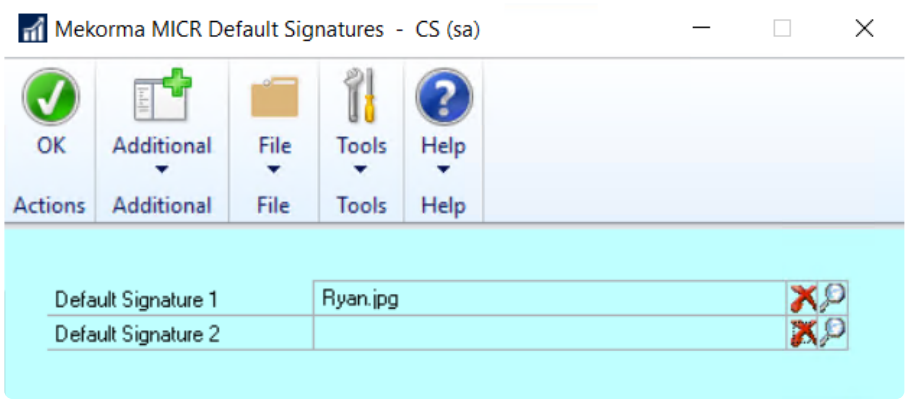
3. Select when signatures should print: **Always One Signature** or **Always Two Signatures.** You will not be configuring thresholds so the additional options do not apply.



4. Click Additional > Default Signatures to open the Mekorma Default Signatures window.



5. Use the Look-up to choose one or two **Default Signatures**, corresponding with your choice in Step 3. If the signatures files are not in the **Mekorma MICR Signature Files Lookup** window, follow these steps.



> ! This method of configuring signature logic only offers limited possibilities. We recommend switching to Task-Based Security model and configuring signature logic by creating a Threshold ID.

Last modified: Aug 05, 2019

5.6.2.4. Vendor Class Security

The Vendor Class Security feature provides the flexibility to customize Mekorma's security settings on a per Vendor Class basis. This feature is supported under Mekorma Legacy Security by Checkbook ID and User ID.

The rules configured for vendor security override the basic security model that you have setup. For example, if security is set to Checkbook ID, Vendor Class Security settings override the checkbook's Signature ID settings.

! Before setting up Vendor Class Security, please make sure you have setup Vendor Classes within Dynamics GP, and that your Mekorma Security settings have been configured.

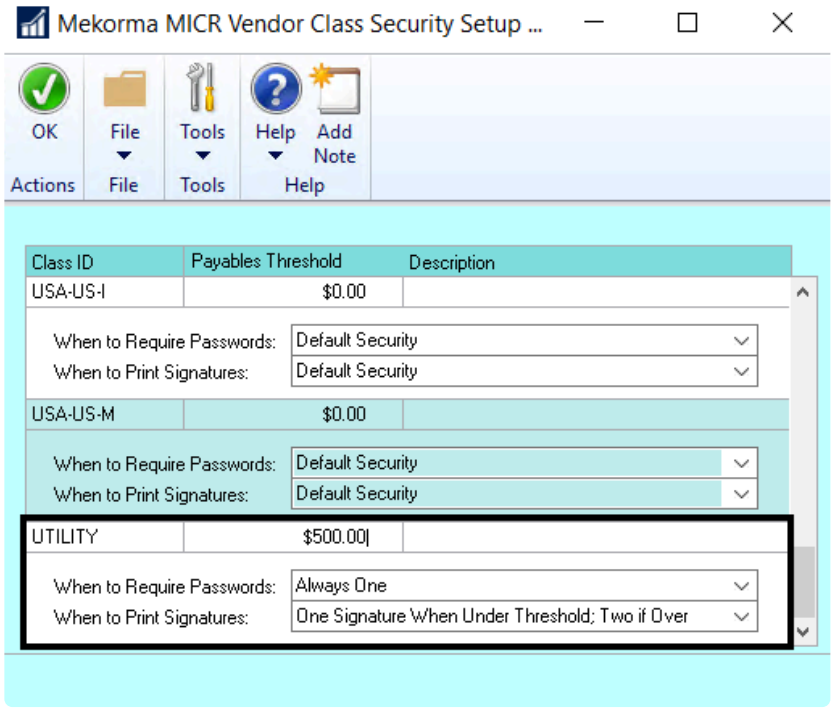
Vendor Class Security configured with Legacy User ID

To open the Mekorma MICR Vendor Class Security Setup window, go to the Mekorma Area Page > Setup > Company > Vendor Class Security

1. Open the Mekorma MICR Vendor Class Security Setup window. Each of your existing vendor classes will be displayed.

2. The Default Security option is taken from the current configuration on the Mekorma MICR Security screen for User ID security. To select a different security configuration, click the drop-down arrows next to **When to Require Passwords** and **When to Require Signatures**.

3. To set a threshold value, enter an amount in the **Payables Threshold** column. For example:

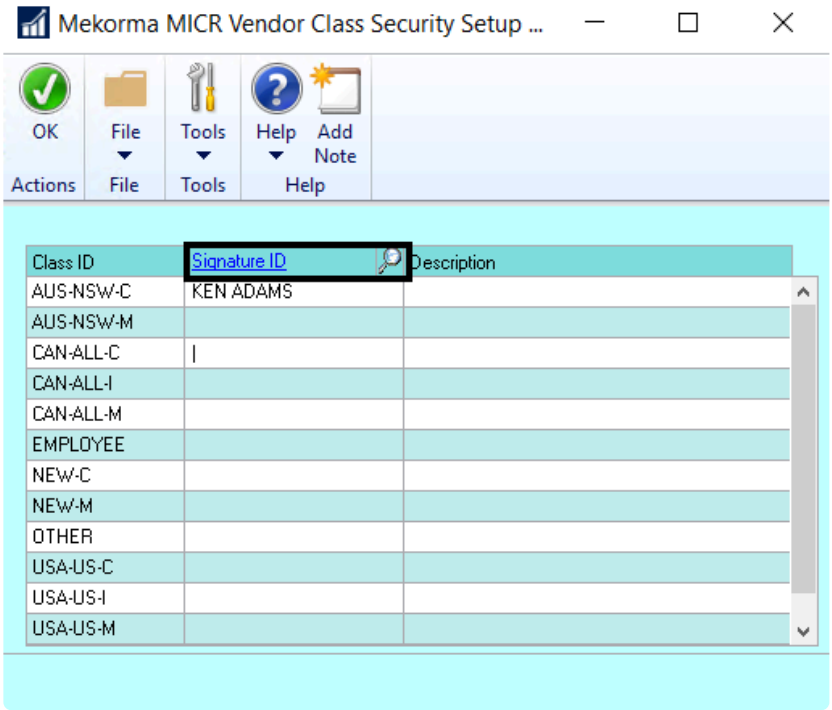


Vendor Class Security configured with Legacy Checkbook ID

If you are using Security by Checkbook ID, the Vendor Class Security settings only influence what signatures print, and not what passwords are required. Password settings are always pulled from the Signature ID associated with the checkbook.

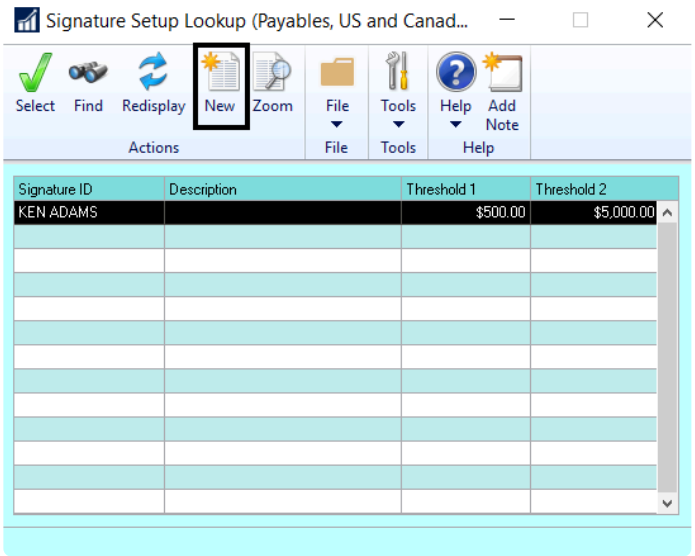
1. Open the Mekorma MICR Vendor Class Security Setup window. Each of your existing Vendor Class IDs will be displayed.

2. Click in the **Signature ID** column next to the Class ID you want to associate the signature logic with.



3. Click the lookup icon next to the Signature ID link to open the **Signature Setup Lookup** screen.

4. **Select** an existing Signature ID or click **New** to create a new ID.



5. The Signature ID is now associated with the Class ID. Click **OK** to close the Mekorma MICR Vendor Class Security Setup screen.

6. The Signature ID security configuration is applied to all vendors associated with the specified Class ID.

Last modified: Nov 04, 2019

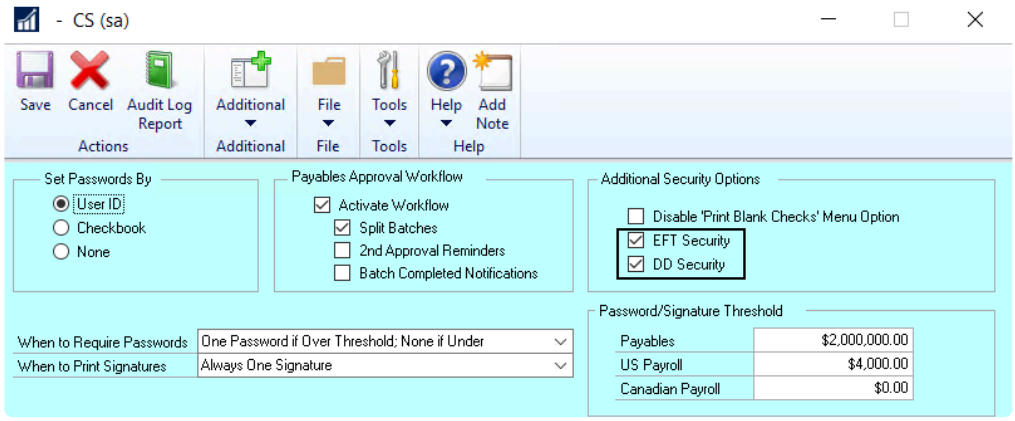
5.6.2.5. Enable EFT/ Direct Deposit Security

The same security settings that are applied to your MICR check printing process can be enabled for EFT and Direct Deposit processing.

> To open the Mekorma Security Maintanance window, go to the Mekorma Area page > Setup > Company > Security Maintenance. Please note this window is only available if you have chosen Legacy Security within the Mekorma Security Setup window.

1. Open the **Security Maintenance** window.

2. In the Additional Security Options area, check the box next to **EFT Security** and/ or **DD Security**.



3. Click **Save**.

Last modified: Oct 08, 2019

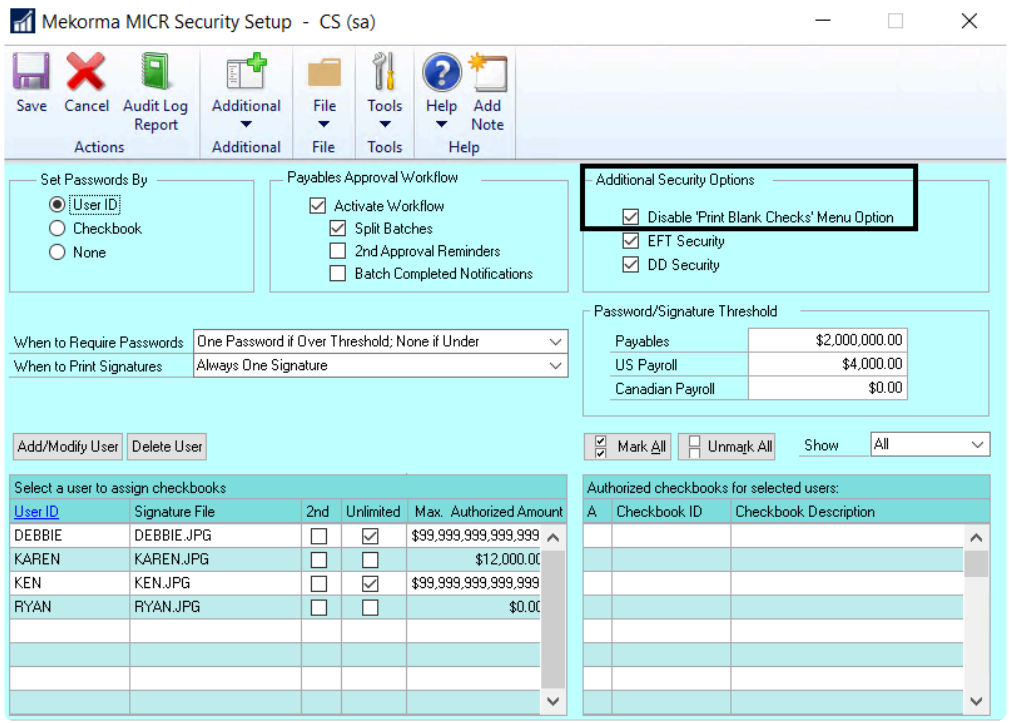
5.6.2.6. Disable Print Blank Checks

If you would like to to hide the Print Blank Checks menu command on the Mekorma MICR Payables, US Payroll and Canadian Payroll menus, the Print Blank Checks Menu Option can be disabled.

> To open the Mekorma MICR Security Setup window, go to the Mekorma Area Page > Setup > Company > Security Maintenance

1. Open the Mekorma MICR Security Setup window.

2. Under Additional Security Options, check the box next to **Disable 'Print Blank Checks' Menu Option**.



3. This will deny users access to Print Blank Checks from the Purchasing menu.

Last modified: Oct 14, 2019

5.7. Setup for EFT Processing with Mekorma

This section will demonstrate how to set up your GP system to process EFTs using Mekorma. You must be sure your checkbook(s) are already configured for EFT processing in Dynamics GP, which is essential for the MICR process to go smoothly.

Follow these steps:

1. Specify Check or Remit Numbers.
2. Configure email settings for sending remittances.
3. Choose EFT remittance options in the Checkbook Maintenance window.
4. Enable EFT Comments for check formats.
5. Add EFT logos to remittances.
6. Set up for multi-batch EFT processing.

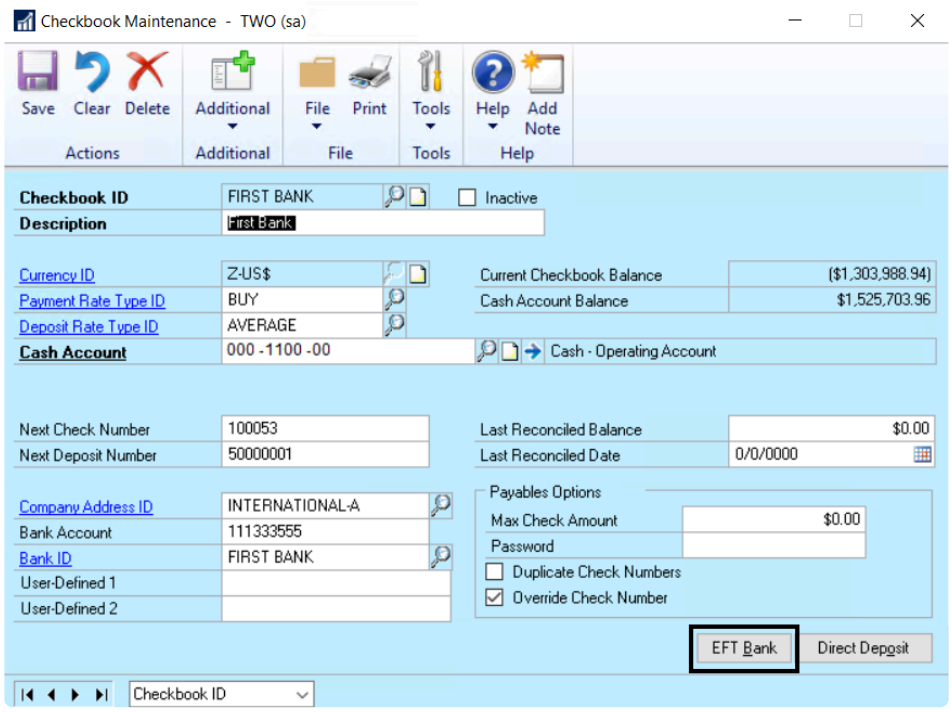
Last modified: Oct 15, 2019

5.7.1. Specify Check or Remit Numbers

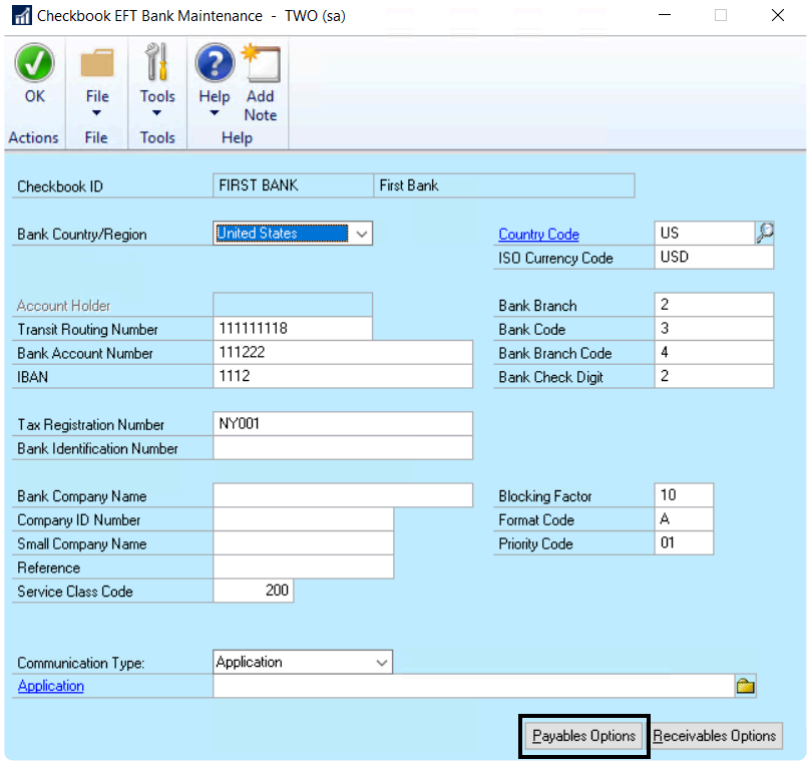
If you want to use check numbers instead of the EFT numbering sequence with Mekorma, that option must be configured in Dynamics GP.

To open the **Checkbook Maintenance** window, go to the Mekorma Area Page > Cards > Financial > Checkbook

1. Open the **Checkbook Maintenance** window.
2. Select a **Checkbook ID**.
3. Click the **EFT Bank** option to open the Checkbook EFT Bank Maintenance window.



4. Select the **Payables Options** button to open the Checkbook EFT Payables Options window.



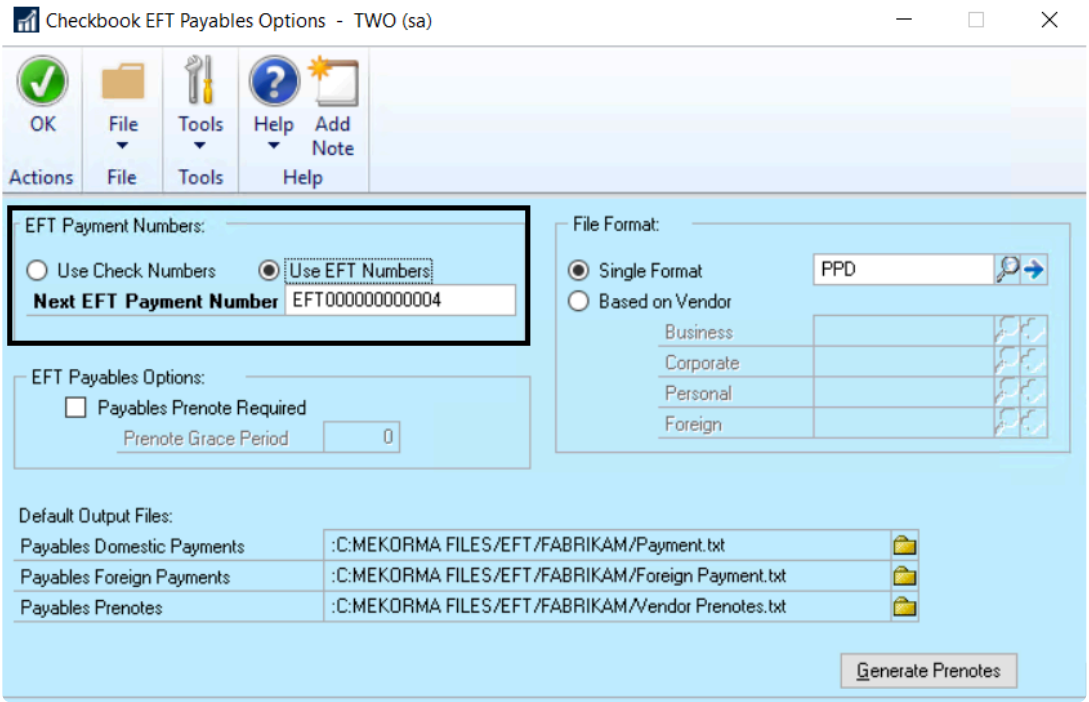
5. Select an **EFT Payment Number** option based on the following:

Use Check Numbers

- When using blank check stock, EFTs will print with check numbers as non-negotiable checks using Mekorma MICR and as reports based on the EFT Remittance Option selected.
- If using pre-printed check stock, EFTs will print in the same way. However, be advised that you must select Microsoft Dynamics GP Report Writer as the EFT Remittance option.

Use EFT Numbers

- When using blank check stock, EFTs will print with remittance numbers as non-negotiable checks using Mekorma MICR or reports based on the EFT Remittance Option selected.
- When using pre-printed check stock, EFTs will print in the same way. We recommend using regular paper when printing EFT remittances.



6. Click **OK** when you are finished and close any open windows.

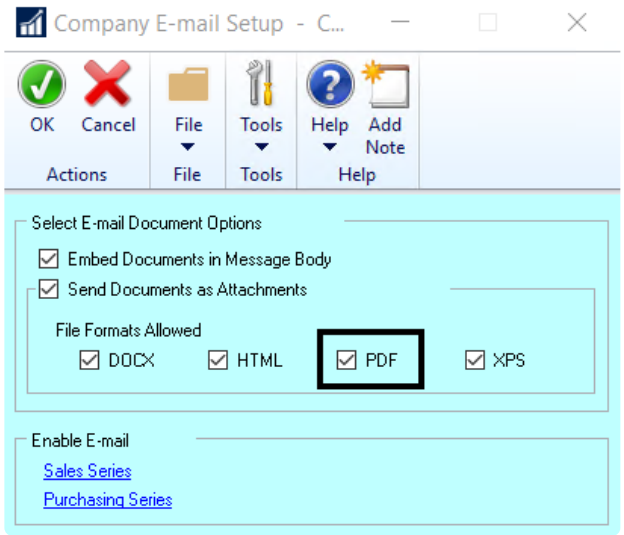
> If your checkbook is configured for EFT and you print check copies to PDF, the check copies will use EFT numbers for the naming convention instead of check numbers.

Last modified: Oct 11, 2019

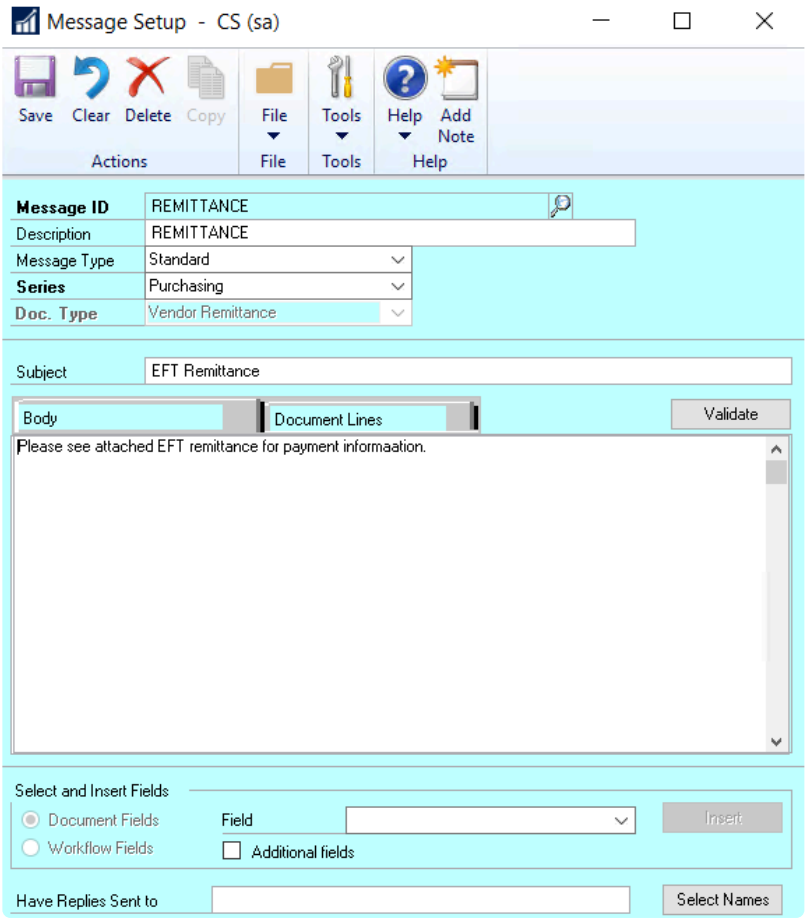
5.7.2. Configure Email Settings

Email settings must be configured within Dynamics GP to ensure that vendors will receive EFT remittances.

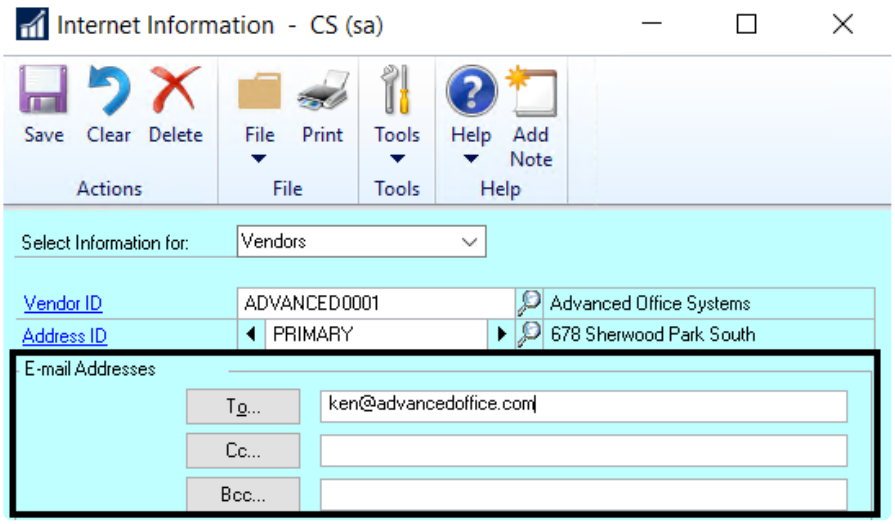
1. In the GP **Company Email Setup** window, check the box labeled **PDF**, otherwise Mekorma cannot generate EFT files.



2. Create a **Remittance Message ID** in your GP Email Settings. The EFT file is attached to this message when sent.



3. For each vendor who accepts EFT payments, enter the appropriate email address so the system knows where to send your EFT remittances. Go to the **Vendor Address Maintenance window > Internet Information window**:



Last modified: Oct 11, 2019

5.7.3. Choose EFT Remittance Options

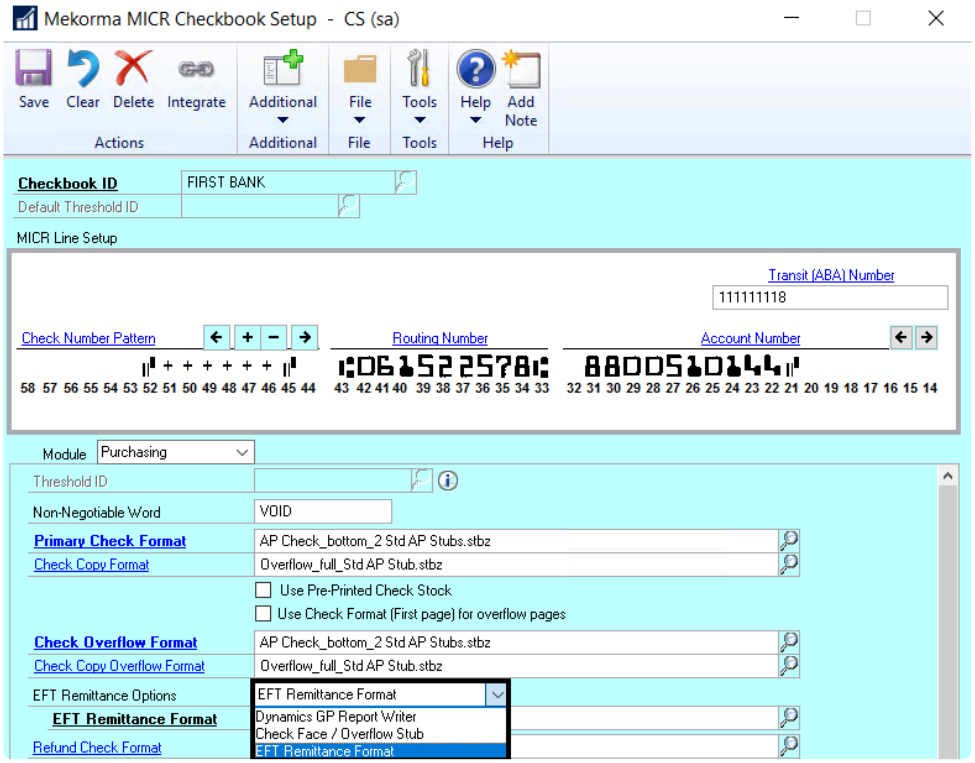
In order to email EFT remittances to vendors, you must choose an appropriate remittance format.

> To open the Checkbook Setup window, go to the Mekorma Area Page > Setup > Purchasing > Checkbook Setup

1. Open the **Checkbook Setup** window.

2. Select the checkbook you would like to use for your EFT payments by clicking on the lookup to the right of **Checkbook ID**. Mekorma allows you to process both checks and EFTs using the same checkbook, but the formats are handled differently.

3. Using the drop-down, choose one of the options found in the **EFT Remittance Options** field.



- **Dynamics GP Report Writer**: This option only allows you to use GP's Word templates. Do NOT choose this option if you'd like access to Mekorma's full library of PDF formats for your EFTs.

- **Check Face/Overflow Stub**: If selected, the Overflow format you have configured will be chosen first. If you do not have an Overflow Format selected, the Primary Check format will be used instead.

- **EFT Remittance Format** allows you to choose from any of Mekorma's formats by using the look-up next to the **EFT Remittance Format** field.

! Please note: In newer GP builds, you **cannot** process EFTs using Mekorma AND choose the **Print Separate Remittances for Overflows** feature in GP for the same checkbook. This feature requires that GP Report Writer be selected for the EFT Remittance Option.

EFT Remittance Format

Any Mekorma MICR format used to generate EFTs will differ from check formats in the following ways:

- The MICR line will not appear.
- The signature lines will not have any signatures. Instead, logical fields **EFT non-negotiable** and **EFT Void** will print.
- **EFT non-negotiable** will print instead of a check value amount.

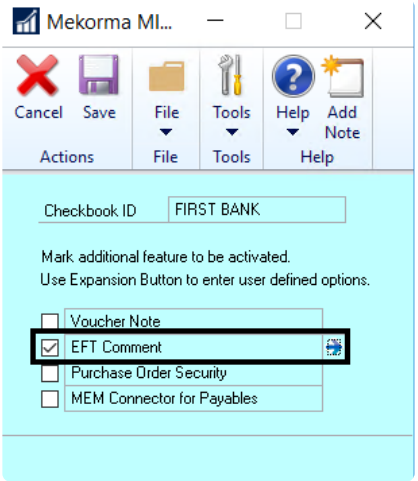
Last modified: Oct 09, 2019

5.7.4. Enable EFT Comments for Check Formats

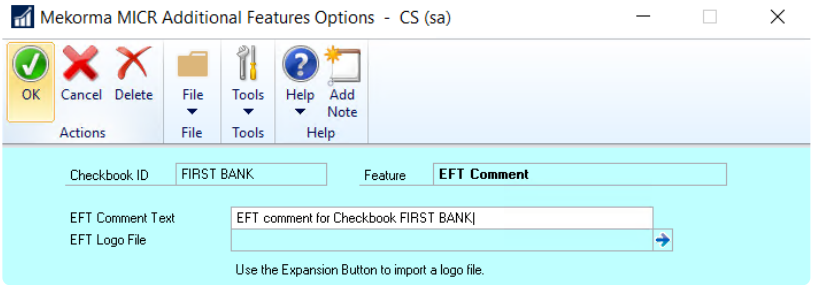
The EFT Comment field prints a comment if the format is being used for an EFT transaction. EFT comments configurations are stored on a per-checkbook basis.

To open the Checkbook Setup window, go to the Mekorma Area Page > Setup > Purchasing > Checkbook Setup

1. Open the **Checkbook Setup** window.
2. Use the look-up to select a **Checkbook ID**.
3. Open the **Additional menu > Additional Features**.
4. In the Additional Features window, check the box for **EFT comment** to activate EFT comments.



5. Click the blue arrow that appears when you check the box. This will open the **Mekorma MICR Additional Features Options** window.
6. Type in content that you would like to populate the EFT comment fields for the checkbook that you've selected. When the EFT comment field is added to a layout in the Configurator, the information saved here will be used to populate that field upon printing.



7. Click **OK** to save.

Last modified: Oct 11, 2019

5.7.5. Add EFT Logos to Remittances

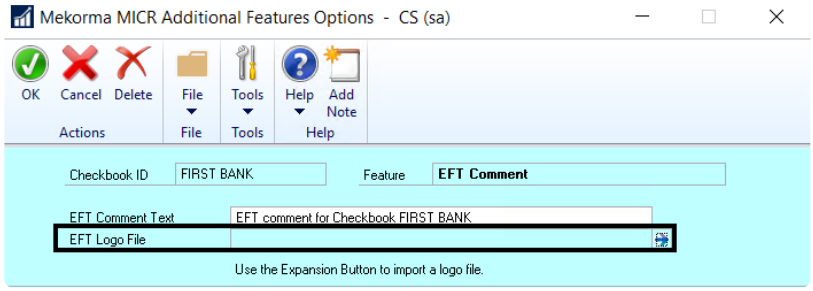
The EFT Logo field allows users to insert a logo onto a check stub. EFT logo configurations are stored by checkbook.

To open the Checkbook Setup window, go to the Mekorma Area Page > Setup > Purchasing > Checkbook Setup

1. Open the **Checkbook Setup** window.

2. Follow the steps to enable EFT comments.

3. Within the **Mekorma MICR Additional Features Options** window, click on the blue arrow next to the **EFT Logo File** field.



4. Navigate to the location where the desired logo is stored, and select the logo. When the EFT logo field is added to a layout in the Configurator, the information saved here will be used to populate that field upon printing.

5. Click **OK** to save.

Last modified: Oct 11, 2019

5.7.6. EFTs with Multi-Batch Management

All previous set up steps for processing EFTs with Mekorma must be in place. This page addresses settings that are specific to processing EFTs (ACH) with Multi-Batch Management.

! You cannot use GP Report Writer when processing EFTs with MMM. The settings for EFT Remittance options (as configured in the Mekorma Checkbook Setup window) must be set to **Check Face/ Overflow Stub** or a Mekorma **EFT Remittance Format**.

Choose Automation Options

To open the Multi-Batch Management Options window, go to the Mekorma Area Page > Transactions > Payables > Multi-Batch Management Action Board > Options

1. Open the Multi-Batch Management Options window.

2. Choose options in the EFT & Safepay section:

EFT Remittance Options

- **Print Document**: The remittance will be sent to the printer specified by Named Printers configuration.
- **Send Document in Email**: The vendor will receive an email containing the remittance after – if for some reason internet access is not available, the remittance will print instead of being emailed.

Posting Options

- **Post EFT immediately after Print or Send:** This option ensure that EFTs are posted immediately after printing or emailing remittances.
- **Generate EFT after Posting:** This option automatically generates the EFT file (to be sent to your bank) immediately after posting.

With both these options checked, EFTs become a simple three-step process:

1. Create EFT payments using the Build Payments action
2. Generate and send EFT remittances, post the EFT batch and create the EFT file for your bank, all with the Process Checks and EFTs action.
3. Transmit your EFT file to your bank.

You may choose *not* to post the EFTs automatically and / or *not* generate the EFT file for the bank automatically for any of these reasons:

- You want to combine more than one batch from the same checkbook in the same company into a single ACH file.
- Your organization has a separation of duties that requires different users to post EFTs and send them to the bank.
- You need to change the Transmission Date or Settlement Date in the ACH file. By default, the transmission date will be set to the GP user date.

*If you do not mark **Post EFTs Immediately after Print or Send** option, you will post the EFT Remittances along with your checks using the **Post** action on the Action Board.*

*If you do not mark **Generate EFT File after Post**, you will generate your EFT file using the **Generate EFT File** action on the Action Board.*

Last modified: Nov 26, 2019

5.8. Multi-Batch Management Setup

Multi-Batch Management (MMM) allows Mekorma users to build and process payment batches, for multiple companies and checkbooks, using one centralized action board. There are a number of setup options that allow you to automate the payment process in various ways. You can choose which processes are automated, and which are manually performed within the Action Board.

The video will guide you through the complete process of setting up MMM for optimal performance:

Please review the following pages for complete instructions on how to set up Multi-Batch Management:

1. Test/ Enable MMM
2. Configure Printing and Posting Reports
3. Results Reports Email Setup
4. Options for Building Multiple Batches
5. Set Up EFT Options for Multi-Batch Processing
6. How to Create a Build ID
7. How to Create a Process ID
8. Check Sorting Options
9. Show/ Hide Dynamics GP windows during processing

Last modified: Nov 13, 2019

5.8.1. Test and Enable Multi-Batch Processing

To open the Multi-Batch Management Setup window, go to the Mekorma Area Page > Setup > System > Multi-Batch Management Setup

Test Multi-Batch Management (MMM)

If you would like to try Multi-Batch Management before ordering, you can do so by designating one or more companies as an MMM test company.

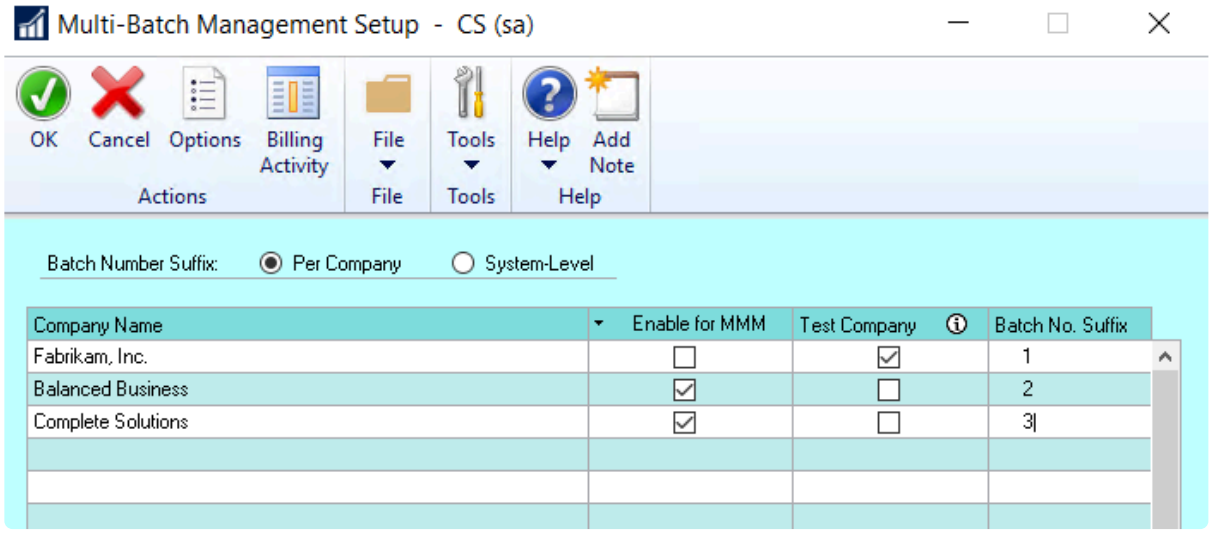
1. Open the Multi-Batch Management Setup window.
2. Mark the box in the column labeled **Test Company**.
3. Click **OK**.

When testing MMM in this way, MICR checks will come out **without** a MICR line or signatures; EFT files will be in a test format that is not usable by the bank. If you would like to try MMM in your production environment, you can contact Mekorma Sales to receive 30-day temporary keys, allowing you to run your payment processes for free, for 30 days.

Enable/ Disable MMM per company

Once you have purchased MMM and have valid registration keys, you can choose to enable or exclude a company from using Multi-Batch Management.

1. Open the Multi-Batch Management Setup window.



2. To enable a company to use MMM, mark the box in the column labeled **Enable for MMM** for that company. Unmark the box to disable.

3. Click **OK**.

Last modified: Nov 22, 2019

5.8.2. Configure Printing and Posting Reports

There are certain setting that need to be in place to ensure that Multi-Batch Management's automated processes are not interrupted. Therefore, the following requirements must be met in order for MMM to perform as intended:

Configure Named Printers

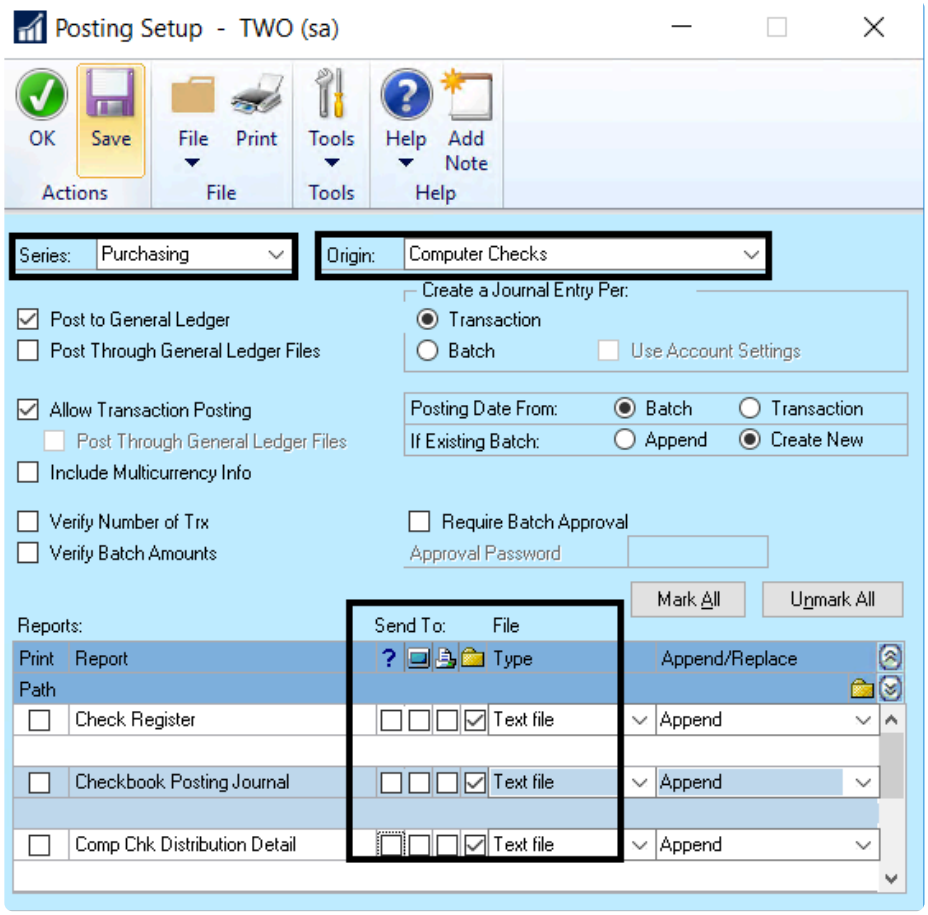
Automating the printer selection will ensure that checks and EFT remittances can print without interrupting the process – set up Named Printers.

Define Paths for Reports/ Lists

Posting Reports and edit lists should be set up so they can be generated without interfering with Multi-Batch Managements automated processes.

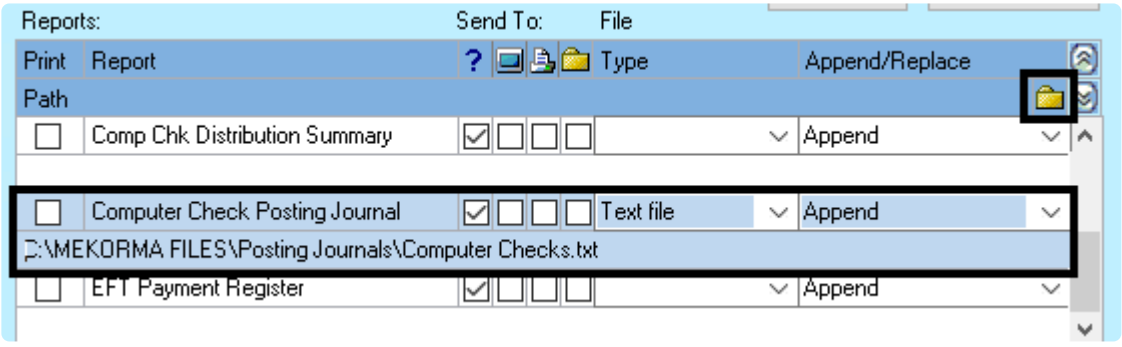
To open GP's Posting Setup window, go to Administration > Setup > Posting > Posting

1. Open the Posting Setup window.
2. Use the drop-down to set the **Series** as **Purchasing**.
3. Use the drop-down to set the **Origin** as **Computer Checks**.
4. For each report that you want to generate, assign it to a file and **not** to a query, monitor or to a printer by checking the box in the file column and unchecking the other boxes in the **Send To** column.



5. You can assign a destination for each individual posting journal type as needed. Click on the Path field directly underneath a particular posting journal, then on the folder icon under Append/Replace.

6. Choose the file where you would like this posting journal to be sent. The file path will display:



In standard functioning, if you posted multiple checkbooks in the same company it would overwrite your posting journal each time. However, MMM will capture the path name and insert this phrase: (Checkbook id _ YYMMDD_HHMMSS_) between the names of the folder and the file in order to create a unique name. The Posting setup is done on a per company basis in Dynamics GP. Therefore you can setup each company to point to its own path if you want to separate your posting journals on a per company basis.

Last modified: Nov 08, 2019

5.8.3. Results Reports Email Setup

After batches are built in the Multi-Batch Management Action Board, a **Build Results Report** is generated.

After processing checks and EFTs in the Action Board, an **MMM Print Process Results Report** is generated.

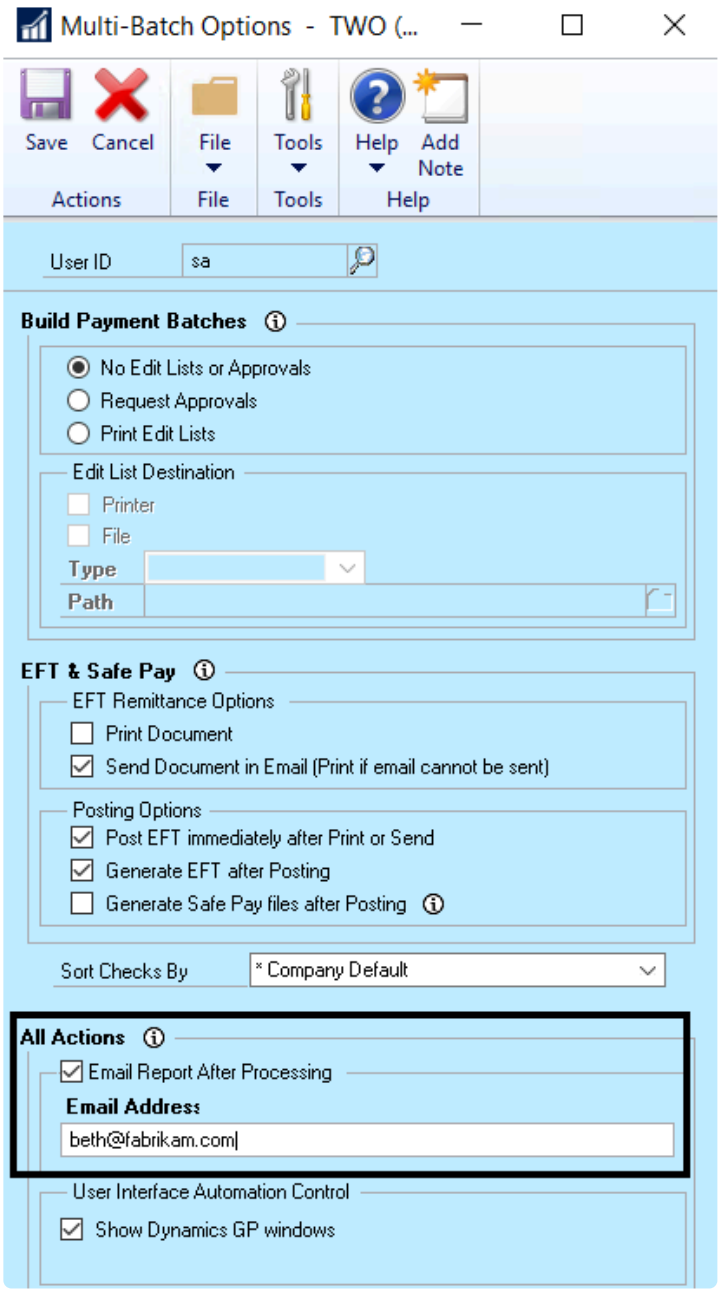
After posting checks and EFTs in the Action Board, a **Posting Results Report** is generated.

By default, these reports are created/ displayed immediately after the corresponding process had completed. You can choose to send them to a chosen email address instead. For example, it can be very useful to send the MMM Build Results Report to Approvers if you are using Mekorma's Secure Approval workflow. That way, a single report is sent rather than having them notified with every batch that is built.

Configure Email Settings for Results Reports

To open the Multi-Batch Options window, go to the Mekorma Area Page > Setup > System > Multi-Batch Management Setup > Options

1. Open the Multi-Batch Options window.
2. In the All Actions section, check the box next to **Email Report After Processing**.
3. Enter the correct email address in the **Email Address** field.



4. Click **Save**.

Last modified: Nov 12, 2019

5.8.4. Options for Building Multiple Batches

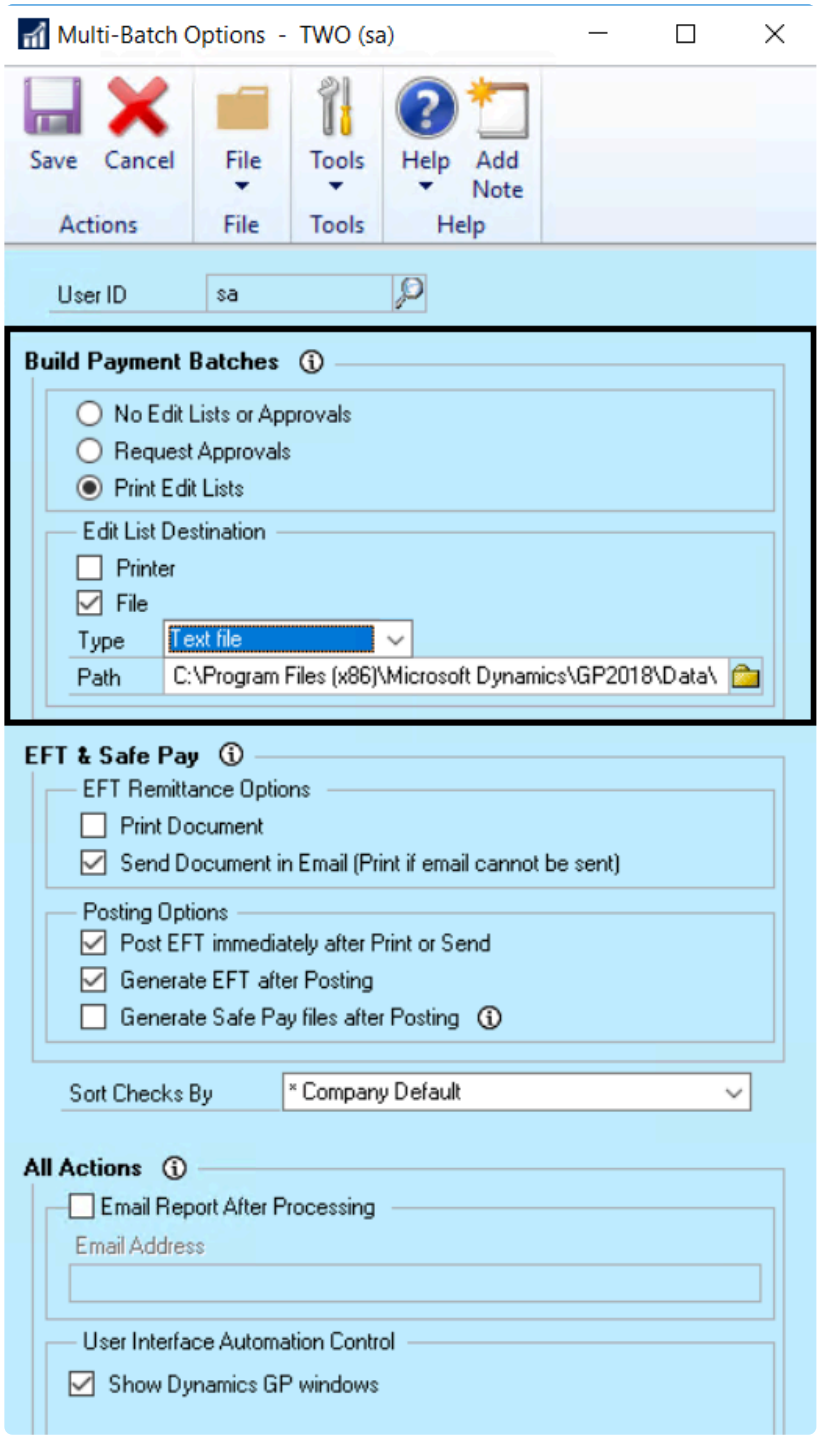
When building payment batches using Mekorma Multi-Batch Management (MMM), you can configure settings in the one of three ways.

> To open the Multi-Batch Options window, go to the Mekorma Area Page > Setup > System > Multi-Batch Management Setup > Options

1. Open the Multi-Batch Options window.

2. Within the Build Payment Batches area, choose one of these options:

- **No Edit Lists or Approvals**: This will disable edit lists and approval requests entirely.
- **Request Approvals**: This will automatically send approval requests during the process.
- **Print Edit Lists**
    - If you generate Edit Lists, you can print them or send them to a folder:
        - Printer: send to a printer
        - File: Saved as a text, tab-delimited, comma-delimited or HTML file type and stored in a file location of your choosing. MMM will give them unique file names to help you identify them.



Create uniquely numbered batches

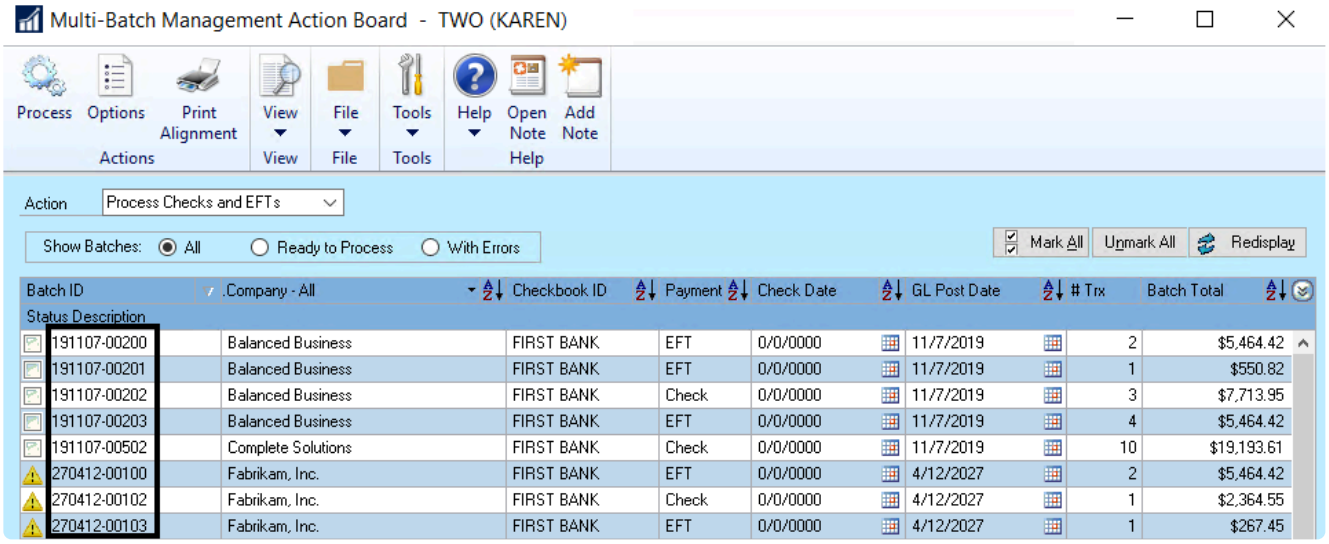
A suffix can be added to your batch numbers, either per company or at the system level. The suffix ensures that batches from within different companies are numbered uniquely when batch numbers are assigned during the build process.

To open the Multi-Batch Management Setup window, go to the Mekorma Area Page > Setup > System > Multi-Batch Management Setup

1. Open the Multi-Batch Management Setup window.

2. Add the desired suffix in the column labeled **Batch No. Suffix** for every company you want to differentiate. In our example, Fabrikam's batch suffix was set to 100, Balanced Business is 200, and Complete Solutions is 500.

3. After running a batch-building process in the Action Board, the appropriate suffix is added to the end of each batch number according to the suffix assignment. The suffix increases by one increment for each batch:



4. The Batch No. Suffix can be changed at any time within the MMM Setup window.

5. Click **OK**.

Last modified: Nov 08, 2019

5.8.5. Create a Build ID

A Build ID allows you to save your payment voucher selection criteria so you don't have to recreate it each time you build payment batches.

To save the build criteria, Multi-Batch Management uses a window based on Dynamics GP's Build Payment Batch window. However, there are a few differences, as the selection criteria entered in the Build Maintenance window will be saved so it can be applied repeatedly to different checkbooks, across companies, over time.

To access the Build Maintenance window, go to the Mekorma Area Page > Setup > System > Multi-Batch Management Build Maintenance

1. Open the **Build Maintenance** window.

2. Type in the name and description (*optional*) of your new Build.

3. Select build criteria using the drop-down menu. Multiple selections can be inserted:

- Vendor ID
- Vendor Name
- Class ID
- Payment Priority
- Voucher Number
- Document Number
- Payment Number
- Due Date / Discount Date Cutoff
- Document Currency

4. Use the look-up to define the parameters of chosen criteria.

5. Click **Insert** to add selected criteria.

6. **Save** your Build ID. This set of criteria can now be added to a Process ID to automate the batch building process.

Last modified: Nov 12, 2019

5.8.6. Create a Process ID

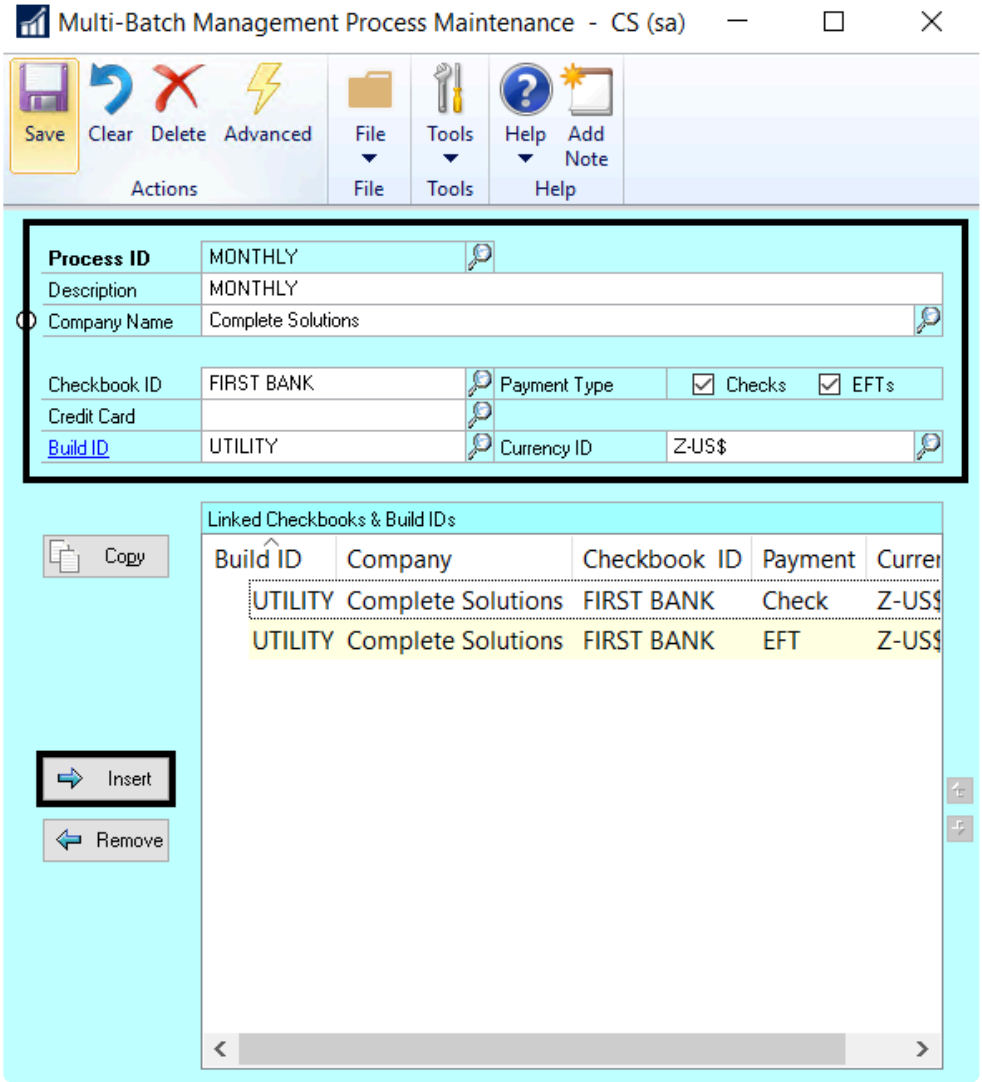
A Process ID allows you to save build criteria for multiple companies and checkbooks. When a Process ID is run in the Action Board, batches are built according to all the build parameters you have saved within that ID.

To open the Multi-Batch Management Process Maintenance window, go to the Mekorma Area Page > Setup > System > Multi-Batch Management Process Maintenance

Basic

To create a Process ID that will be used to generate batches in a single company with one checkbook, proceed as follows:

1. Open the **Multi-Batch Management Process Maintenance window**.
2. To create a *new* Process ID, type the desired name in the Process ID field. Or, use the look-up to bring up an *existing* Process ID for editing.
3. Using the look-up next to each corresponding field, choose a **company**, a **checkbook**, and a Build ID that contains the desired build criteria.
4. Choose the payment types you would like to include by checking the boxes next to **Checks** and/ or **EFTs**.
5. Press **Insert**.



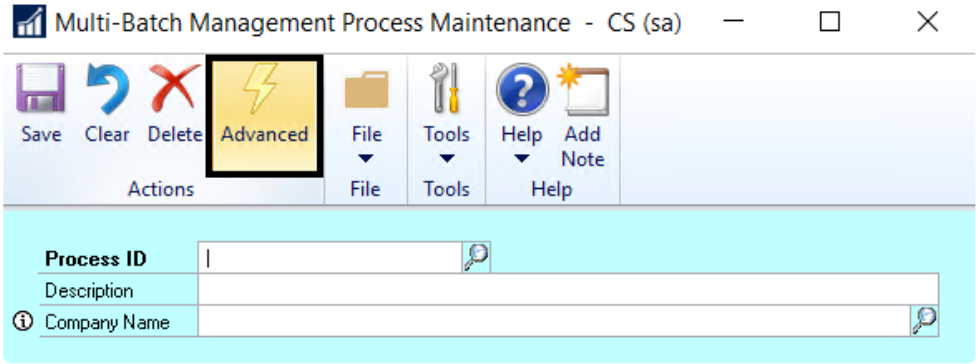
6. **Save** after adding desired criteria.

Advanced

If you want to create a Process ID that applies multiple Build IDs to multiple companies and checkbooks, using the Advanced option is an efficient way to do so.

1. Open the **Multi-Batch Management Process Maintenance window**.

2. Click on **Advanced** in the top menu bar.

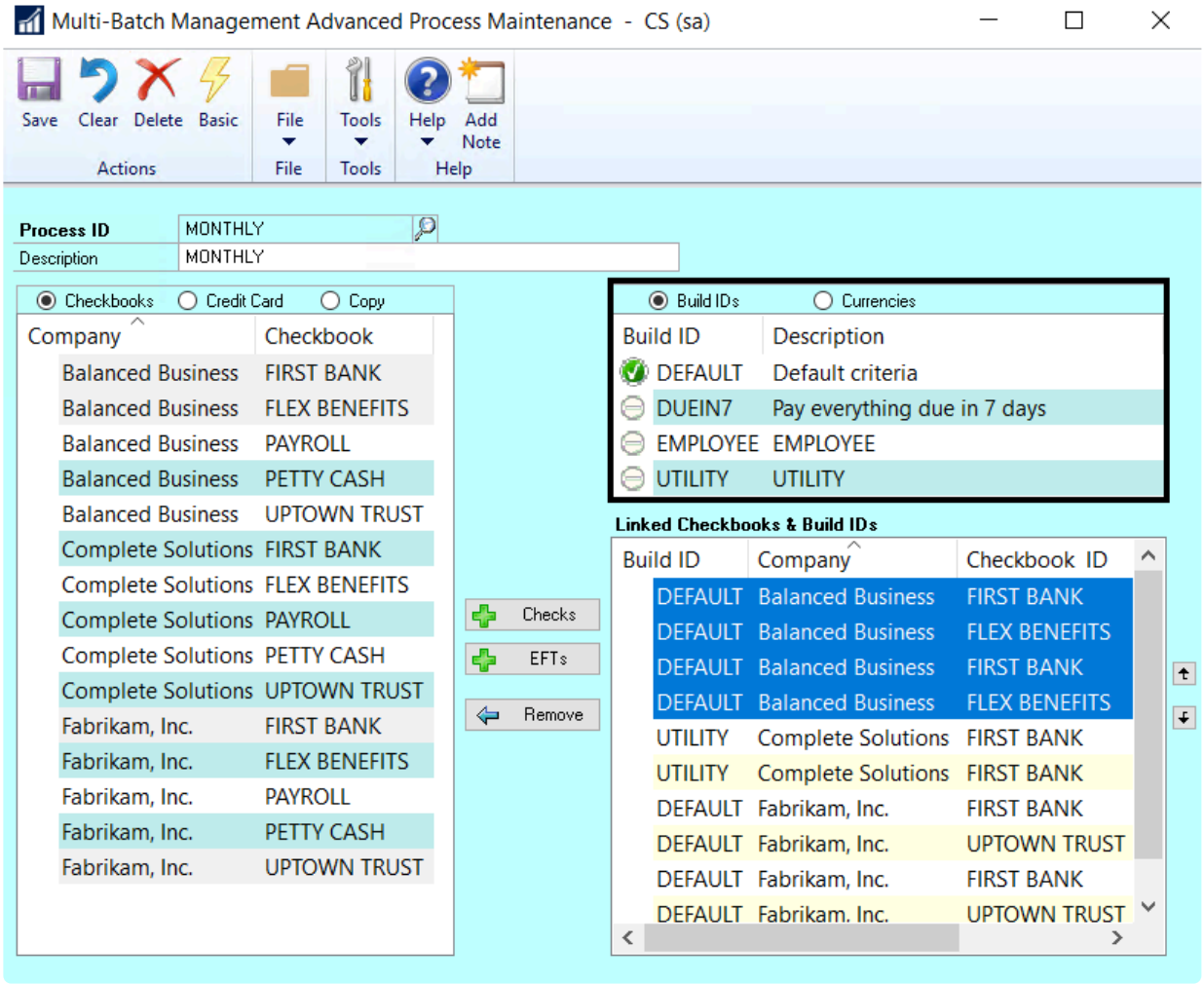


3. To create a *new* Process ID, type the desired name in the Process ID field. Or, use the look-up to bring up an *existing* Process ID for editing.

4. When the Checkbooks radio button is selected, all available companies and their associated checkbooks will be listed. Use control + click shortcut to select all companies/ checkbooks to which you want to apply a particular Build ID.

5. Click on the **Checks** and/ or **EFTs** button, depending on which payments types you want to include. This will add the information to the **Linked Checkbooks and Build IDs** section on the right-hand side of the window. The applied Build ID will be listed as **DEFAULT**.

6. Again using the control + click shortcut, choose all checkbooks to which you want to apply a particular Build ID, the choose the desired **Build ID** to apply it to those checkbooks:



7. Repeat this process until the Process ID contains all checkbooks, payment types and Build IDs you want to include.

8. **Save** and close the window.

See how a Process ID can be run in the Action Board to build batches in one or more companies/ checkbooks.

Last modified: Nov 12, 2019

5.8.7. Check Sorting Options

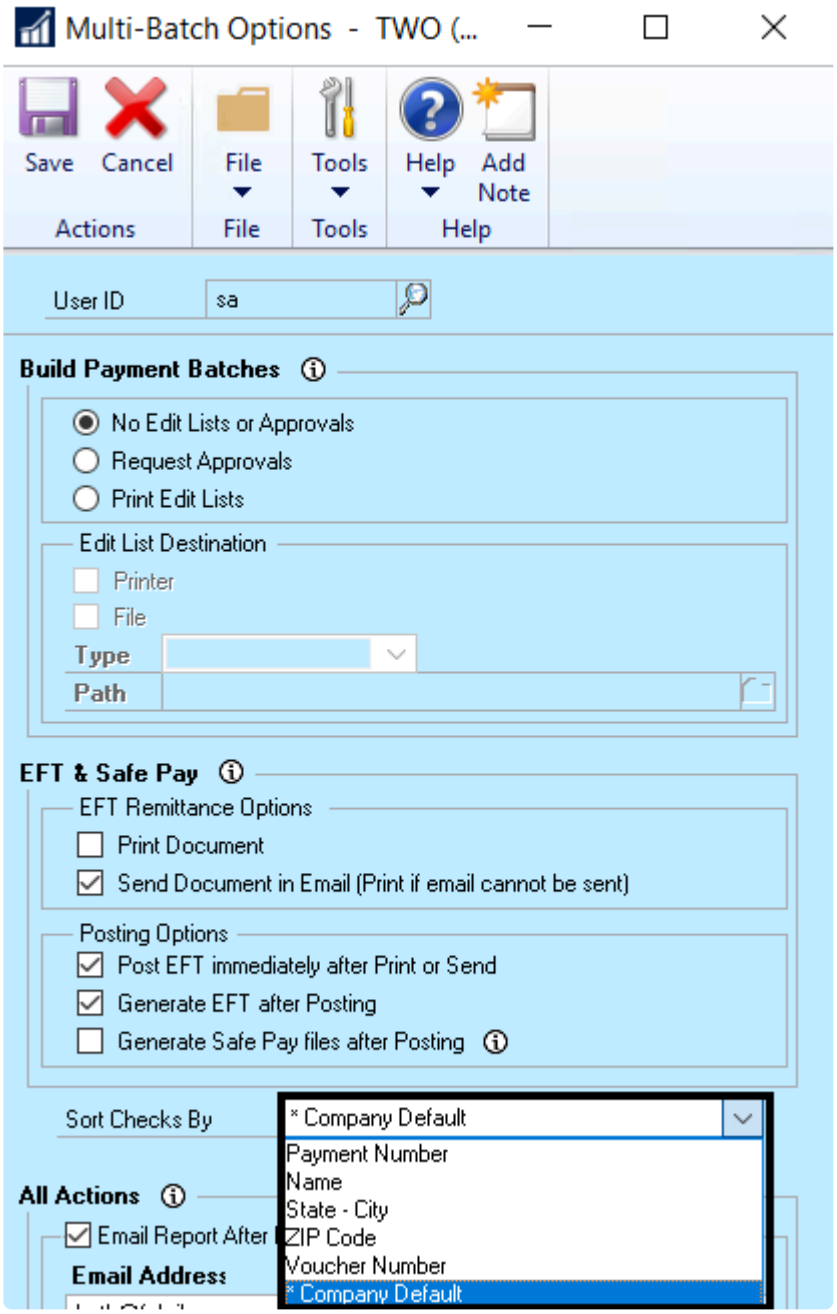
You can choose how to sort your checks during the multi-batch printing process. The following options are available:

To open the Multi-Batch Options window, go to the Mekorma Area Page > Transactions > Payables > Multi-Batch Management Action Board > Options

1. Open the Multi-Batch Options window.

2. Use the drop-down next to the **Sort Checks By** field to choose from the following options:

- Payment Number
- Name
- State – City
- ZIP Code
- Voucher Number
- Company Default: This will defer to the default value from the Payables Management Setup window.



3. Click **Save**.

Last modified: Nov 12, 2019

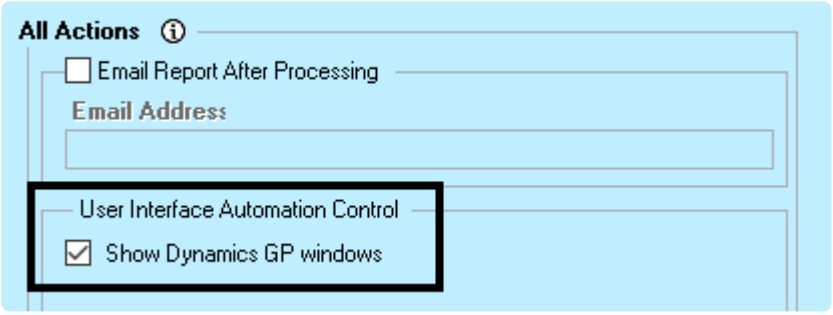
5.8.8. Show/ Hide Dynamics GP Windows

While Multi-Batch Management is processing, you will *always* see each company login window as the system changes through companies. You can choose to show or hide the other GP windows according to your preference.

To open the Multi-Batch Options window, go to the Mekorma Area Page > Transactions > Payables > Multi-Batch Management Action Board > Options

1. Open the Multi-Batch Options window.

2. In the All Actions > User Interface Automation Control section, check the box next to **Show Dynamics GP windows** if you would like to view all windows as the system processes. If not, unmark the box.



3. Click **Save**.

Last modified: Nov 12, 2019

5.9. Electronic Payment Processing

If you have qualified to use Mekorma Enhanced Electronic Payments, your Dynamics GP system will need to be configured **with the assistance of your Project Manager**. For more information on Enhanced Electronic Payments and how to qualify, please email Mekorma Sales.

Watch the video below for a brief overview of the steps you will be guided through for optimal electronic payments processing:

After having upgraded to Mekorma Build x78 or later, and installing the MEEP Utility file, your Project Manager will continue the ePayment set up in the following way:

Run the Configuration Wizard

To activate an approved company for ePayment processing, the Enhanced ePayment configuration wizard must be run. The wizard will import the company's sub-domain name, encryption key, Checkbook ID, Bank Account ID and the administrator's email address from the Mekorma web service. The wizard will guide you through the rest of the required configuration:

Step 1

- Choose whether you would like the ePayment service to print your vendor's checks (**off-site**), or print them locally (**on-premise**).

Step 2

- Create a **MEEP Vendor ID** account that represents the credit card company that issues the virtual credit cards (this field will default to **MEEP Vendor** by default). If the vendor does not exist, it will be automatically created. If you select an existing vendor, check the box labeled **Exists**.
- Associate the MEEP Vendor with an **Accounts Payable GL account** by using the look-up. This field is only available when creating a new vendor.

Step 3

- Choose the **Card Name** to be used for ePayments. This field will default to **MEEP Card**. If the card does not exist in GP, it will be automatically created. Or choose an existing credit card using the look-

up, and mark the box labeled **Exists**.

Step 4

- Select an **Integration Base folder.** This folder will store all files sent and received between your company and the ePayment system. It will need to be accessible to all computers processing ePayments. **Mekorma recommends a network folder for this reason**. The system will automatically create the following subfolders within the base folder:
    - **OutVendors**: This folder contains vendor files sent from Dynamics GP to the ePayment service.
    - **InVendors**: This folder contains vendor update files received from the ePayment service.
    - **OutPayments**: This folder contains payment files sent from Dynamics GP to the ePayment service.
    - **InPayments**: This folder contains processed payment (response) files received from the ePayment service.
    - **AchFiles**: This folder contains ACH files received from the ePayment service.

Step 5

- **Click Process** to export the Vendor Master file so that all necessary vendor information is sent to the system for accurate payment processing. Vendors that have been excluded will NOT be sent to the ePayment service.

After the configuration wizard has been run successfully, ePayment settings can be managed from within the Enhanced ePayment Configuration window.

Last modified: Nov 22, 2019

5.9.1. Add a Checkbook for ePayment Processing

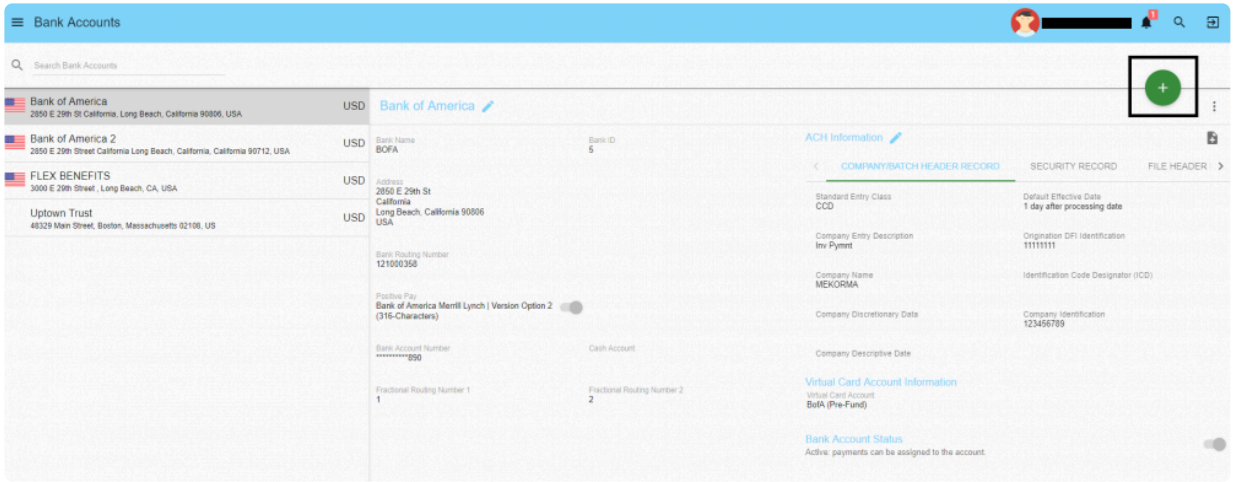
After the Enhanced ePayment Configuration Wizard has been run, additional checkbooks can be added for ePayment processing. This is a two-step process, as additional checkbooks must be added in the Enhanced ePayment portal, then within the ePayment Configuration window in Dynamics GP.

Step 1: Add the new checkbook in the ePayment Portal

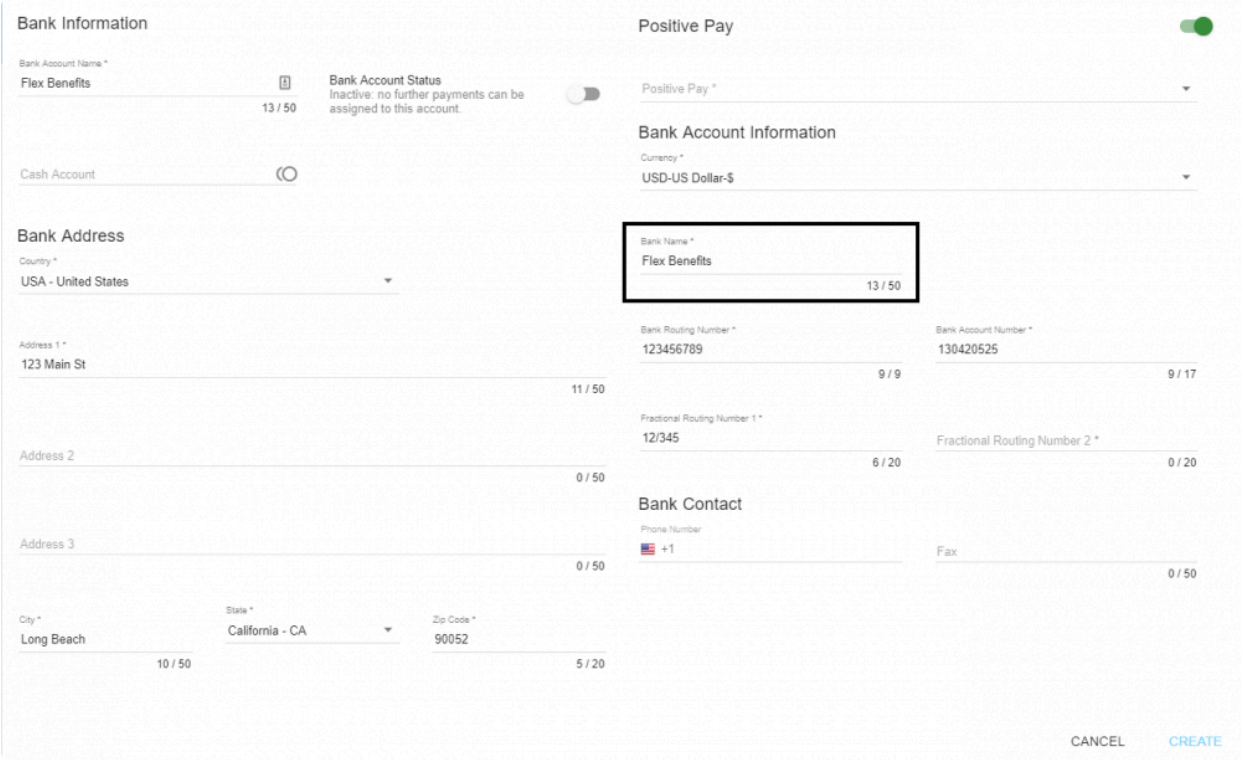
1. The ePayment administrator must first log in to the ePayment portal. Portal access was granted during the initial implementation of Enhanced Electronic Payments, and the administrator should have created login credentials.

2. From the Home page, go to Master Data > Bank Accounts.

3. Click + to create a new bank account:



4. Fill out all required fields. Mekorma recommends that the you make the Bank Name in the ePayment portal the same name as the Checkbook ID in Dynamics GP:



5. Click **Create** to save the new account.

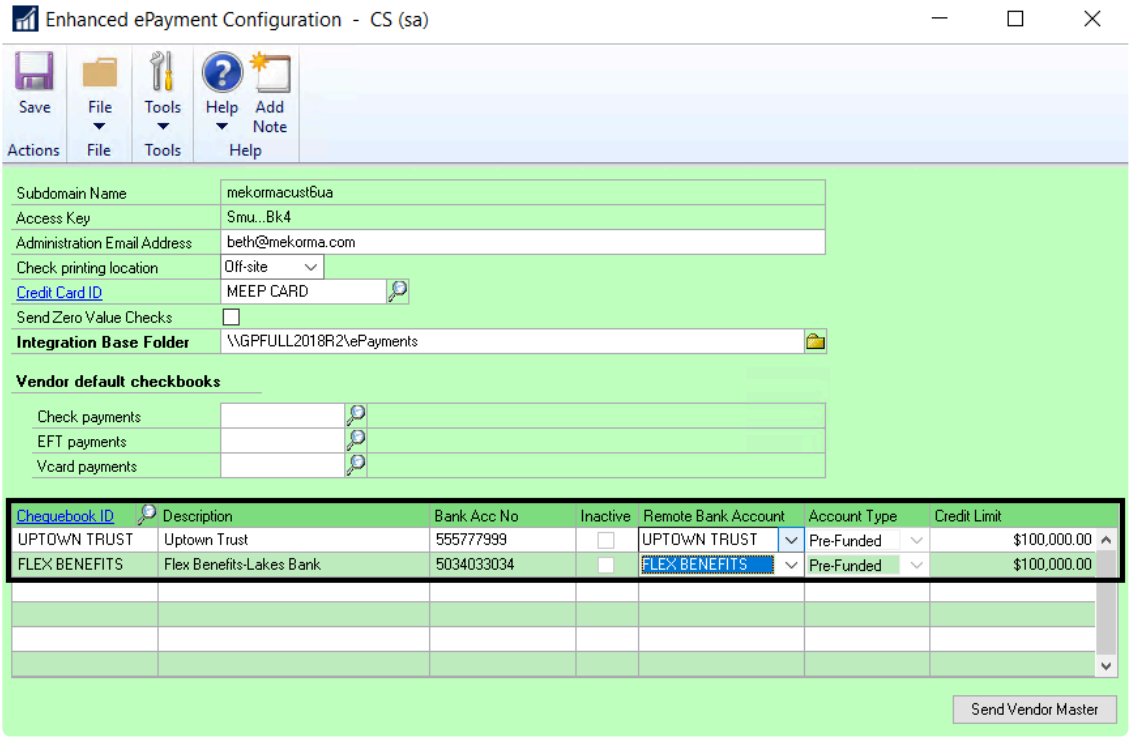
Step 2: Add the Checkbook in the Enhanced ePayment Configuration window

To open the Enhanced ePayment Configuration window, navigate to the Mekorma Area Page > Setup > Purchasing > Enhanced ePayment Configuration.

6. Log in to Dynamics GP and open the **Enhanced ePayment Configuration** window.

7. Click on the next available line in in the checkbook fields at the bottom of the window. Use the look-up to choose the Checkbook ID of the checkbook you want to add. This will pull in the GP account description and bank account number.

8. Match the GP checkbook with the correct account in the ePayment portal by using the drop-down menu under the **Remote Bank Account** column. From that point on, the checkbook can be used to pay vendors remotely via check or EFT.

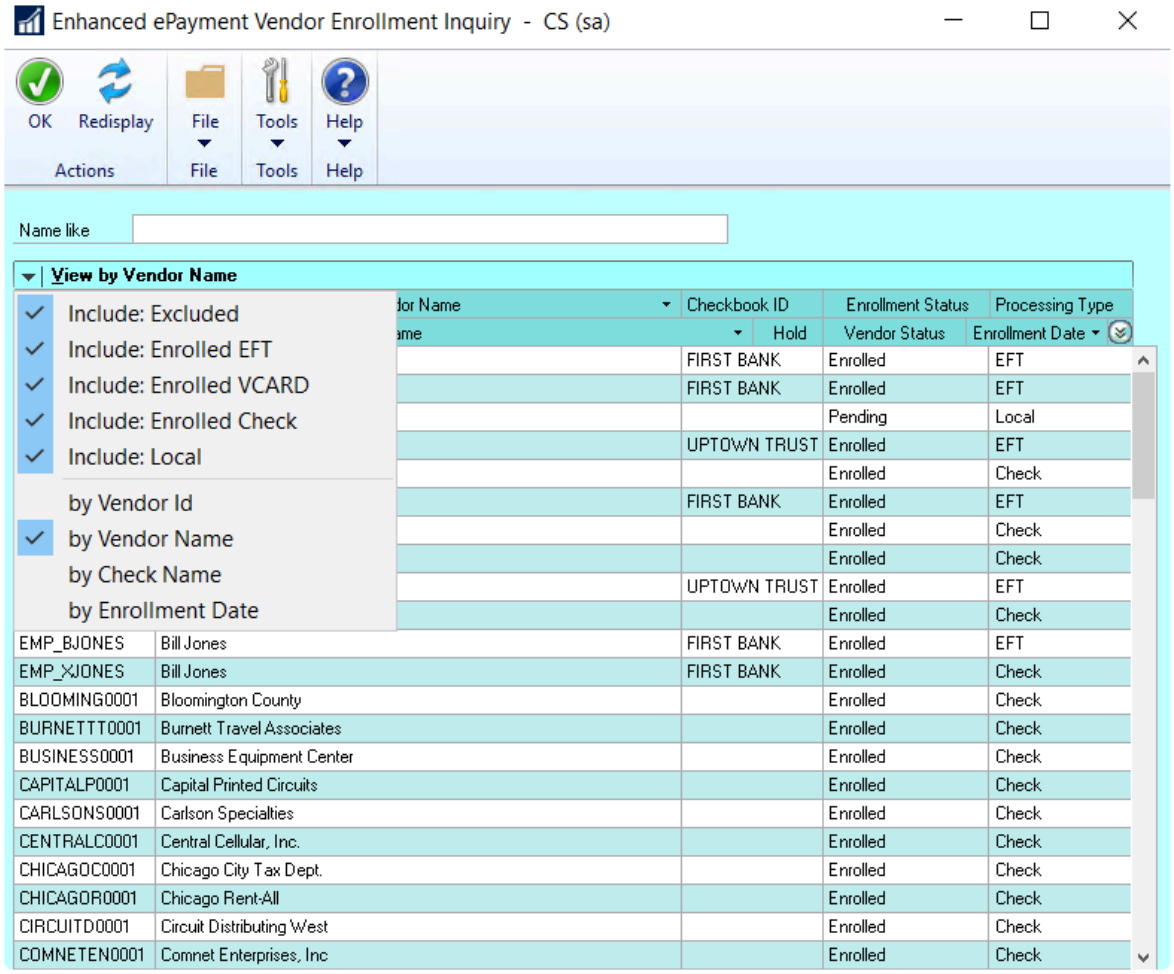


To enable the use of the checkbook for virtual card payments, you will need to have complete the necessary paperwork to get the account set up properly. Upon approval the Bank ID will be enabled for Vcard payments, processed using either the pre-funded or the credit model.

Last modified: Nov 21, 2019

5.9.2. Manage Vendor Status

If you are an Enhanced Electronic Payments customer, the status of your vendors' enrollment can be viewed in the **Vendor Enrollment Inquiry** window. Filters can be applied that include or exclude vendors of a particular status. You can also view according to Vendor ID, Vendor Name, Check Name or Enrollment Date:



To open the Vendor Enrollment Inquiry window, navigate to the Mekorma Area Page > Inquiry > Enhanced ePayment Enrollment Status

Enrollment Status

There are three possible Enrollment Status for your GP vendors:

- **Pending**: This vendor's information will be sent to the ePayment system either overnight, or next time the Send Vendor Master button is clicked. Until that time payments to this vendor are processed locally using GP or MICR functionality.
- **Excluded**: This vendor's information is not sent to the ePayment service, and payments to this vendor are processed locally.
- **Enrolled**: This vendor's information is sent to the ePayment system, and their payments are processed by whatever payment type is listed in the processing type column.

Processing Type

There are four possible processing types for your GP vendors:

- **Check**: The ePayment service processes payments to this vendor by printing and mailing checks.
- **EFT**: The ePayment service processes payments to this vendor as EFT payments.
- **VCARD**: The ePayment service processes payments to this vendor by issuing virtual credit cards via email.
- **Local**: Payments to this vendor are processed locally. However, if enrolled, this vendor's information *is* sent to the ePayment service. The service will work on your behalf to convert the vendor to accept virtual credit cards.

How to Change Vendor Status

A vendor's status can also be viewed and even changed within the Vendor Maintenance window. Depending on the current status, you can apply one of the following changes to the vendor status:

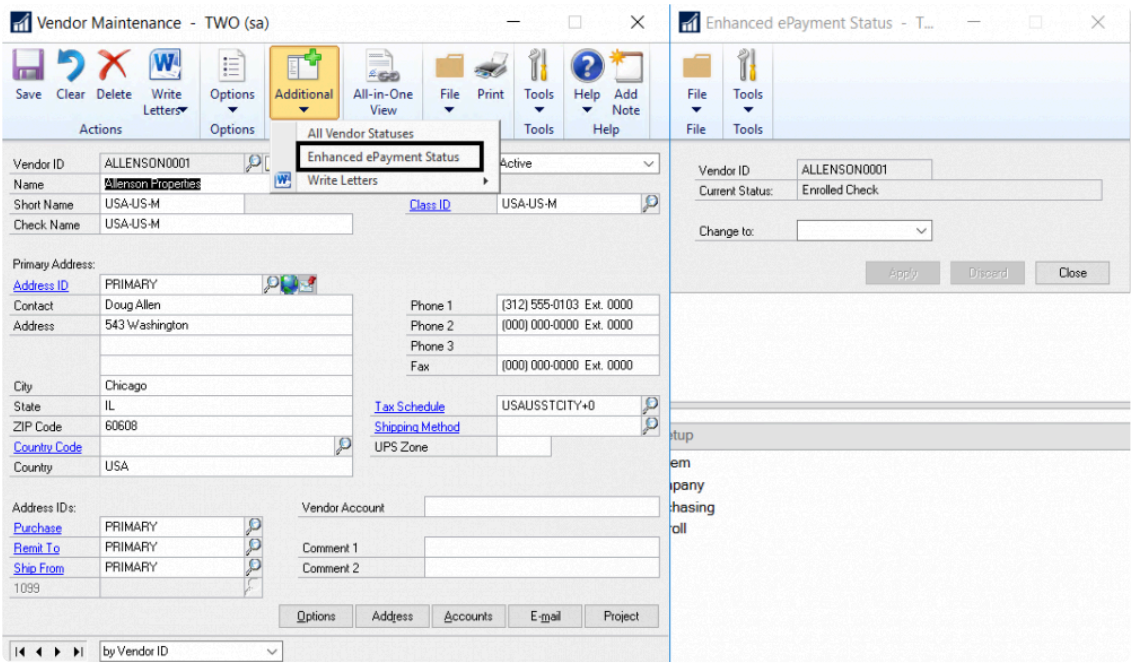
- From Enrolled Check/ EFT/ Vcard to **Excluded** or **Local Processing**.
- From Excluded to **Enrolled** or **Local Processing**.
- From Local Payment Processing to **Enrolled** or **Excluded**.

Please note that while the transition to Excluded or Local Processing is immediate, the transition to Enrolled is only effective after the most up-to-date vendor information has been sent to the ePayment system, and a status update has been received by Dynamics GP. Until the updates have been transmitted, the Vendor's status will be listed as **Pending Enrollment**.

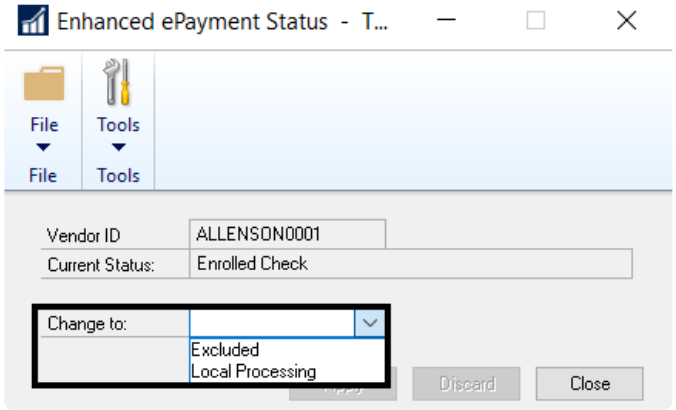
To open the Vendor Maintenance window, navigate to the Mekorma Area Page > Cards > Payables > Vendor

1. Select a Vendor ID using the look-up.

2. Click on **Additional > Enhanced ePayment Status** to open the Enhanced ePayment Status window. In this example, Allenson is currently enrolled as a vendor that accepts checks printed off-site.



3. Use the drop-down menu in the Enhanced ePayment Status window to change to the desired status. In this case, the vendor can be switched to **Excluded** or **Local Processing.**

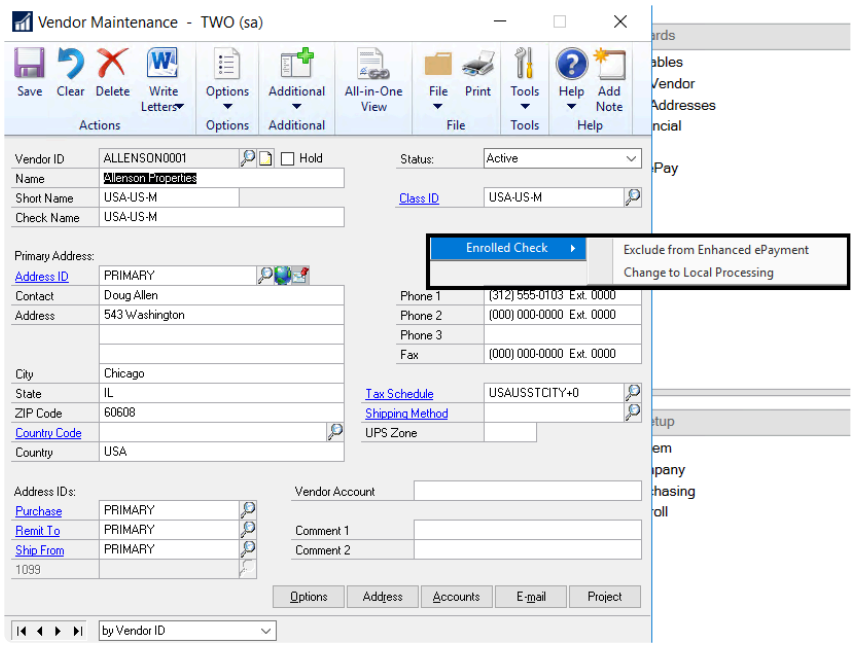


Vendor Status Change Shortcut

Please note, this same task can be accomplished with a shortcut:

1. Right-click anywhere within the Vendor Maintenance window, once your Vendor ID has been selected.

2. The vendor's current status will be displayed. Click on the arrow to the right of the status to display other options.



3. Choose the desired status.

Any changes in Vendor Status get updated every day so that the Vendor Master file in Dynamics GP and in the ePayment system are in sync.

Last modified: Nov 21, 2019

5.9.3. Vendor Master File Management

As part of the Enhanced Electronic Payments service, we will contact your vendors to convert them to some form of electronic payment type (virtual credit card or EFT).

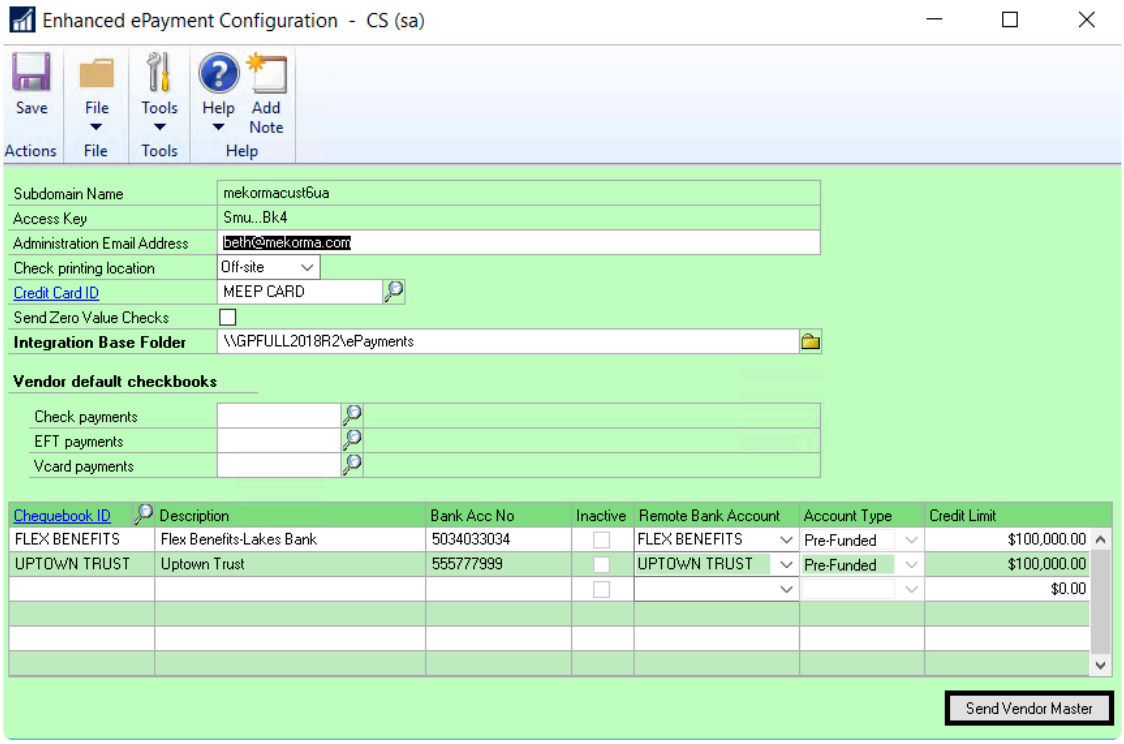
On a daily basis, according to the schedule configured during installation of the MEEP utility file, the Vendor Master file within Dynamics GP will automatically synchronize with the Enhanced Electronic Payments system. As vendors change payment types in response to our outreach, or if you have made changes to a vendor's status within GP, the Vendor Master file will be updated accordingly.

You can always send an updated Vendor Master prior to the scheduled update:

> To open the Enhanced ePayment Configuration window, go to the Mekorma Area Page > Setup > Purchasing > Enhanced ePayment Configuration

1. Open the **Enhanced ePayment Configuration** window.

2. Click the **Send Vendor Master** button.



> Mekorma recommends manually updating the outgoing and incoming vendor information before processing electronic payments. Follow this link for instructions.

This lists all the information that is communicated between Dynamics GP and the ePayment system:

Vendor Records	Address Records
Vendor ID	Vendor ID
Vendor Name (Check Name)	Address ID
GP Status	Address Lines 1 to 3
Is 1099	State/Province
Payment Terms ID	Postal Code
Main Address ID	Country
Remit-to Address ID	Contact Name
Class ID	Phone Number
Tax ID Number	Email-to Address
	Email-cc Address
	Payment Method (0:Check, 1:EFT)
	Check Name
	Bank Account Name
	Bank Account Number
	Bank Routing Number
	Bank Account Type (CHECKING or SAVINGS)

Last modified: Nov 21, 2019

5.10. MEM Connector Setup

MEM stands for Multi-Entity Management®, a product written for Dynamics GP by Binary Stream Software. This product allows organizations to manage multiple legal entities (companies) in one single database. The facility is assigned as payables transactions are entered or batches created.

What does the MEM Connector do?

The MEM connector provides an interface between MEM and Mekorma so that facility information can be printed on payables checks. The software uses SQL scripts to access Binary Stream tables to retrieve the necessary information.

Depending on which version of Multi-Entity Management is set up for your company, you will find the facility (entity) fields for payables in either the MEM Centralized category, or the MEM Decentralized category. Payroll can only use the Decentralized category.

MEM Centralized: A Centralized process uses one checkbook to pay multiple entities. Transactions for multiple entities can appear on one payables check. In this case, the Facility Name or ID will be printed on each voucher line. Facility Address is generally not used in this setup. For correct alignment of columns on the check stub if using subtotals, the connector provides common voucher line fields which must be used with the Facility ID or Name when creating the stub layout.

MEM Decentralized: A Decentralized process uses multiple checkbooks to pay multiple entities. Only one facility is reported per check. The Facility Name, ID and Address will be printed in the header area of the check or stub.

Please note: Binary Stream has changed the process for entering and storing a legal name for entities when using MEM for Payables in Decentralized mode. The Facility Company Name should now be retrieved from the **BSSIEntityLegalName** column of table **B3900400** starting from the MEM version listed in the table below.That is, entity description will be printed with entity legal name.

A1	GP Version	MEM Version
2013	N/A	N/A
2015	14.00.1079	506s11 (and later)
2016	16.00.0404	601s05 (and later)
2018	All Builds	All Builds

All prior versions should use the former process, which retrieves the entity name from the GL Segment table (GL40200).

Last modified: Sep 25, 2019

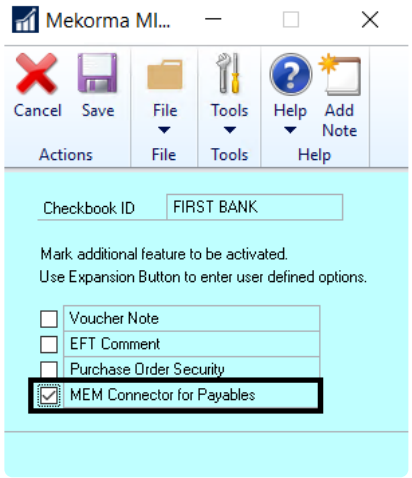
5.10.1. Enable MEM Connector for Individual Checkbooks

The MEM Connector must be enabled on a per checkbook basis for both Payables and US Payroll. This will enable the MEM integration buttons to display on the necessary windows.

Payables

To open the Mekorma MICR Checkbook Setup window, go to the Mekorma Area Page > Setup > Purchasing > Checkbook Setup

1. Open The Mekorma MICR Checkbook Setup window.
2. Choose the checkbook you want to be used with the MEM Connector.
3. Click on Additional > Additional Features.
4. Check the box next to **MEM Connector for Payables**.

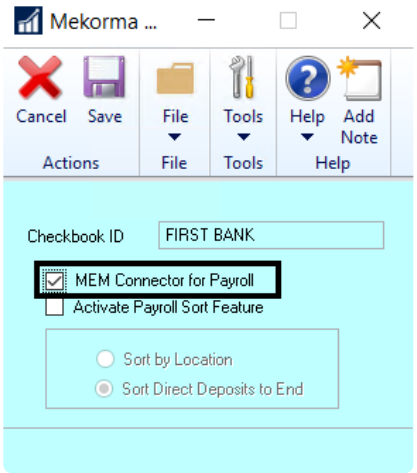


5. Click **Save** to close the window.
6. Repeat these steps for any additional checkbooks you would like to configure.

Payroll

To open the Mekorma MICR Checkbook Setup window, go to the Mekorma Area Page > Setup > Payroll > Checkbook Setup

1. Open The Mekorma MICR Checkbook Setup window.
2. Choose the checkbook you want to be used with the MEM Connector.
3. Click on Additional > Additional Features.
4. Check the box next to **MEM Connector for Payroll**.



5. Click **Save** to close the window.
6. Repeat these steps for any additional checkbooks you would like to configure.

> ! No passwords are allowed for payroll checkbooks when MEM is installed with Mekorma. If you have Legacy User ID or Checkbook ID security configured, you must turn off passwords. Signature can be applied.

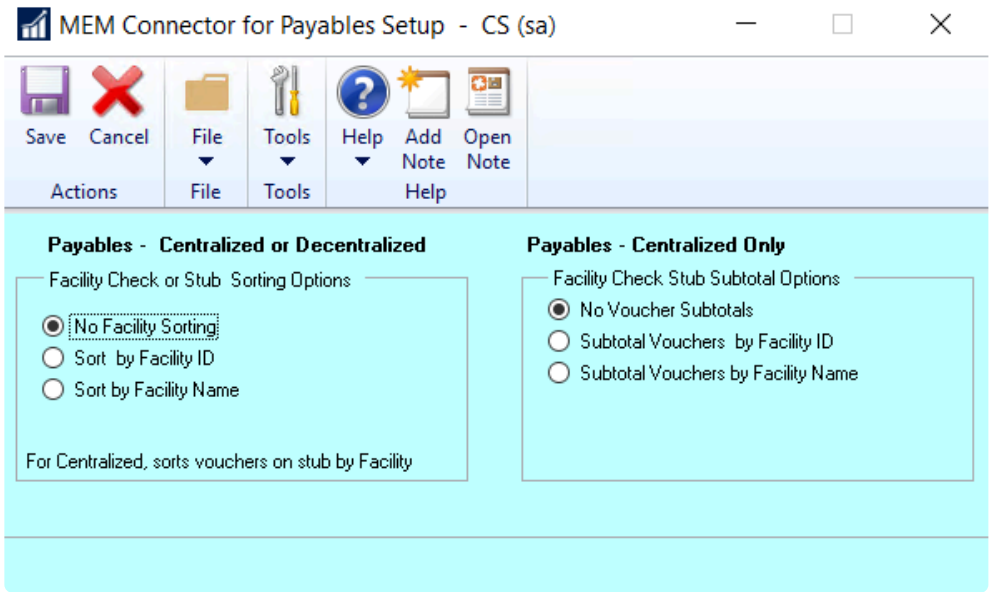
Last modified: Sep 26, 2019

5.10.2. MEM Connector for Payables

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

There are two setup options available for the MEM Connector: **Sorting** and **Subtotals.**

To open the MEM Connector for Payables Setup window, go to Microsoft Dynamics GP > Tools > Setup > Purchasing > Mekorma MEM for Connector for Payables Setup



Please note, to populate the setup tables, this window must be opened and the OK Button clicked even if no options are selected.

Facility Check Sorting Options

Sorting options are available for both Centralized and Decentralized. For Centralized, checks are sorted by the Facility ID or Name of the first voucher on the check. For Decentralized, checks print in Facility ID or Name order.

1. Open the MEM Connector for Payables Setup window.

2. Select an option in the first section to define Facility Check Sorting:

- **No Facility Sorting**

    - The Decentralized category is used to print the Facility ID or Facility Name and Address on the header.
- **Sort by Facility ID**
    - For MEM Centralized, the Centralized category is used to print vouchers on the stub in Facility ID order and checks in Facility ID order.
    - For MEM Decentralized, checks print in Facility ID order.
- **Sort by Facility Name**
    - For MEM Centralized, this option uses the Centralized category to print vouchers on the stub in Facility Name order and checks in Facility Name order.
    - For MEM Decentralized, checks are printed in Facility ID order.

3. Click **Save** to save your changes.

Facility Check Stub Subtotal Options

This option is available for Centralized only. Vouchers are grouped and subtotaled on the stub by Facility ID or Facility Name. *If this option is selected, all fields on the voucher line must be from the MEM Centralized category or they will not align properly.*

1. Open the MEM Connector for Payables Setup window.

2. Select an option in the second section to define Facility Check Stub Subtotal Options:

- **No Facility Subtotals**
    - Uses Centralized category to print vouchers on the stub with no subtotal line
- **Subtotal by Facility ID**
    - Sorts and groups vouchers by facility ID and prints a subtotal line after each group.
- **Subtotal by Facility Name**
    - Sorts and groups vouchers by facility name and prints a subtotal line after each group.

See here for a detailed list of how sorting and subtotal options effect the printing results.

> 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.

Last modified: Sep 26, 2019

5.10.3. MEM Connector for 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. **The MEM Connector for Payroll requires separate registration keys.**

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

- Facility ID
- Division Code
- Class ID
- Last Name of Employee
- First Name of Employee

Setting Up Facility Signature IDs

In standard 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.

> To open the Mekorma MICR Password and Signature Setup window, go to Microsoft Dynamics GP > Tools > Setup > Payroll > Mekorma MICR US Payroll > Facility Signature ID

1. Open the Mekorma MICR Password and Signature Setup window.

2. Enter information to define a Signature ID for each payroll checkbook. Please note, 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.

Setting Up Payroll Signature IDs

In standard 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. Open the **Mekorma MICR Security Setup** window. This configuration applies to security by Checkbook, so be sure that the Checkbook radio button is marked in the **Set Passwords By** section.

2. Click on the Checkbook ID to which you want to assign a Signature ID.

3. Click the look-up next to Payroll Signature ID.

4. Choose the desired Signature ID.

5. Repeat for all payroll checkbooks.

Last modified: Sep 25, 2019

5.11. Dynamics GP Web Client

As of Mekorma Build x70, Mekorma products are compatible with the Dynamics GP web client. You can easily print payments from a browser of your choice, although Mekorma recommends using Google Chrome.

When doing so, you will have access to all Mekorma features with a few exceptions. The following actions cannot be done in the web client and *must* be performed on a Microsoft Dynamics GP desktop client:

- Edit Mekorma check formats within the Configurator.
- Import or edit signature files, check formats and company logo files.

Before printing payments using the Dynamics GP web client, be sure you have completed the following installation and configuration tasks:

1. Install the Mekorma Print Client.
2. Configure your browser settings.
3. Grant appropriate users security access to the Web Client.

Last modified: Oct 11, 2019

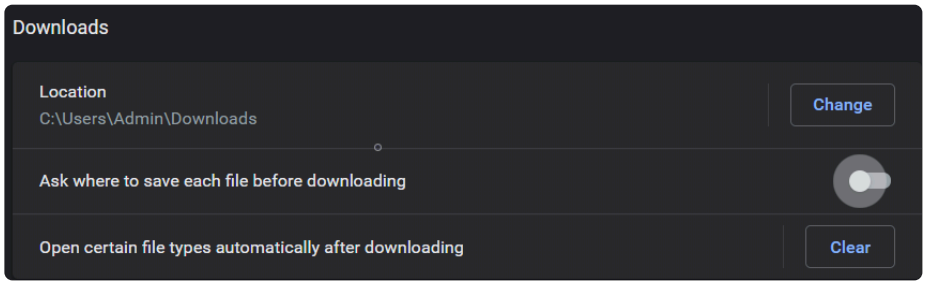
5.11.1. Browser Settings

In order to print checks using Mekorma on the Dynamics GP Web Client, there are a few browser settings that will make the process run more smoothly.

> Mekorma recommends Google Chrome, as Chrome allows you to bypass manually opening the .mcp (Mekorma Check Print) file at print time. If you are using any other browser, you will have to choose to open the Mekorma Print Client by selecting to open the .mcp file each time it is generated.

Settings for .mcp (Mekorma Check Print) Downloads

1. Open Google Chrome and type in the following URL: chrome://settings.
2. Scroll and open **Advanced.**
3. Scroll to **Downloads**. Choose the folder location path where the encrypted Mekorma Check Print file (.mcp) will be written at print time.
4. Turn off **Ask where to save each file before downloading**.



> This feature is available with all major browsers. Please consult your browser documentation for specific steps to enable this feature.

To prevent further browser dialogs when using Chrome

1. Print a Mekorma MICR test check in Web Client. You will see an **.mcp** file type in the lower left of the browser.

2. Click the down-arrow and mark **Always open files of this type**. *When printing a test check for the first time, you will additionally need to click on the .mcp file to manually launch the Mekorma MICR Print Client.*

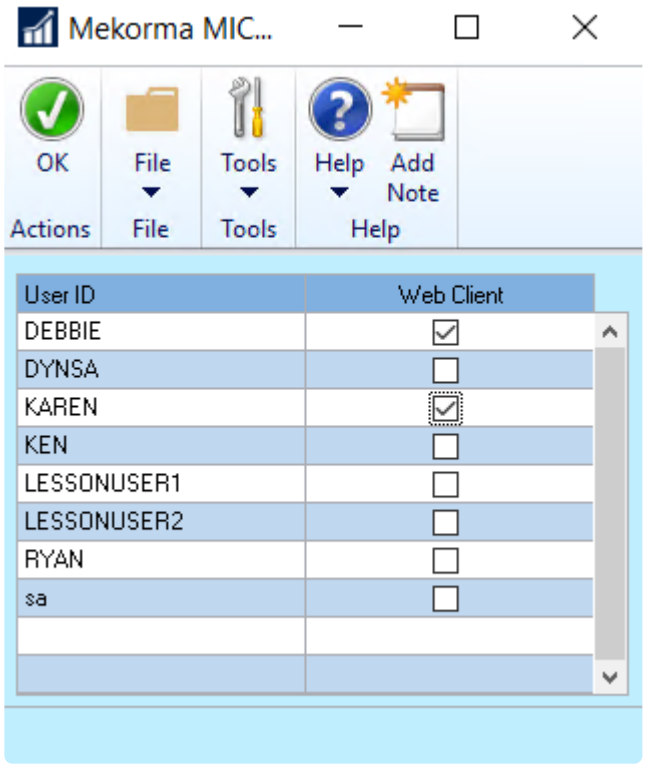
Last modified: Oct 11, 2019

5.11.2. Web Client Security

Once your browser settings are configured, you are ready to provide Web Client print access to your Accounts Payable users as needed.

To open the Web Client Security Access window, go to the Mekorma Area page > Setup > System > Web Client Security Access

1. Log in to Dynamics GP as a System Administrator or Power User.
2. Open the **Web Client Security Access** window.
3. Designate the ability to print over the GP web client by marking the box next to a User's name.



Last modified: Oct 11, 2019

5.12. Enable Split Batches

The Split Batch feature enables transactions within a workflow process to be split, according to the threshold level and approval requirements of that threshold. If transactions within a certain threshold range do not need to be approved, those transactions can be placed into their own batch to continue through the workflow. Transactions of greater amounts that *do* require approvals are put in another batch and then go through the configured approval process.

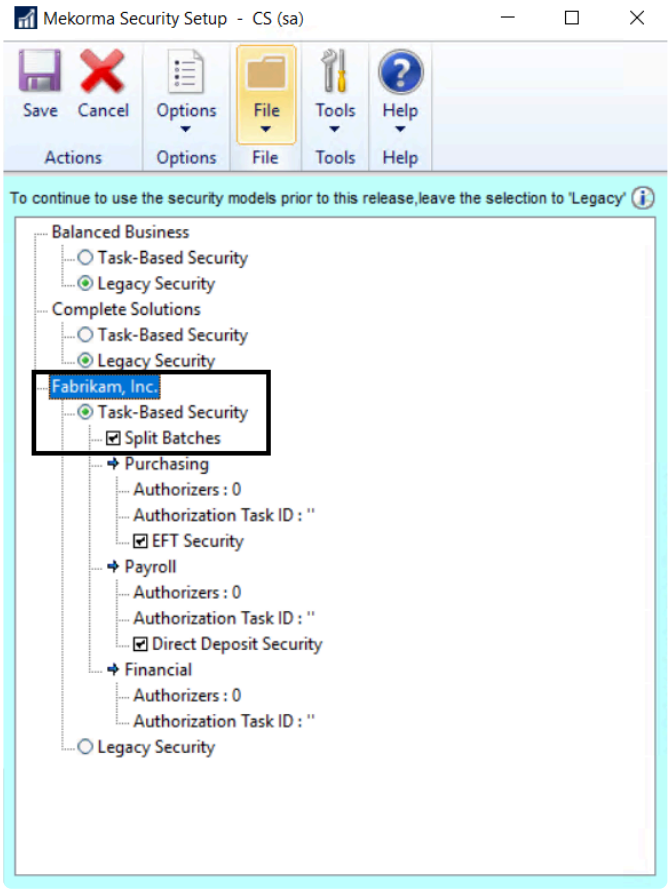
The Split Batch feature prevents entire batches from being held up when only some of the transactions require approvals.

How to Enable Split Batches with the Task-Based Security Model

When Task-Based Security is configured, you can split payables batches based on the threshold levels designated in the applied Threshold ID.

To access the Mekorma Security Setup window, go to the Mekorma Area page > Setup > System > Security Setup.

1. Go to the **Mekorma Security Setup** window.
2. Under the Task-Based Security radio button selection, check the box next to **Split Batches**.



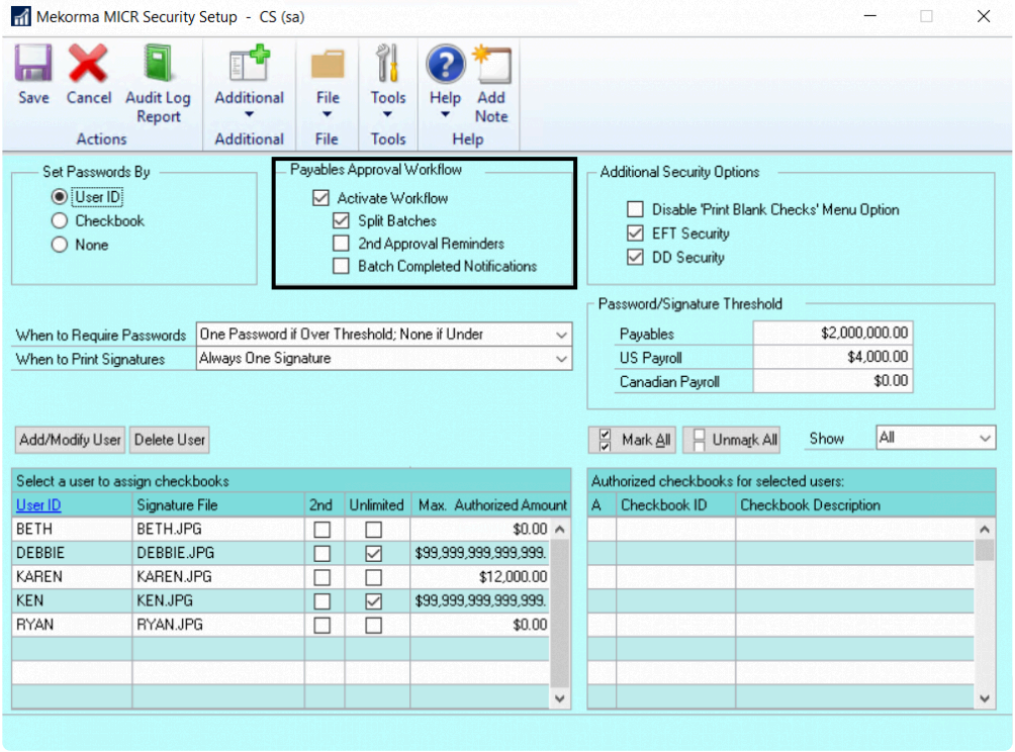
How to Enable Split Batches with the Legacy Security Model

> ! Please note, with Legacy Security the split batch feature is enabled automatically when you choose to activate workflow. See below for instructions on how to enable/ disable.

When Legacy Security is configured, you can split payables batches based on the option selected in the **When to Require Passwords** field under **User ID** security.

> To access the Security Maintenance window, go to the Mekorma Area page > Setup > Company > Security Maintenance. *This window is only used to configure Legacy security options.*

1. Go the the **Security Maintenance** window.
2. Be sure you have chosen to **Set Passwords By**: **User ID**
3. In the Payables Approval Workflow fields, check the box next to **Activate Workflow**. Split Batches will automatically be enabled. If you want workflow without the split batch feature enabled, simply uncheck the box next to Split Batches.



Last modified: Aug 05, 2019

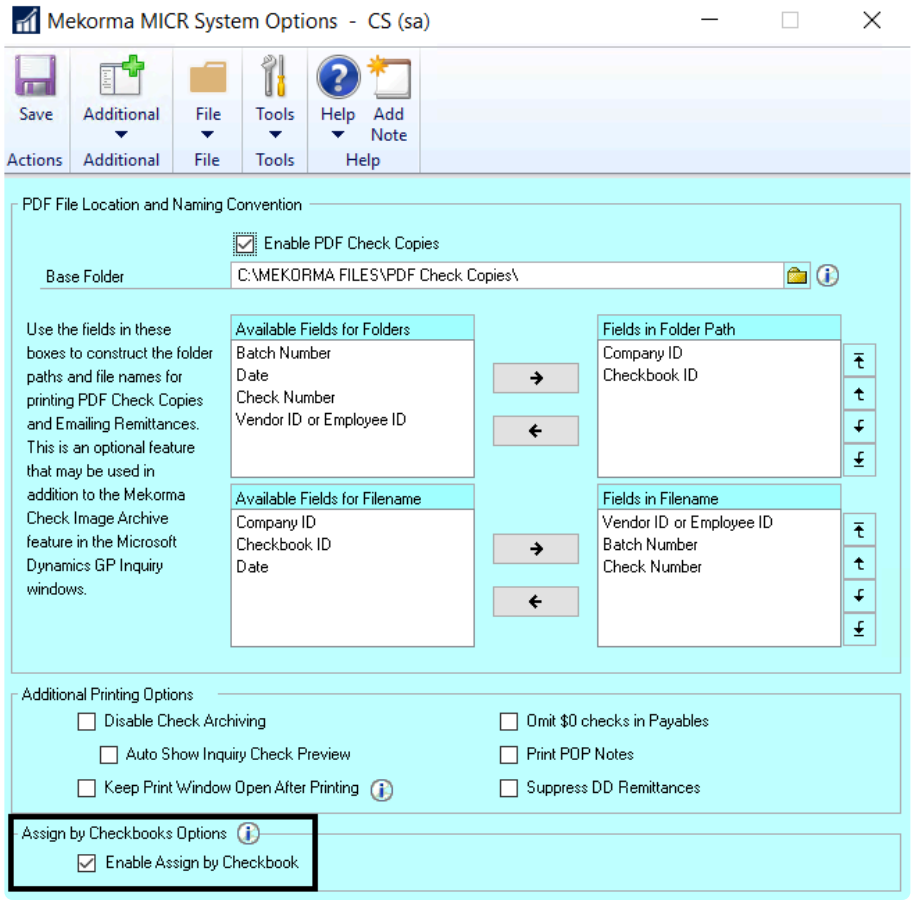
5.13. Enable Assign by Checkbook Feature

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

The feature must be enabled to take effect.

> To open the Mekorma MICR System Options, go to the Mekorma Area Page > Setup > System > System Options

1. Open the **Mekorma MICR System Options** window.
2. In the **Assign by Checkbooks Options** section, mark the box next to **Enable Assign by Checkbook**.



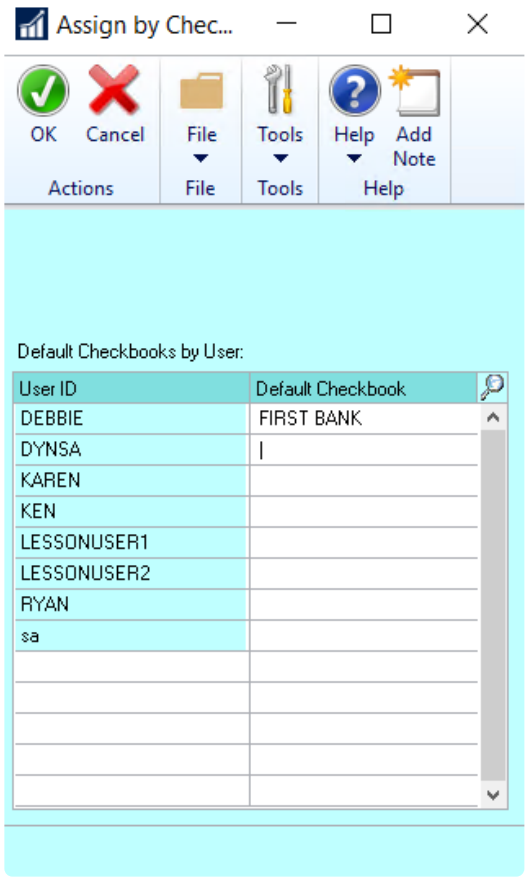
Enable Default Checkbooks for Users

There is an optional setup feature for Assign by checkbook that allows default checkbooks to be assigned on a per-user basis. This is useful if you have different users designated for each checkbook.

Please note: the default checkbook for the user will override the default checkbook assigned to a batch.

To open the Mekorma Assign by Checkbook window, go to the Mekorma Area Page > Setup > Purchasing > Mekorma Assign by Checkbook window

1. Open the Mekorma Assign by Checkbook window.
2. Click into the Default ID field for a user.
3. Use the look-up to select the appropriate checkbook.



4. Repeat this step for all users needing default checkbook assignments.
5. Click **OK** to save.

Once this feature is enabled, you can select your vouchers based on checkbook assignments during the batch building process.

Last modified: Dec 09, 2019

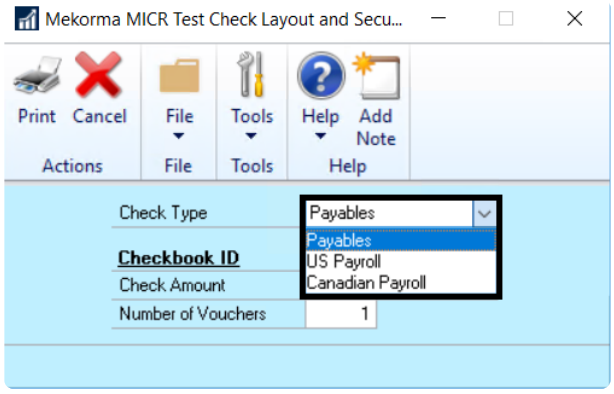
5.14. Test Check Layout and Security

Printing test checks help you verify the correctness of your check layouts and confirm the approver, password and signature options you have configured. Print the test checks from the same workstation and printer you will be using for live checks.

Differences in printers and operating systems can lead to size and placement variations on the printed page. The Test Check Layout is used for primary check regions, stubs, and overflow stubs. Use the MICR Gauge to confirm the placement of the MICR line.

To access the Test Check Layout and Security feature, go to the Mekorma Area Page > Setup > Purchasing > Test Layout and Security

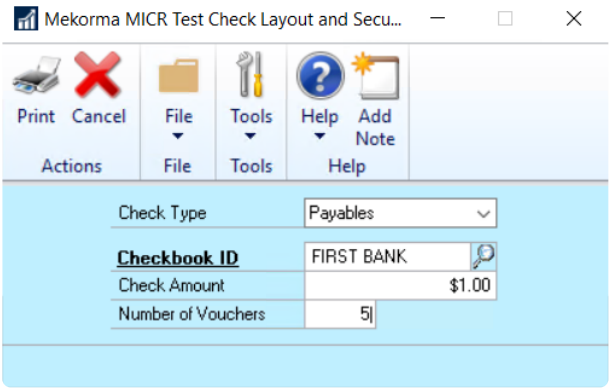
1. Select a Check Type from the drop-down list (**Payables, US Payroll or Canadian Payroll**).



2. Use the lookup on the **Checkbook ID** field to select a checkbook you have set up for Mekorma MICR check printing.

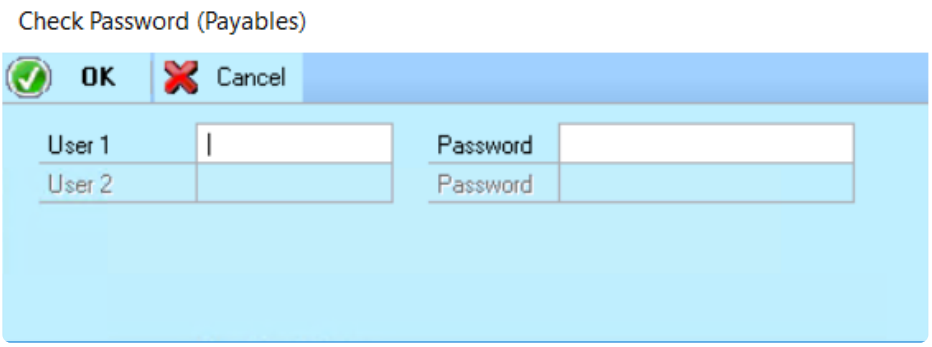
3. In the **Check Amount** field, enter the amount to print in the currency fields on the check. You can enter different amounts to test your password and signature logic.

4. 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.



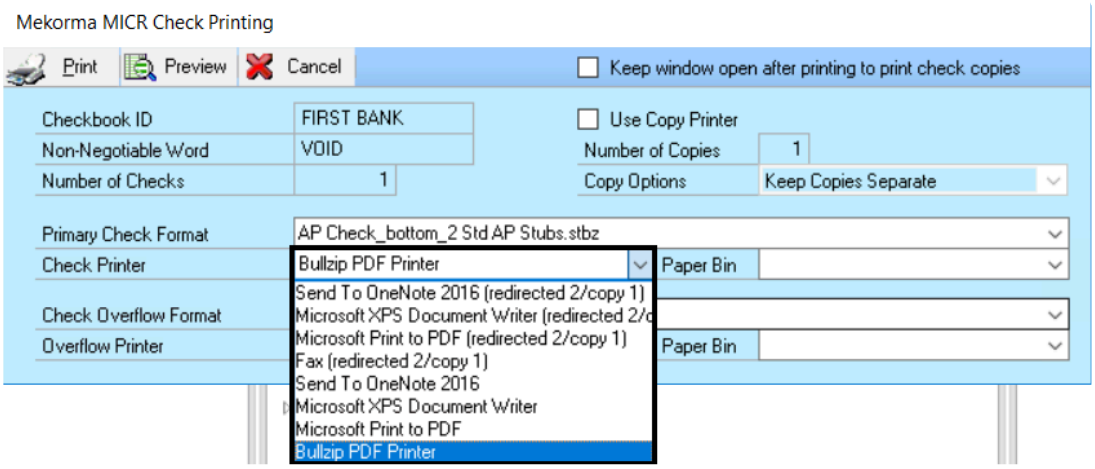
5. Click **Print**. If you are using the Legacy security model, and User IDs and/or Passwords are required for the checkbook and check amount, you will see the Check Password screen.

6. Enter the User ID and Password and click **OK**.



7. If the applicable approver(s) has access to the checkbook, is authorized for the check amount, and the correct password is entered, the **Mekorma MICR Check Printing** window will open.

8. 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.



9. Click **Print** to send the check to the printer and review the check layout.

! Please note, MEM Connector fields will not be displayed on a test check. You must print an actual check in order to test.

Last modified: Sep 25, 2019

5.15. Automate the Selection of Printers

Mekorma leverages Microsoft Dynamics GP's **Named Printers** feature to bring even more convenience and security to the in-house check printing process. Named Printers can save you time and eliminate printing errors by allowing you to configure, in advance, which printer you are going to use to print your MICR checks, check copies, overflows and EFT remittances.

This means you will NOT have to choose a printer each time you process payments.

The video below will walk you through the steps necessary to configure Named Printers; or follow the written instructions on the following pages, in the following order:

1. Set Up Named Printers
2. Assign Named Printers to Mekorma Tasks

! Please be advised of the following:

- Named Printers **MUST** be setup if you are processing payments using Multi-Batch Management!
- Named Printers is **NOT** currently supported by Dynamics GP or Mekorma for Session or Redirected printing.

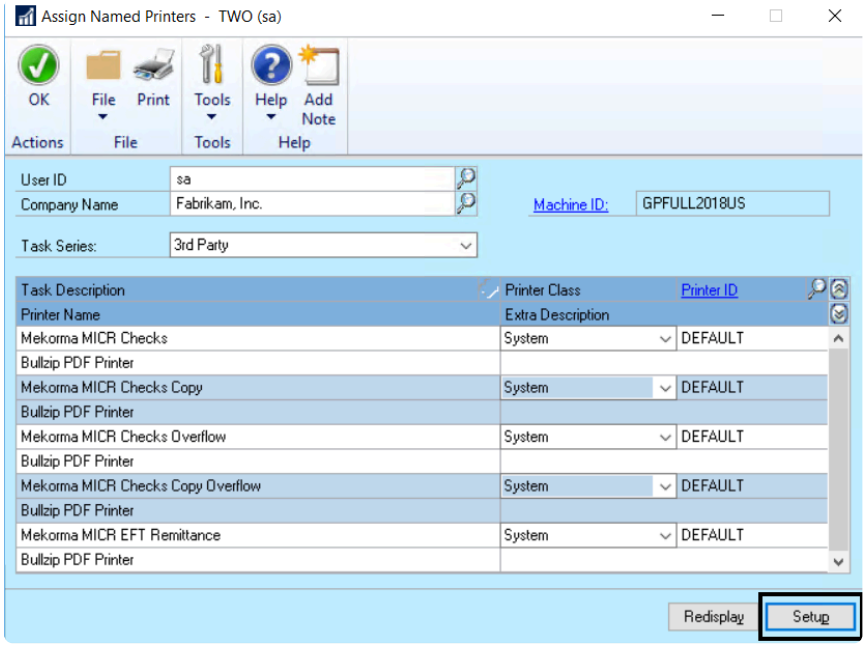
Last modified: Aug 05, 2019

5.15.1. Set Up Named Printers

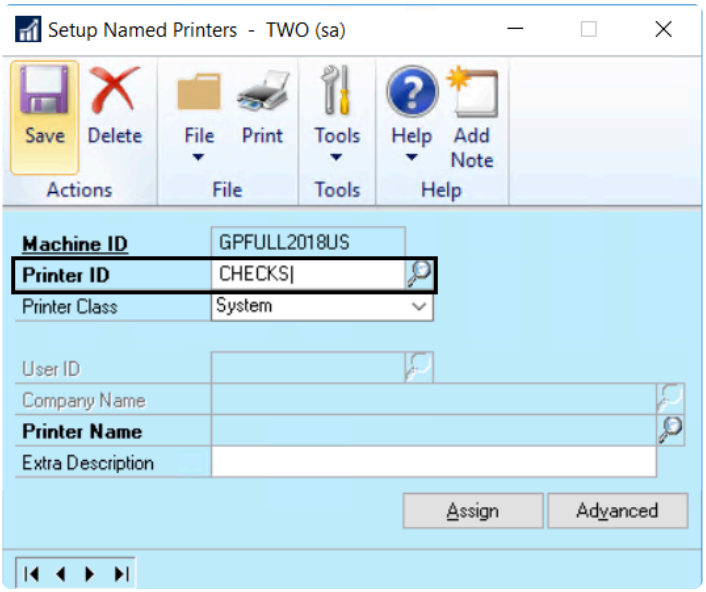
To access the Assign Named Printers window, go to the Microsoft Dynamics GP drop-down menu > Setup > System > Named Printers

The first step in configuring Named Printers is to name them! Printers must be set up with Printer IDs:

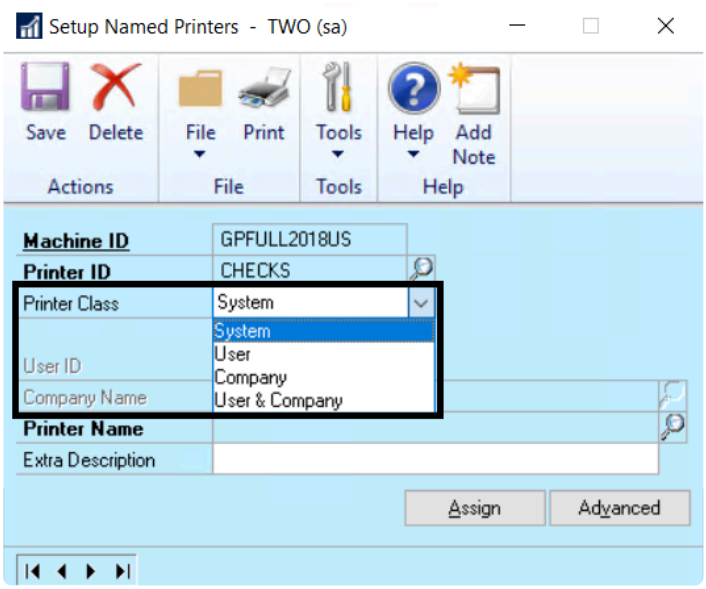
1. Login as an adminstrator.
2. Navigate to the Assign Named Printers window.
3. Confirm that a Machine ID is entered, and that a default printer has been assigned in Dynamics GP.
4. Click on **Setup** to open the 'Setup Named Printers' window.



5. Create a new Printer ID by typing the desired name in the Printer ID field.



6. Choose the Printer Class from the drop-down menu options:
    a. **System**: Applies the same designated printer across companies and for every GP user.
    b. **User**: Allows each individual user to be assigned a unique printer, applied to every company the user prints from.
    c. **Company**: Gives the option to assign a printer on a per-company basis, no matter which user is printing in that company.
    d. **User & Company**: Ties printers to individual users on a per-company basis.



7. Fill in the rest of the fields as required by the Printer Class; a **Printer Name** must be selected by using the lookup.

> ! When setting up a printer for check copies, you must enter the integer value (1, 2, 3) for the

number of copies desired in the ‘Extra Description’ field. Check copies will not print if this field is left blank.

8. Click **Save**.
9. Proceed to assign printers to Mekorma Tasks…

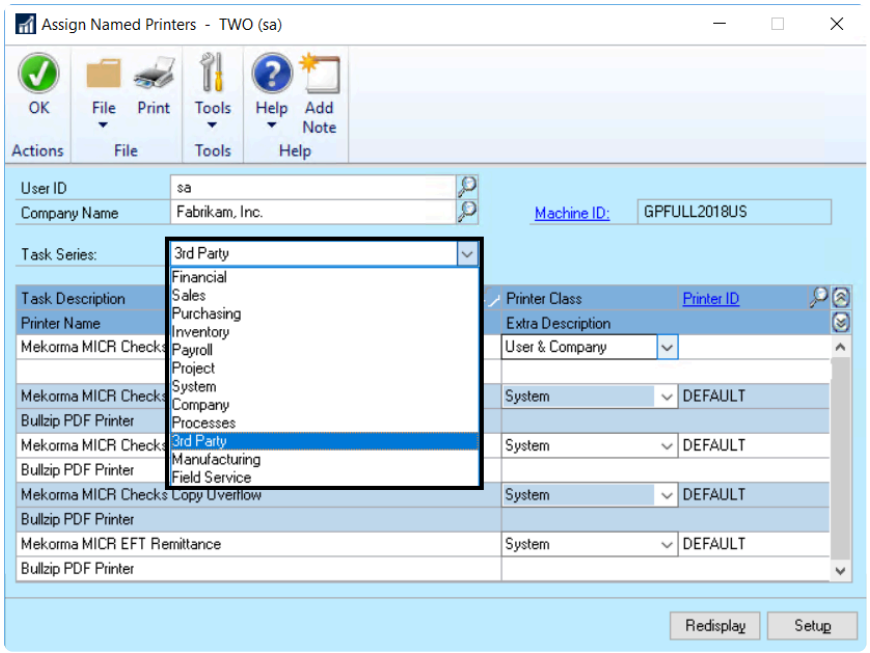
Last modified: Aug 05, 2019

5.15.2. Assign Named Printers to Mekorma Tasks

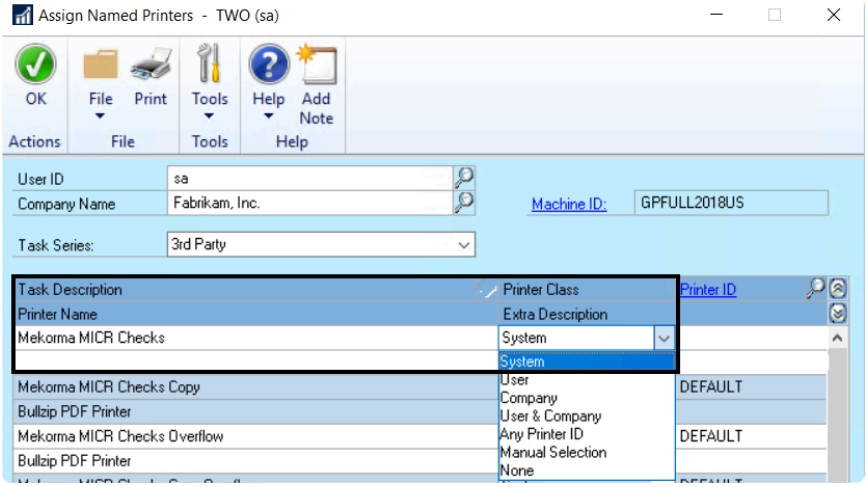
Once Named Printers have been set up, you can now assign different printers for MICR checks, check copies, overflows and EFT remittances in the **Assign Named Printers** window:

> To access the Assign Named Printers window, go to the Microsoft Dynamics GP drop-down menu > Setup > System > Named Printers

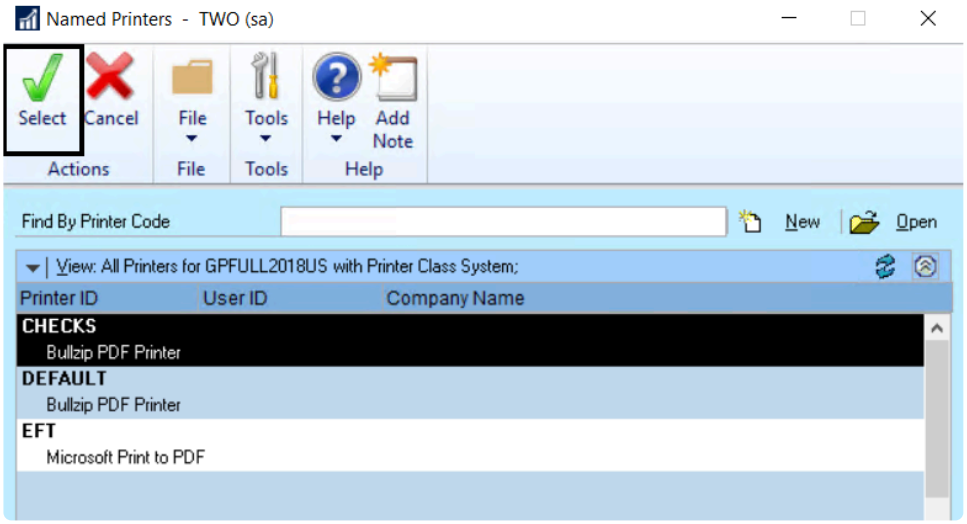
1. Login as 'sa'.
2. Navigate to the Assign Named Printers window.
3. Choose **3rd Party** from the Task Series drop-down menu.



4. Click on a Mekorma Task Description. *Example: Mekorma MICR Checks*
5. Select the Printer Class you'd like for that task. *Example: System*



6. The Named Printers window will open, listing available printers within the System Printer Class – click on the desired printer, then **Select**. *Example: CHECKS*

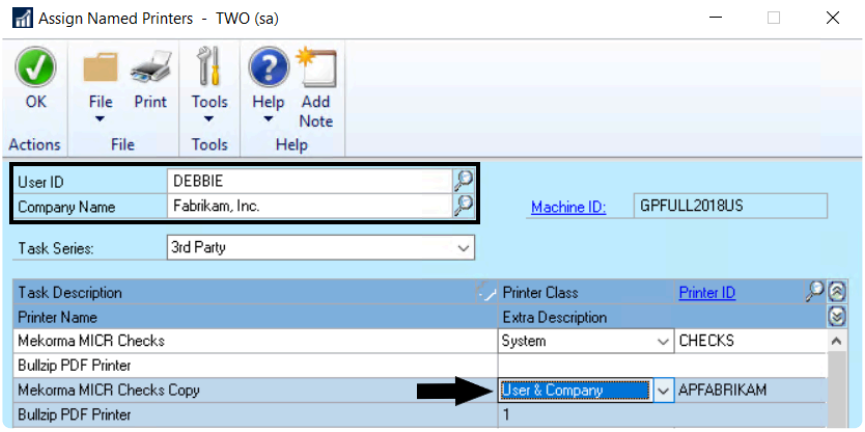


7. The Named Printer has now been assigned to that particular Task.

! Please Make Note of the Following:

You must make to necessary adjustments in **User ID** and **Company Name** fields of the Assign Named Printers window, depending on the Printer Class you want to assign.

If I want to use a printer that is designated with the User & Company Printer Class, I must choose the correct User ID and Company Name in the fields at the top of the window. *Example: The APFABRIKAM Printer ID assigned to Debbie in Fabrikam:*



Last modified: Aug 05, 2019

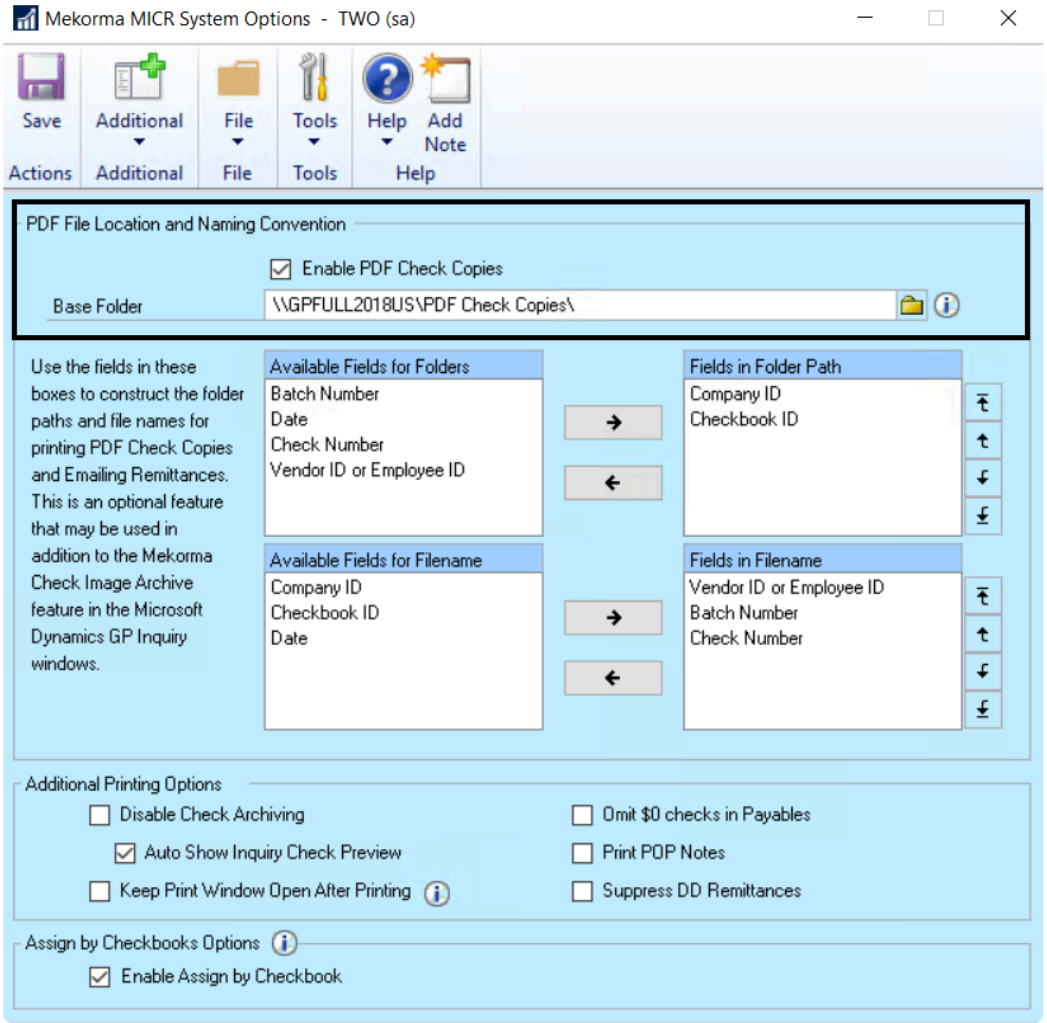
5.16. Enable Automatic PDF Check Copies

Mekorma provides the option to email EFTs to vendors in PDF format, as well as 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.

To access the System Options window, go to the Mekorma Area page > Setup > System > System Options

1. Open the System Options window.

2. Click the **Enable PDF Check Copies** option to enable the automatic Printing Check Copies to PDF feature.



3. Define the path of the **Base Folder** to store the PDFs. If the Base Folder field was populated prior to upgrading, the Enable PDF Check Copies option is automatically checked. *Mekorma recommends*

designating a UNC folder. If this folder cannot be accessed for any reason, the check copies will be created in the Data subfolder of your Microsoft Dynamics GP installation folder.

4. 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.

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

Last modified: Oct 11, 2019

5.17. Check Image Archive Printing Options

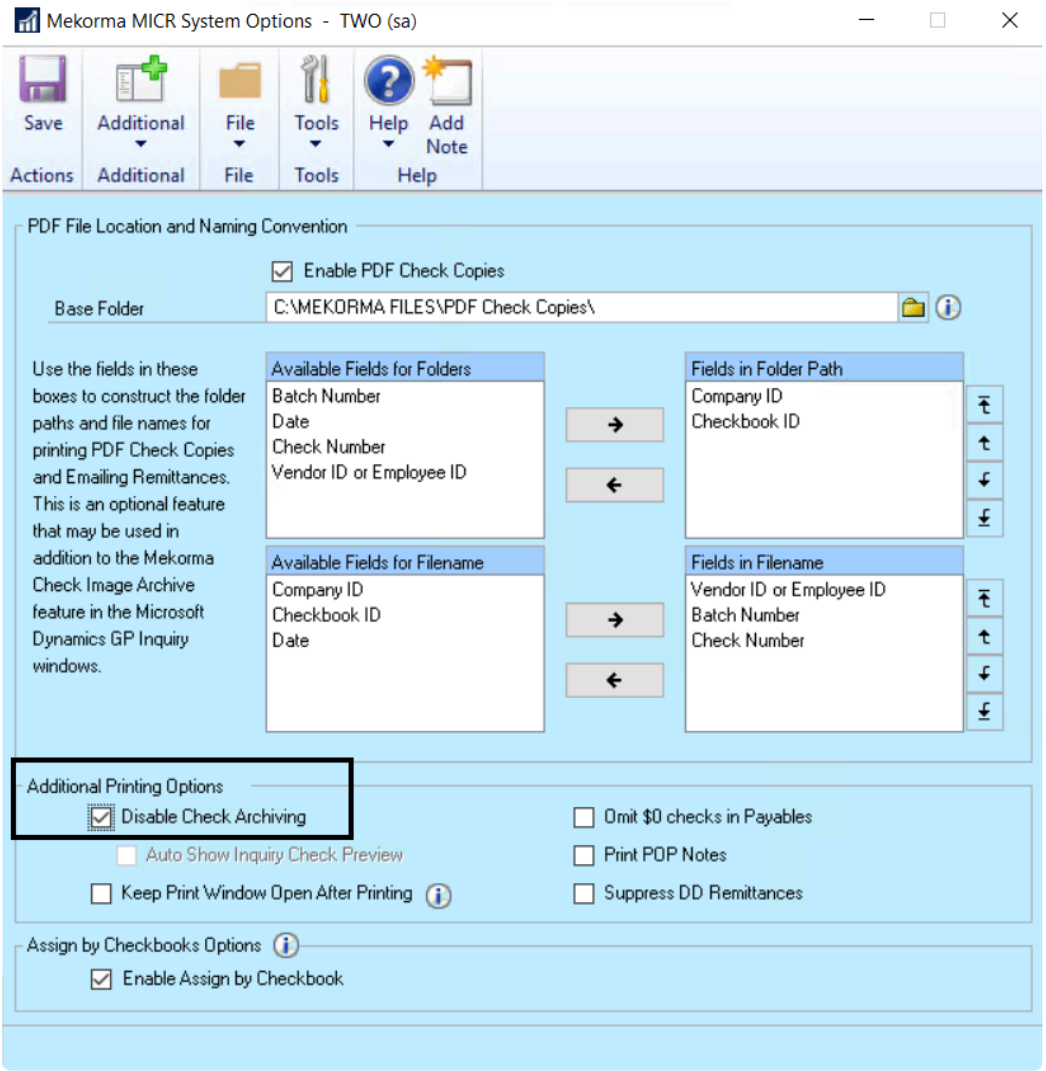
If you would like to view and print check copies or EFT remittances, you may do so by using the check image archive feature. Check Archiving is enabled by default upon installing the Mekorma Payment Hub.

> To access the System Options window, go to the Mekorma Area Page > Setup > System > System Options

Disable Check Archiving

1. Open the System Options window.

2. Under **Additional Printing Options**, check the box labeled **Disable Check Archiving**.

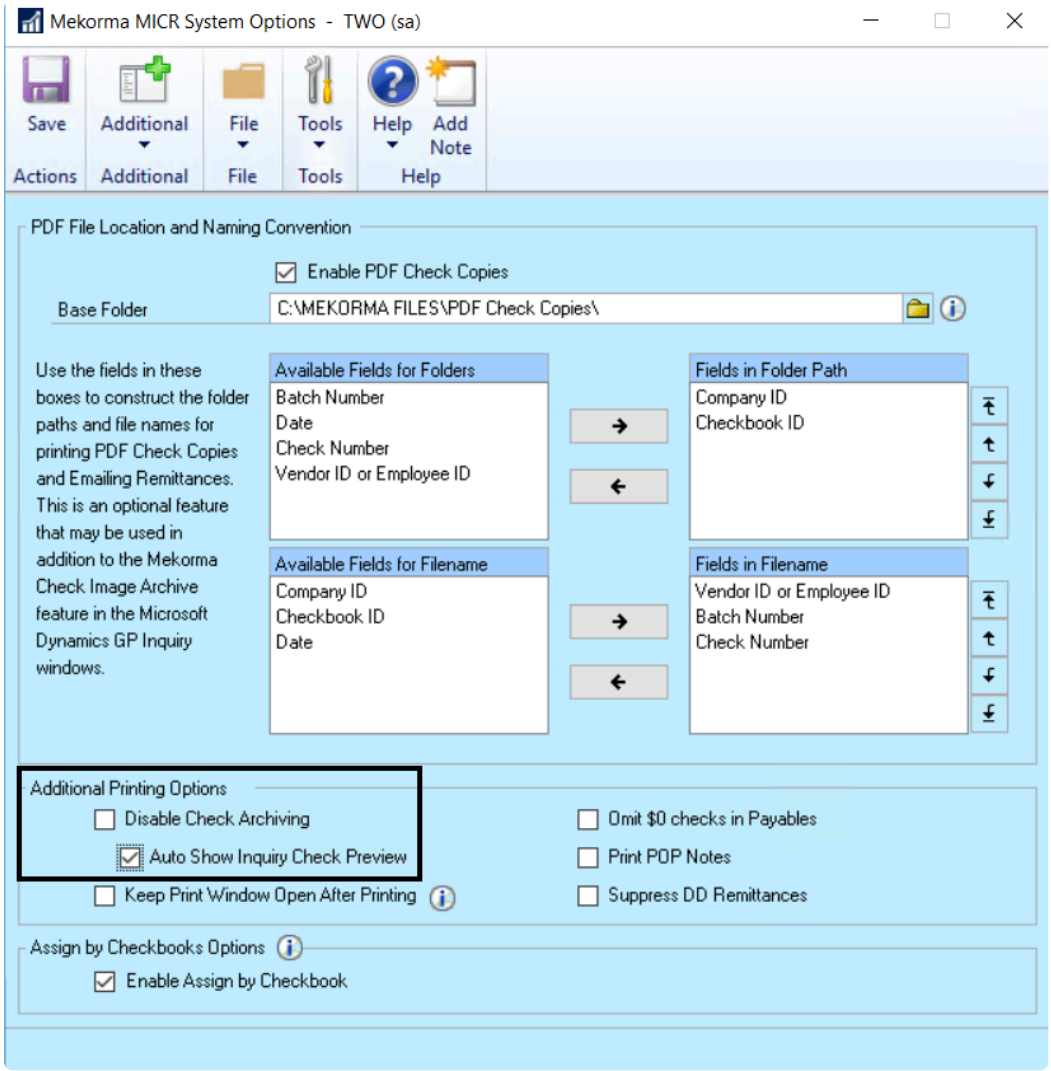


Auto Display Check Preview

The check copy or EFT remittance can be displayed automatically when the Payables Payment Zoom window is opened within the Mekorma Audit Log.

1. Open the System Options Window.

2. Under **Additional Printing Options**, check the box labeled **Auto Show Inquiry Check Preview**.



Last modified: Dec 09, 2019

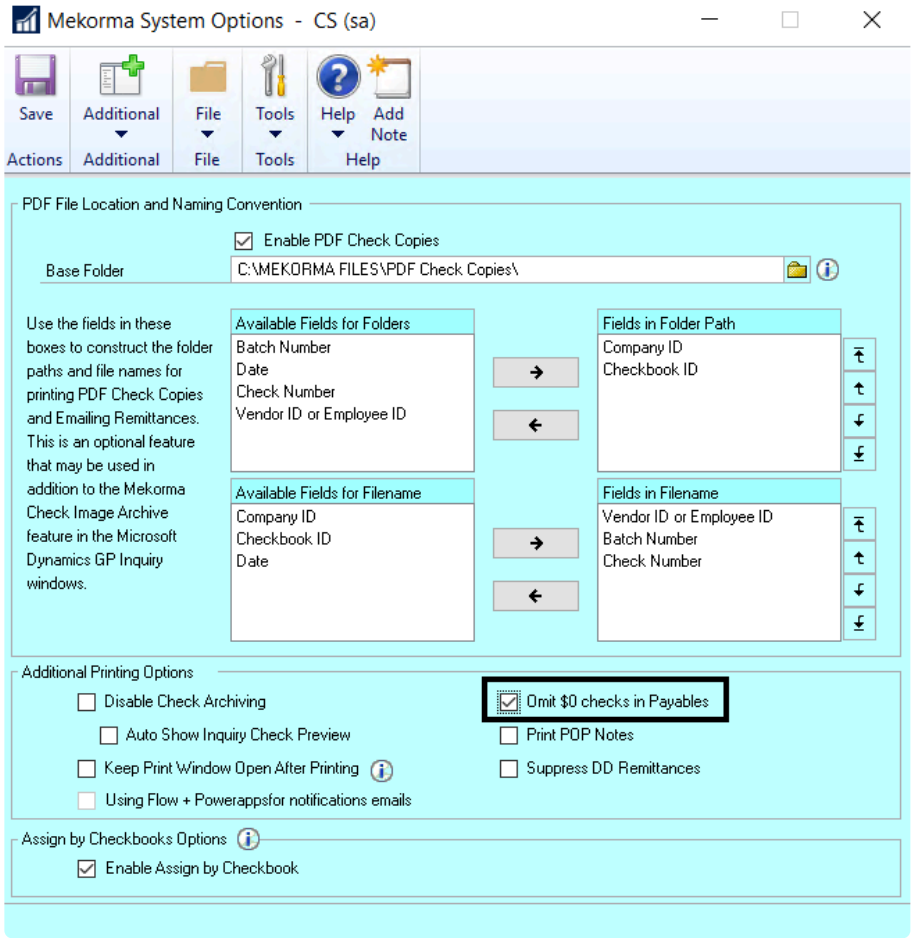
5.18. Omit Zero Dollar Checks

Enable this feature if you do NOT want to print a $0 checks when you process batches using Mekorma functionality.

Example: a credit memo fully is applied to a payment and zero dollars is left on invoice, and you do not want the check to print.

To open the Mekorma System Options window, go to the Mekorma Area Page > Setup > System > Mekorma System Options

1. Log in to Dynamics GP as an Admin or Power User.
2. Open the **Mekorma System Options** window.
3. In the section labeled **Additional Printing Options**, check the box next to **Omit $0 checks in Payables**:



4. Click **Save** before closing the window.

Last modified: Feb 29, 2020

6. Process Payments

This section of the User Guide will explain, guide and demonstrate the payment process when using Mekorma products.

Last modified: Oct 23, 2019

6.1. Build Batches with Mekorma

Payment batches can be created using the standard Microsoft Dynamics GP procedures on a per company basis. The following windows can be used:

- **Build Payment Batch** (Select Checks)
- **Edit Payment Batch** (Edit Checks)

Multi-Batch Management can be used in place of these procedures, and will allow you to build batches across companies using multiple checkbooks.

Last modified: Nov 12, 2019

6.1.1. Build Multiple Batches at Once

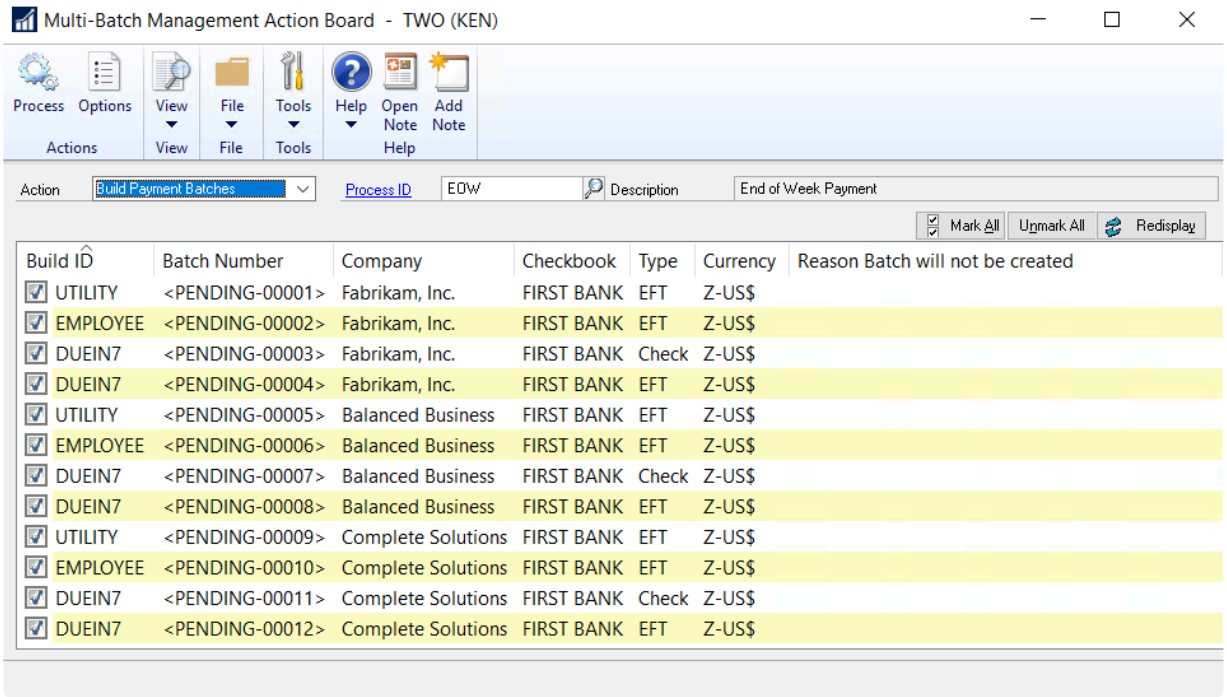
To open the Action Board, go to the Mekorma Area Page > Transactions > Payables > Multi-Batch Management Action Board

1. Open the Multi-Batch Management Action Board.

2. Click on the Action drop-down menu and select **Build Payment Batches** (this is the default selection upon first opening the action board).

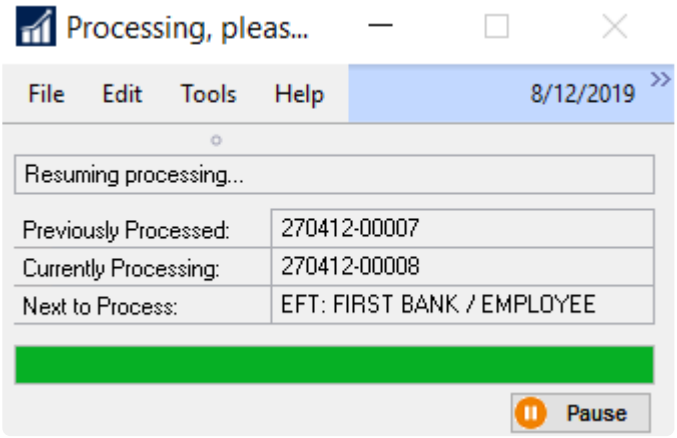
3. Choose the desired Process ID. The system will list all associated Build IDs that make up the Process ID, in addition to pending Batch Numbers (*this number will change after batches have actually been built*), company, checkbook, type of payment included in the batch, and the currency used. If there are any issues preventing a particular batch from being built, this will display in the column **Reason Batch will not be created**.

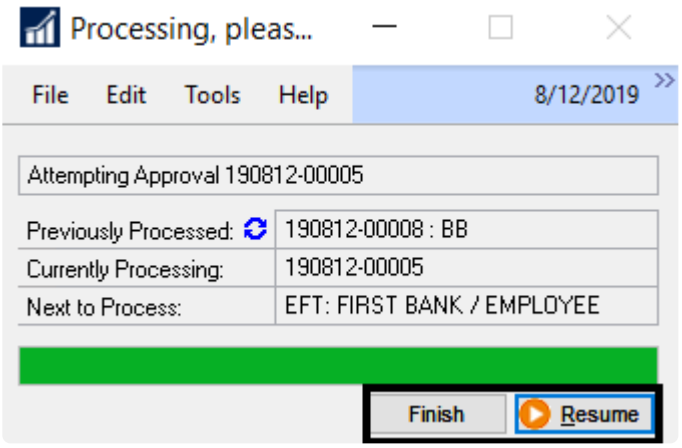
4. Once you have confirmed there are no errors, click **Process**. The system will build batches using the saved build criteria stored within the Process ID. Any vouchers that meet the criteria will be pulled into the appropriate batch.



5. During the process, each company login window will display as Multi-Batch Management changes through companies. You can choose to show or hide other windows.

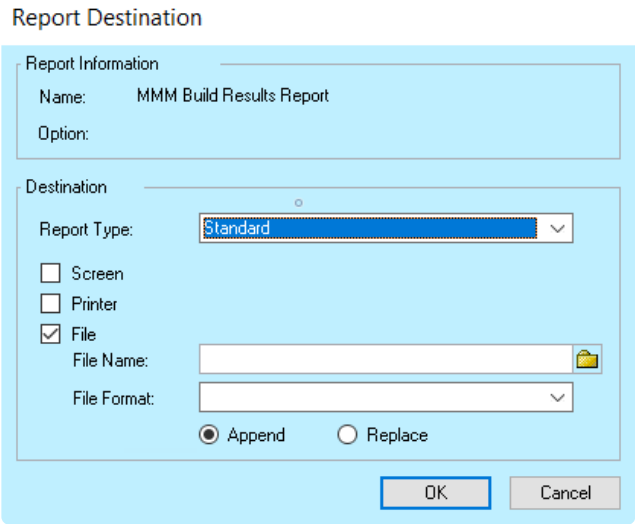
> If you need to access Dynamics GP while batches are being built, it is possible to pause the process by clicking **Pause**, then **Resume** when ready. If you do not want to complete the process after pausing, click **Finish**.





MMM Build Results Report

6. When all batches have been built, the MMM Build Results Report is generated and can be displayed on the screen, printed, or saved as a file in a location of your choice. You may prefer to set up your options so the Results Report is emailed instead, in which case this window will not display:



Example:
The Report will show you:

- Batches that were built because there were payments that met the criteria of the designated Build ID.
- Batches that were not built or REMOVED because no transactions were found to meet the applied build criteria.
- How much time it took to build all the batches.

Screen Output - MMM Build Results Report

File Edit Tools Find Help

Print Send To Modify 100% Completed 1 Page

```
Complete Solutions

     Batch Number     # of Trx Checkbook/CC Payment   Build ID        Batch Total


     [REMOVD-0008]          0 FIRST BANK    EFT      UTILITY                $0.00
     [REMOVD-0009]          0 FIRST BANK    EFT      EMPLOYEE               $0.00
     [REMOVD-011]           0 FIRST BANK    EFT      DUEIN7                 $0.00
     191111-00003          10 FIRST BANK    Check    DUEIN7            $19,193.61
                                                                  -----------------------
                                                                      $19,193.61
-----------------------------------------------------------------------------------------

Fabrikam, Inc.

     Batch Number     # of Trx Checkbook/CC Payment   Build ID        Batch Total


     270412-00001           2 FIRST BANK    EFT      UTILITY             $5,464.42
     270412-00002           1 FIRST BANK    EFT      EMPLOYEE              $550.82
     270412-00003           2 FIRST BANK    Check    DUEIN7              $6,613.96
     270412-00004           4 FIRST BANK    EFT      DUEIN7              $3,167.32
                                                                  -----------------------
                                                                      $15,796.52
-----------------------------------------------------------------------------------------
[] Batch removed by Multi-Batch Management

Action    Date         Time                                           $54,183.74
Start     11/11/2019    3:33:06 PM
End       11/11/2019    3:34:58 PM
          1 Minute 52 Seconds
```

If you are using the MEM Connector in conjunction with Multi-Batch Management, you can build batches for Centralized and Decentralized processes at the same time.

Last modified: Nov 12, 2019

6.1.2. Using Multi-Batch Management with Multi-Entity Management

Before processing payments using Binary Stream's Multi-Entity Management (MEM) with Multi-Batch Management (MMM), the following steps must be taken:

- MEM must be activated for all entities you want to process with MMM.
- All users must have a default entity assigned. That entity ID will be pulled by default from the Payables Batch Entry window when Multi-Batch Management goes through the automated build process. If you do not have an entity ID set up for a company that is going to be included in your MMM processes, you will be notified through a warning message on the MMM Action Board.

When using Multi-Batch Management, you can Centralize or Decentralize your process when you are building a Process ID.

Build Batches

To open the Multi-Batch Management Process Maintenance window, go to the Mekorma Area Page > Setup > System > Multi-Batch Management Process Maintenance

1. Open the **Multi-Batch Management Process Maintenance** window.
2. Type in the name of a new or existing **Process ID**. If creating a new one, select a combination of a company, checkbook, Build ID, and payment type to add to the Process ID.
3. Click **Insert**.
4. Select the build parameter you would like to Centralize or Decentralize.
5. Click on the **MEM button** at the top of the window to open the **Multi-Entity Management Settings** window.
6. Select a **Centralized** or **Decentralized** processing type. One or both processing types can be included within a Process ID.

7. Click **OK** to close the window.

8. On the Action Board, select the **Process ID** that contains the Centralized and/ or Decentralized build criteria.

9. Check the box next to each batch you would like to build, and click **Process**. Centralized and Decentralized processes can be built simultaneously, or one at a time.

10. When building batches for a Centralized process:

- The system will build one batch from all invoices that meet the selected build criteria from each of the child entities within the designated parent entity. See the Build Results Report:

11. When running a Decentralized process:

- One batch is built for each entity, resulting in multiple total batches. See the Build Results Report:

12. Continue with the next steps in the Action Board to process and post your batches as is standard with the Multi-Batch Management service.

Last modified: Oct 07, 2019

6.2. Assign Checkbooks for Invoice Selection

Mekorma's Assign by Checkbook feature allows payables invoices to be assigned to a specific checkbook. You can assign each invoice to a checkbook individually, or assign groups of invoices to a single checkbook in a batch process. This feature works with payables invoices, POP shipment/invoices and POP invoices.

In addition, each vendor can be assigned to a specific Checkbook ID. If this option is activated when checks are built, only those vendors who have been assigned to the checkbook for the check batch are paid during that check run.

The Assign by Checkbook feature must be enabled before any assignments can be made.

> ! Please note, credit memos and returns cannot be assigned to checkbooks. Instead they must be applied to the appropriate invoices to be credited to the specified checking account.

Follow these links for instructions on how to assign checkbooks to:

- Individual invoices
- Payment batches
- Purchase orders
- Vendors

After assigning checkbooks, you can use the feature to select invoices by vendor or voucher when building batches. This process can be automated by integrating the feature into your Multi-Batch Management process.

Last modified: Nov 27, 2019

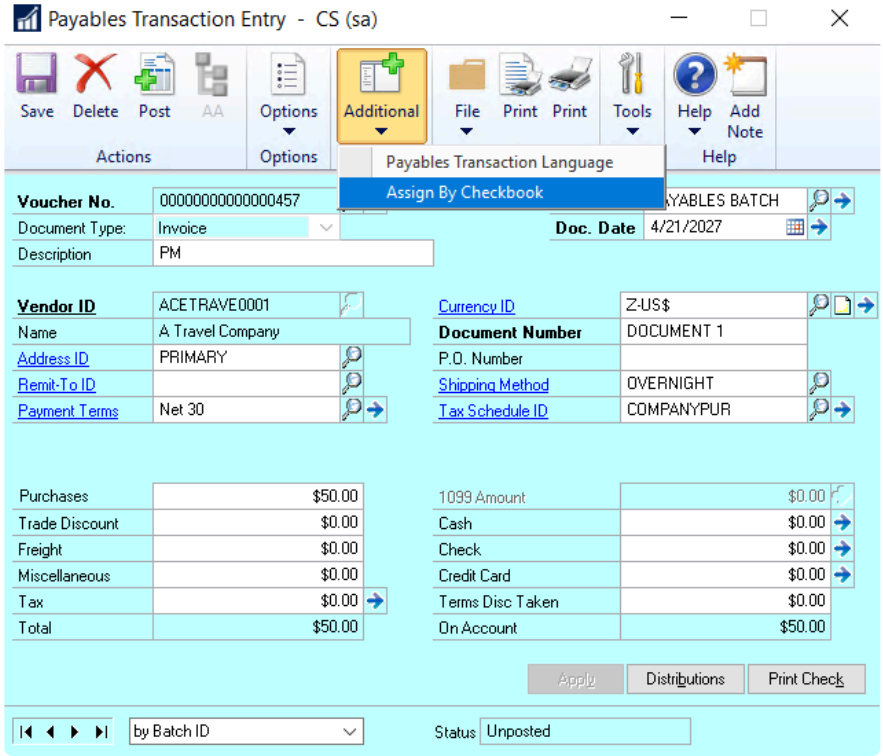
6.2.1. Assign a Checkbook to an Invoice

You can assign a checkbook to each invoice upon entry. This is effective if you are handling a group of invoices that are each paid by different checkbooks.

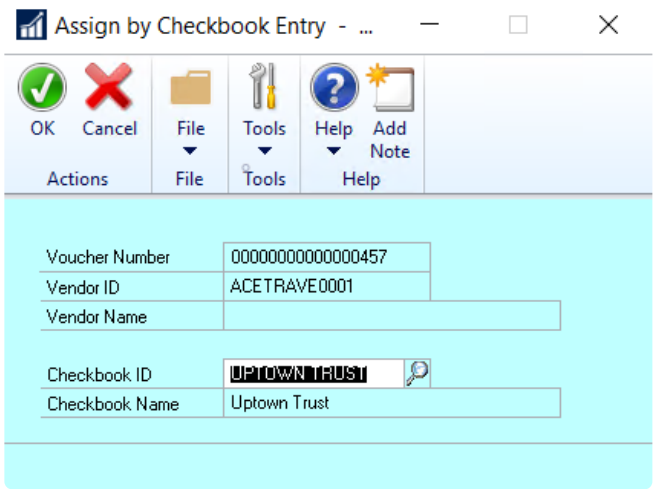
The Assign by Checkbook feature must be enabled before any assignments can be made.

To open the Transaction Entry window, go to the Mekorma Area Page > Transactions > Payables > Transaction Entry

1. Open the **Payables Transaction Entry** window.
2. Create a new payment or use the look-up open an existing voucher.
3. Click on **Additional** and select **Assign by Checkbook** to open the **Assign by Checkbook Entry** window.



4. Use the look-up in the Checkbook ID field to select the checkbook you want to assign this specific payment to.



5. Click **OK** to save.

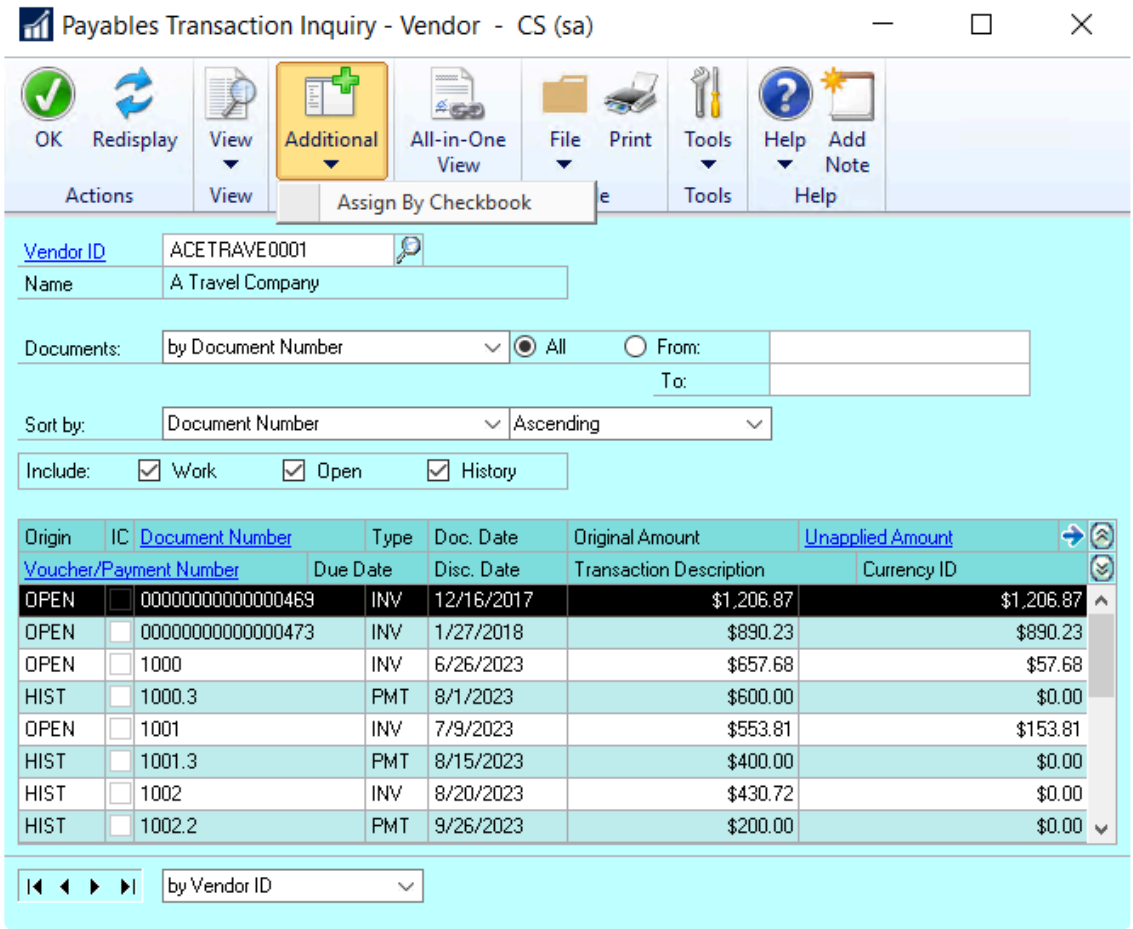
Posted Invoice Assignments

If you have already posted an invoice but haven't paid it yet, the checkbook assignment can be changed.

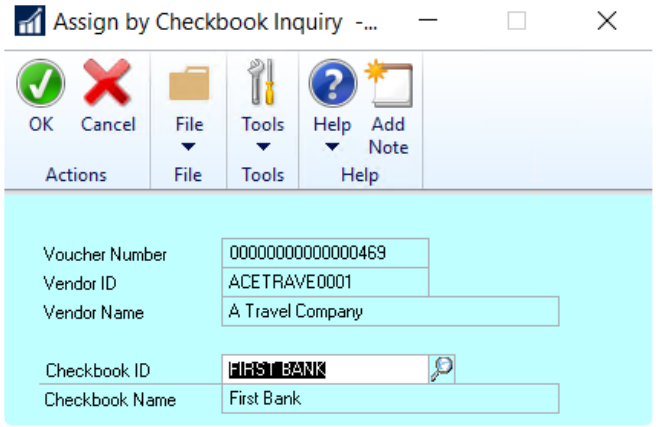
> To open the Transaction Inquiry by Vendor or Transaction Inquiry by Document windows, go to the Mekorma Area Page > Inquiry > Payables > Transaction by Vendor or Transaction by Document

1. Open the **Transaction Inquiry by Vendor** window or the **Transaction Inquiry by Document** window.

2. Select the payment you want to reassign and open the **Additional menu > Assign by Checkbook** to open the Assign by Checkbook Inquiry window.



3. Using the look-up, select the **Checkbook ID** you'd like to assign this payment to. *Please note: posted invoices that have already been paid **cannot** be reassigned.*



4. Click **OK** to close this window.

5. Click **OK** on the Transaction Inquiry by Vendor or Transaction Inquiry by Document window to save.

Last modified: Dec 09, 2019

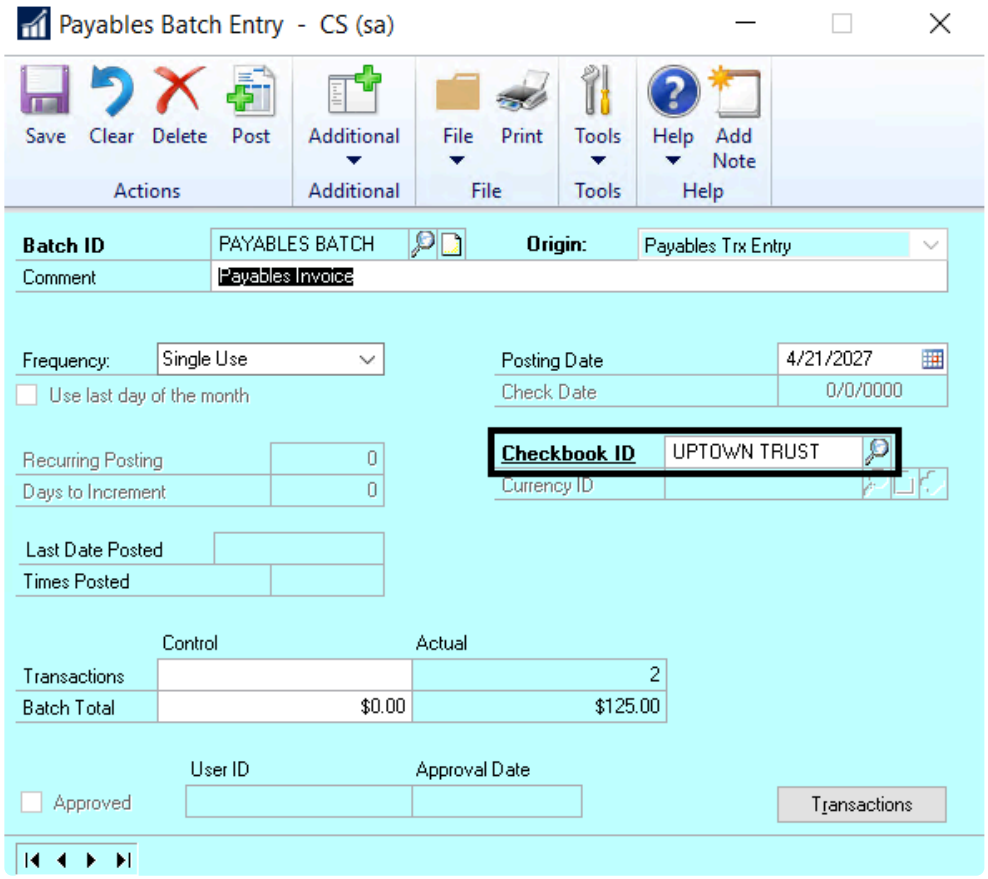
6.2.2. Assign a Checkbook to a Payment Batch

Assigning a checkbook to an entire batch works well if you have a group of invoices that should all be paid by the same checkbook.

The Assign by Checkbook feature must be enabled before any assignments can be made.

To open the Payables Batch Entry window, go to the Mekorma Area Page > Transactions > Payables > Batches

1. Open the Payables Batch Entry window.
2. Select the batch you want to assign using the look-up next to Batch ID, or create a new batch.
3. Use the look-up to choose the appropriate checkbook.



4. Click **Save**.

Last modified: Nov 27, 2019

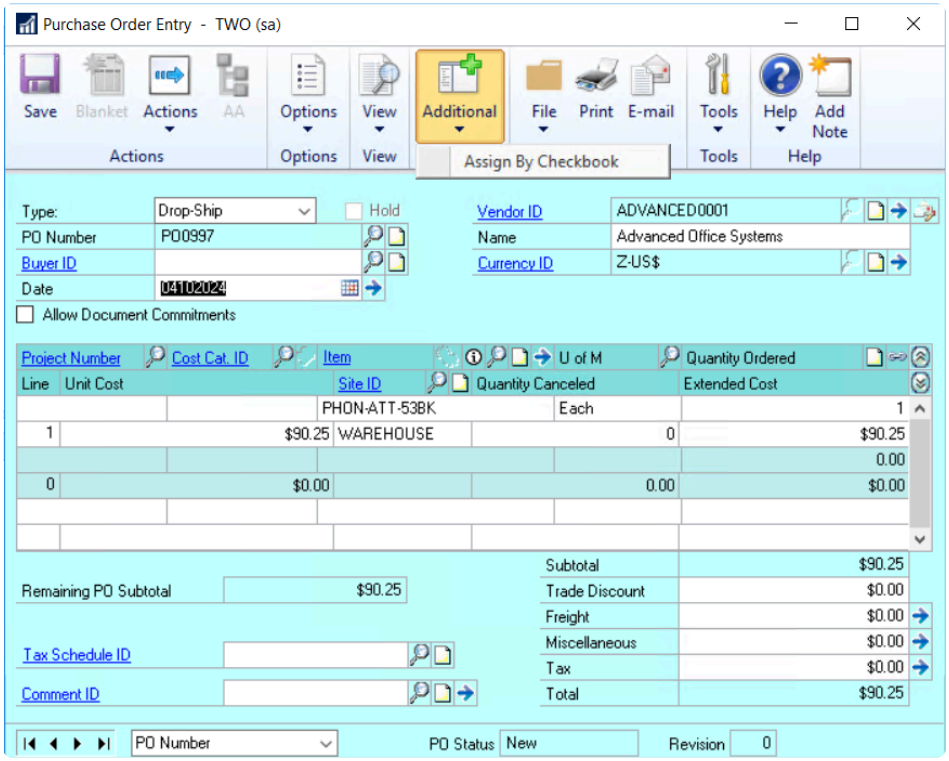
6.2.3. Assign a Checkbook to a Purchase Order

The Assign by Checkbook feature can also be applied to the Purchase Order (PO) system. A checkbook can be assigned to the original Purchase Order, and that assignment will be carried through to the invoice.

The Assign by Checkbook feature must be enabled before any assignments can be made.

To open the Purchase Order Entry window, go to the Mekorma Area Page > Transactions > Purchasing > Purchase Order Entry

1. Open the **Purchase Order Entry** window.
2. Use the look-up to pull up an existing PO, or create a new one.
3. Click on the **Additional menu > Assign by Checkbook** to open the Assign by Checkbook Entry window.

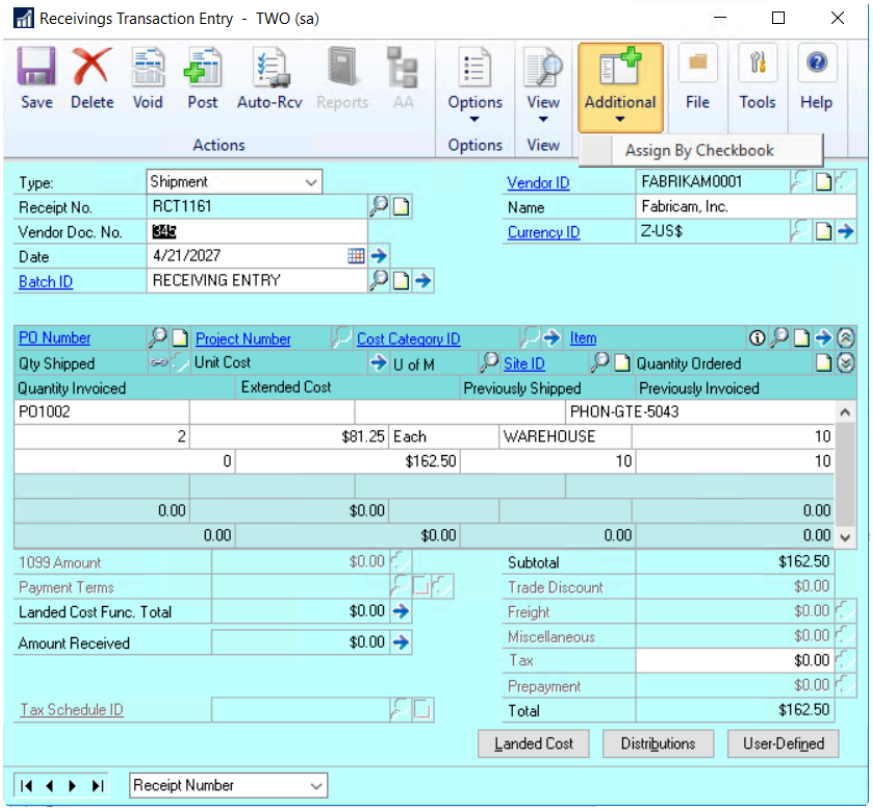


4. Use the look-up to choose the appropriate **Checkbook ID**.

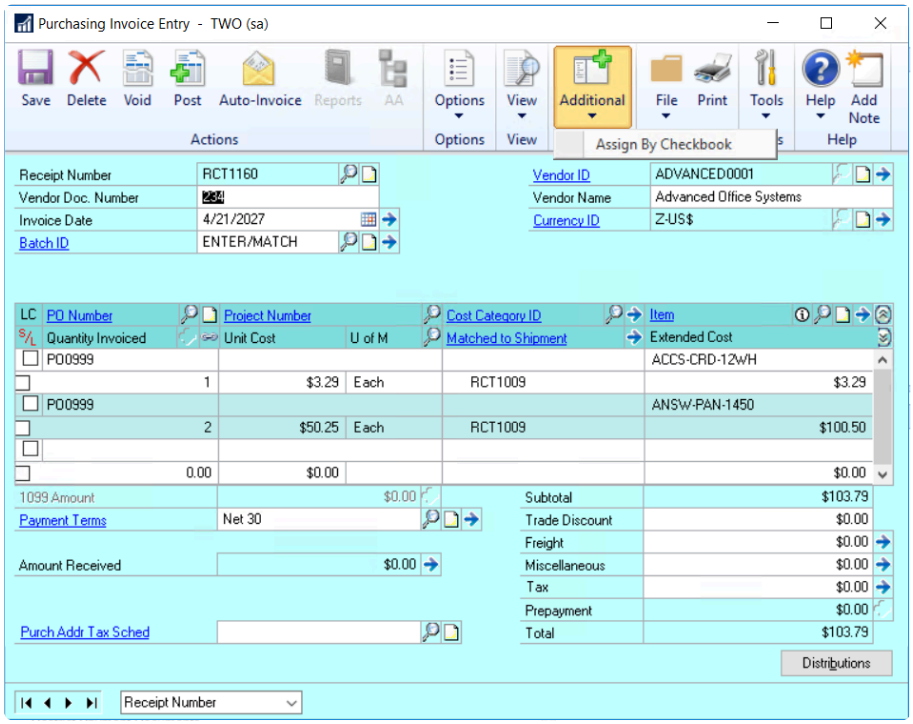
5. Click **OK**.

6. Click **Save** on the Purchase Order Entry window.

A checkbook assignment can also be made when you receive the shipment by following the exact same steps in this window:



Or you can assign it when you match the invoice:



Last modified: Nov 27, 2019

6.2.4. Assign a Checkbook to a Vendor

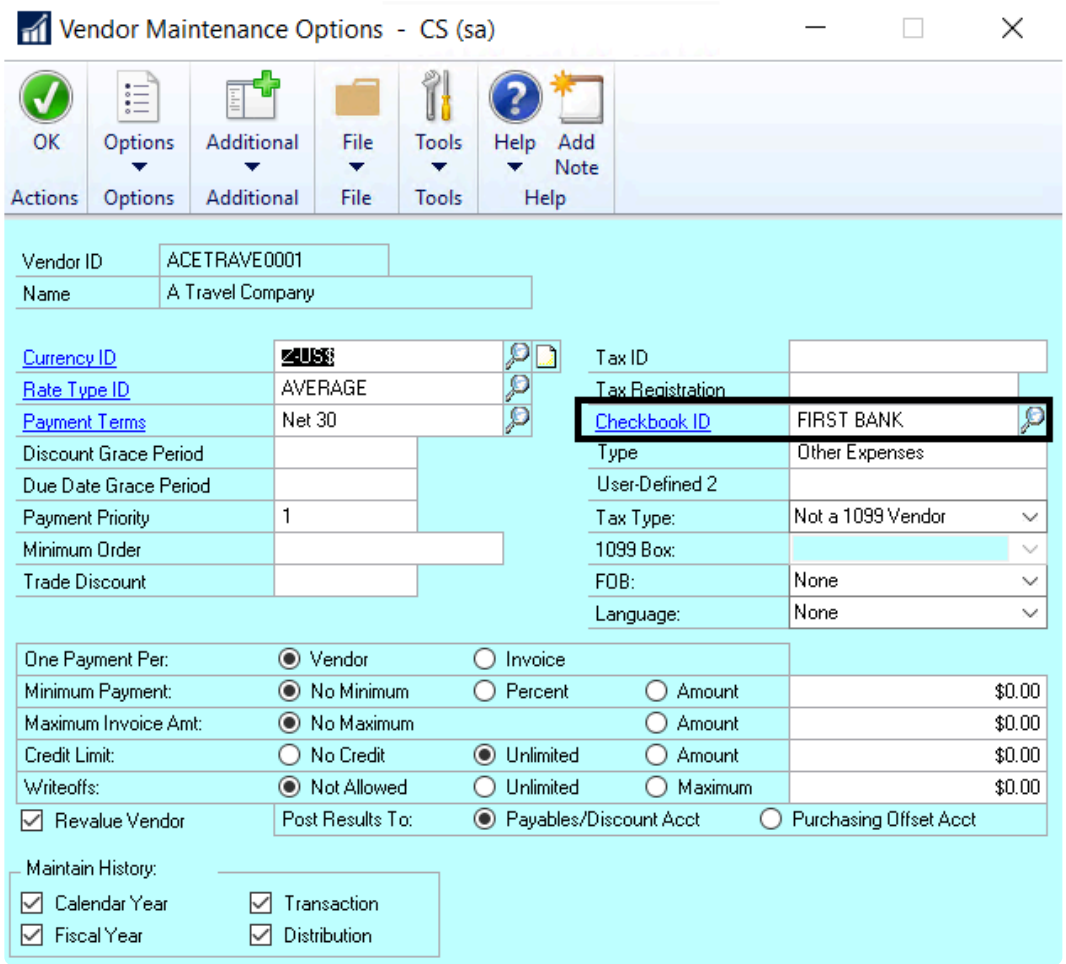
You can assign a specific checkbook to a Dynamics GP vendor. Assigning a checkbook to a vendor allows you to automatically exclude that vendor from check batches associated with other checkbooks.

The option to exclude vendors can be activated when each check batch is built. Even if a checkbook has been assigned to a vendor, 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.

The Assign by Checkbook feature must be enabled before any assignments can be made.

To assign a vendor to a checkbook:

1. Open the **Vendor Maintenance** window.
2. Click on **Options** at the bottom of the window to open the **Vendor Maintenance Options** window.
3. Select the appropriate **Checkbook ID**.



4. Click **OK** to save and return to the Vendor Maintenance window.

Last modified: Nov 27, 2019

6.2.5. Select Vouchers by Vendor Checkbook ID

Assigning a payment by vendor Checkbook ID is most useful when you want to pay a certain type of vendor from a particular checkbook.

Examples:

- You are paying grants, and the grant vendors can only be paid by the grant checkbook and not your operating checkbook.
- You manage properties and each property has its own checkbook to pay the bills.

Once a checkbook has been assigned to a vendor, you can build check batches using the Assign by Checkbooks feature in the Build Payment Batch (Select Payables Checks) window. *The Assign by Checkbooks feature cannot be used with the Edit Payment Batch (Edit Payables Checks) functionality.*

Video tutorial for GP2013-2016

Video tutorial for GP2018

1. Create a new batch in the Build Payment Batch (Select Checks) window.

2. Choose **Computer Checks** in the origin field.

3. Select the **Checkbook ID** that you want to build payments for and **Save** the batch.

4. You will then be back on the Build Payment Batch window. Click the box next to **Select Vouchers by Vendor Checkbook ID** on the Assign by Checkbook window (which should already be open). Clicking this box activates the feature – only payments to vendors that have been assigned to the checkbook that you're building payments from will be pulled. **Please note that if this box is not checked, then the assign by checkbook feature will not work when you build your payment batch.**

In GP 2018, you have the ability to create a Payment Option ID that can be applied to any of your batches. This ID will store selected settings from the Build Payment Batch window, including your choice for checkbook assignments.

5. Fill out any additional selection criteria you wish to use to build your batch. Only invoices assigned to this Checkbook ID will be selected.

Last modified: Oct 09, 2019

6.2.6. Select Vouchers by Voucher Checkbook ID

Assigning a payment by voucher checkbook ID is most useful when you want to pay a certain type of voucher from a particular checkbook.

Examples:

- You are paying grants, and the grant vouchers can only be paid by the grant checkbook and not your operating checkbook.
- You manage properties and each property has its own checkbook to pay the bills.

Once a checkbook has been assigned to an invoice, you can build check batches using the Assign by Checkbooks feature in the Build Payment Batch (Select Payables Checks) window. *The Assign by Checkbooks feature cannot be used with the Edit Payment Batch (Edit Payables Checks) functionality.*

Video tutorial for GP2013-2016

Video tutorial for GP2018

1. Create a new batch in the Build Payment Batch window.

2. Choose **Computer Checks** in the origin field.

3. Select the **Checkbook ID** that you want to build payments for and **Save** the batch.

4. You will then be back on the Build Payment Batch window. Click the box next to **Select Vouchers by Voucher Checkbook ID** on the Assign by Checkbook window (which should already be open). Clicking this box activates the feature – only payments that have been assigned to the checkbook that you're building payments from will be pulled. **Please note that if this box is not checked, then the assign by checkbook feature will not work when you build your payment batch.**

In GP 2018, you have the ability to create a Payment Option ID that can be applied to any of your batches. This ID will store selected settings from the Build Payment Batch window, including your choice for checkbook assignments.

5. Fill out any additional selection criteria you wish to use to build your batch. Only invoices assigned to this Checkbook ID will be selected.

Last modified: Oct 09, 2019

6.2.7. Select Vouchers Using Multi-Batch Management

To use the Assign by Checkbooks feature when automating the batch building process with Mekorma Multi-Batch Management, you can Select Vouchers by Vendor or Voucher Checkbook ID when you create a Process ID.

Watch the video excerpt below demonstrating how to select vouchers by *vendor* checkbook ID. The steps to select *voucher* checkbook IDs are the same, except you must mark the corresponding box when creating your Build ID:

1. Create a Build ID with **Select by Vendor Checkbook ID** or **Select by Voucher Checkbook ID** marked. This feature will work with both check and EFT batches.

2. Add any other filter you want to include in your batch build process. (Ex. Due Date, Discount Date, Payment Priority, etc.)

3. Use this Build ID in your Process ID. Please note that you need to repeat the use of this Build ID for each of your checkbooks to be sure that all of your invoices get selected.

Follow the hyperlinks for more detailed instructions on how to create Build IDs and Process IDs.

Last modified: Oct 09, 2019

6.3. Approvals with Secure Approval Workflow

After building a batch of payments, the batch can be locked before printing. An approval workflow can be configured to notify designated users (Mekorma Approvers) that there are transaction payments needing their approval.

Workflow must first be configured by activating workflow if using Mekorma Legacy security, or by configuring Threshold IDs and applying them to checkbooks under the Task-Based security model.

Additionally, users assigned to authorize entire batches (Mekorma Batch Authorizers) can be notified that they have pending batches to authorize.

The experience for Approvers/ Authorizers will vary, depending on which security model has been configured. In order to complete the workflow task, Approvers/ Authorizers must navigate to the appropriate Mekorma Navigation List where transactions/ batches can be reviewed and approved/ authorized.

Last modified: Oct 15, 2019

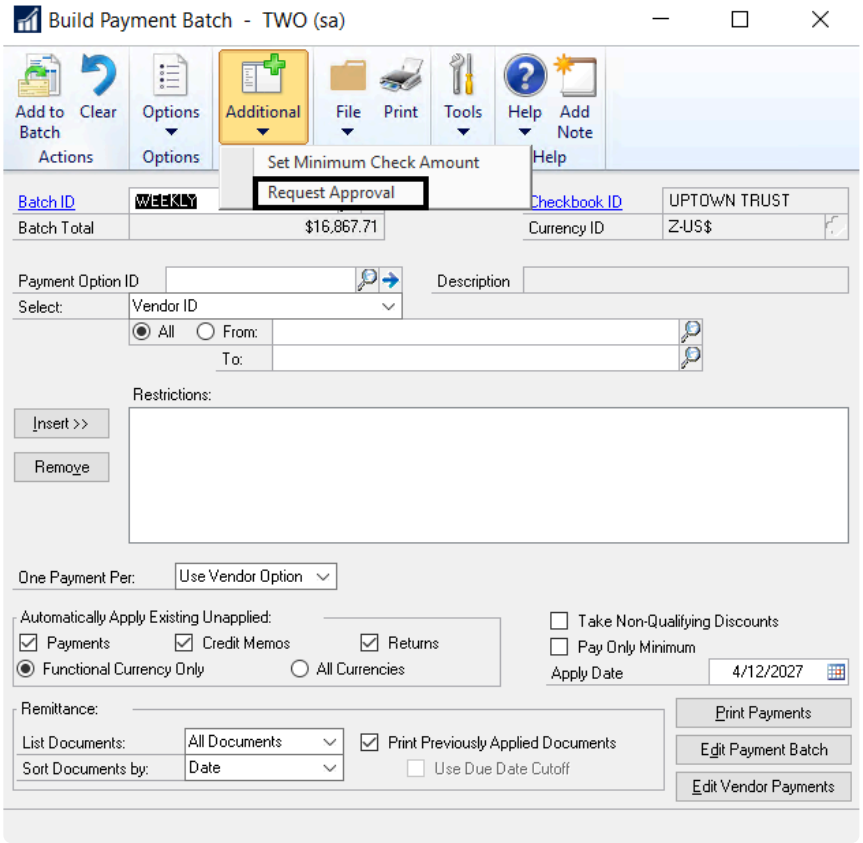
6.3.1. Request Approval or Authorization

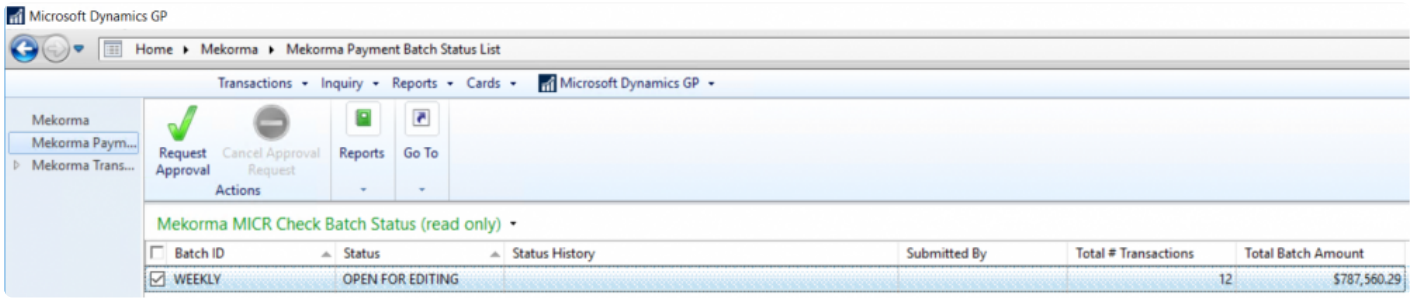
Request Approval

Regardless of the security model you have configured (Task-Based approvals or Legacy Security by User ID), approval requests can be accomplished in the following way:

1. After building a payment batch, the **Request Approval** button can be selected on one of these windows:

- Build Payment Batch (under Additional)
- Edit Payment Batch (under Additonal)
- Edit Payments (under Additional)
- Print Payments (replaces Print button)
- Mekorma Payment Batch Status List



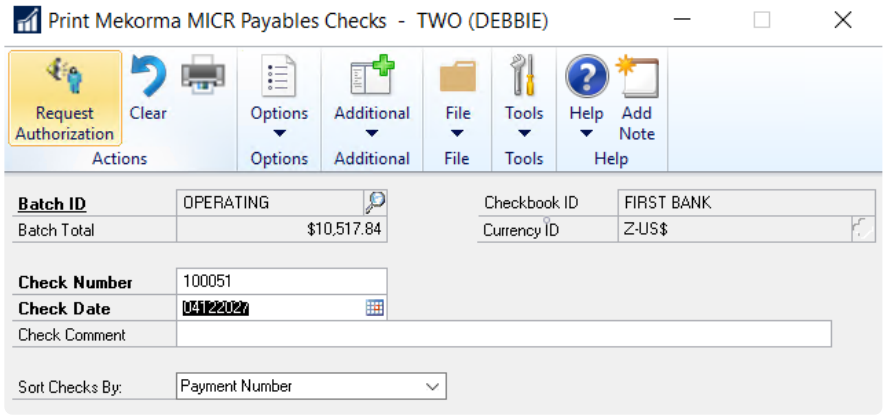


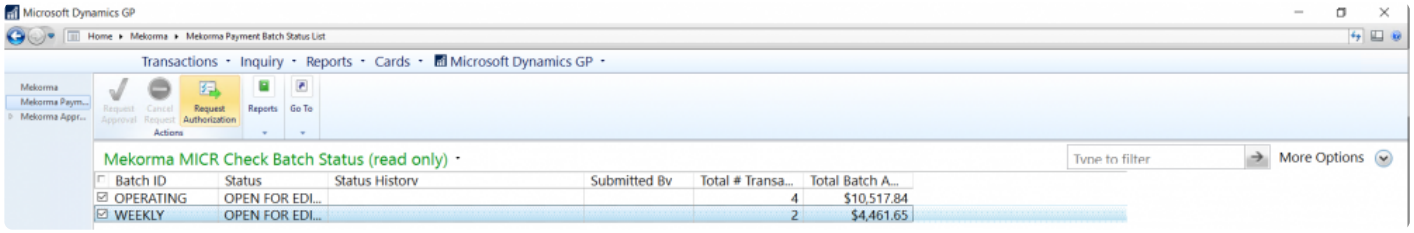
2. An email or text message will be sent to all eligible Approvers that they have transactions needing their review.

Request Authorization

1. After building a payment batch, the **Request Authorization** button can be selected on one of these windows:

- Build Payment Batch (under Additional)
- Edit Payment Batch (under Additonal)
- Edit Payments (under Additional)
- Print Payments (replaces Print button)
- Mekorma Payment Batch Status List





2. An email or text message will be sent to all eligible Authorizers that they have transactions needing their review.

Notifications are configured differently depending on the security model you are using: if processing with the Legacy Security model, go to the Mekorma MICR Security Maintenance window. If using Task-Based security, go to the Mekorma Preferences window.

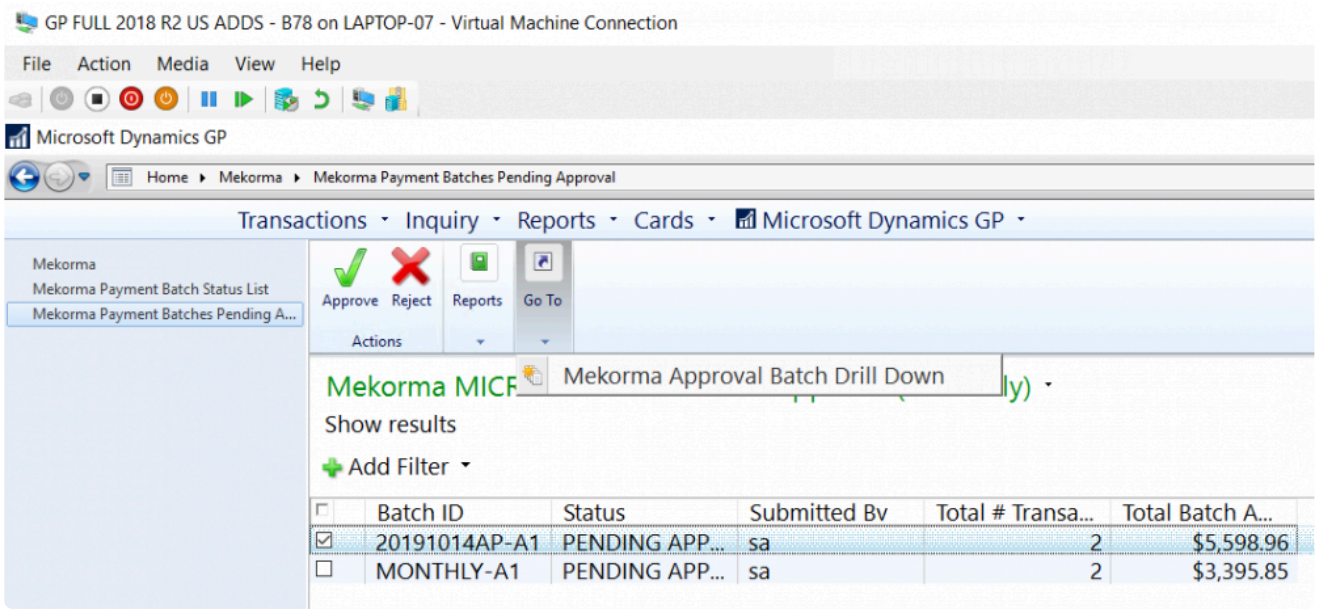
Last modified: Oct 15, 2019

6.3.2. Approve/ Reject Payments with Legacy Security

Review and Approve/ Reject Payments with Legacy Security

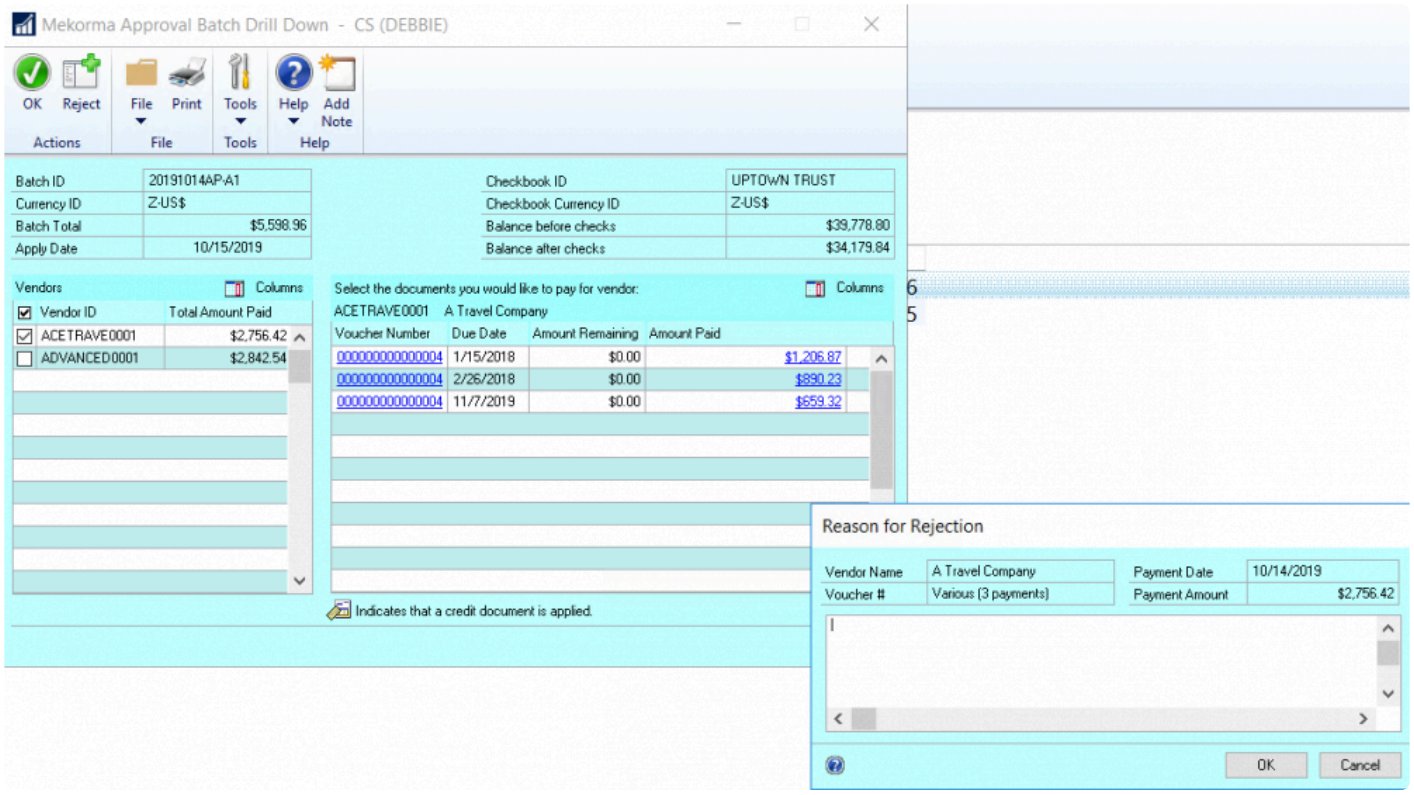
1. After receiving notification of payments pending approval, Approvers can open the **Mekorma Payment Batches Pending Approval** navigation list.

2. To review the payments in a batch, select the batch and choose **Go To > Mekorma Batch Drill-Down**. You will be able to see all transactions in the batch. *You cannot add or modify any payment, but you can review or reject.*



3. To review the details of a transaction, select the vendor payment on the left then double-click the specific transaction on the right. This will open the Payment Transaction Entry Zoom window.

4. If you want to reject a transaction that it is included within a particular vendor payment, you must reject the entire vendor payment. To do so, return to the Mekorma Approval Batch Drill-Down window and check the box next to that payment. Click **Reject.** You can type in a reason for rejecting if desired.



5. After reviewing and/or rejecting transactions in the batch, select **OK** to close the window.

6. To approve payments in the navigation list, mark the payment and choose **Approve**.

7. When all needed approvals are obtained, a notice will be sent to the user who requested approval to inform them the payments are ready to be printed.

Last modified: Nov 07, 2019

6.3.3. Approve or Authorize with Task-Based Workflow

Mekorma Approvers must approve transactions within their designated threshold levels before checks/ EFTs can be printed and processed; Mekorma Batch Authorizers must authorize pending batches before the batches can be printed/ processed.

Approve Payment Transactions

1. To complete approval tasks, Approvers must navigate to the **Mekorma Approval List**.

2. When using Task-Based security, transactions can be viewed using the following filters:

- **All Transactions**: displays all transactions needing approval whether they are in the user's threshold range or not. The user will not be able to approve transactions of a greater amount than their assigned threshold level.
- **Approvable Transactions**: displays payment transactions within or below the user's assigned threshold range, all of which that user has the ability to approve.
- **My Specific Transactions**: displays the transactions specifically assigned to the user (those transactions within her designated threshold range).
- **By Batch**: displays all transactions within the user's threshold level grouped together by batch.

3. Individual vouchers can be reviewed by clicking the box next to a payment, then on the **Payment Vouchers** button. This will display a list of all vouchers contained within that payment transaction, along with the document number and amount.

4. To zoom in on payment details, double-click on the voucher to open the **Payment Transaction Entry Zoom** window.

5. If using docattach or a similar 3rd party plug-in that integrates with the inquiry window, the image of the corresponding invoice can be accessed within the Entry Zoom window. Select the note for a voucher, the relevant image, then click **Preview**.

6. Return to the approval window to approve transactions by marking the check boxes next to each payment and clicking on **Approve**. If a transaction requires a second approval, the Status will display as **Pending 2nd Approval** and will only be available for printing/ processing once the second

Approver performs this same action.

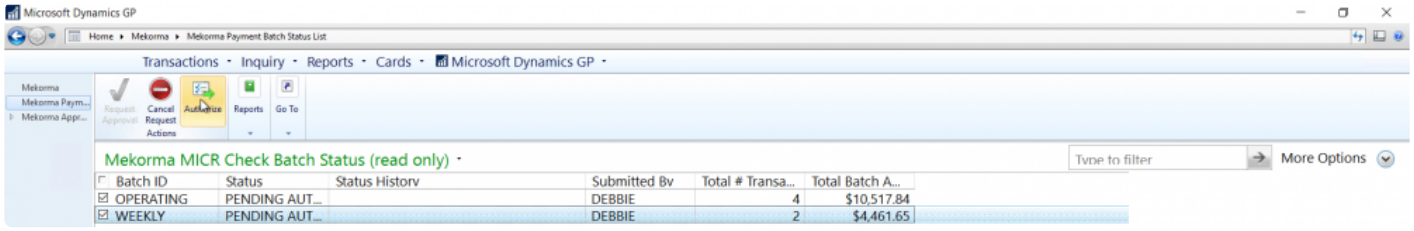
7. If instead you want to reject a payment, select the vendor payment that contains the incorrect payment, and choose **Reject**. A window will open to allow the entry of a reason for the rejection.

> ! Please note, when a payment is rejected from a batch, it isn't deleted from the system, but simply moved.

8. The user who requested approval will be notified by email or text of the approvals and rejections that occurred once completed, as long as email/ text notifications are configured properly. All payment batches that have been approved can then be printed/ processed and *once the payments have been posted*, they'll automatically be available in the Mekorma Audit Log Report.

Authorize Batches

1. After receiving notification of batches pending authorization, Authorizers must navigate to the **Mekorma Batch Status List**.



2. After reviewing the list, mark the check boxes next to each batch and click **Authorize** to allow for continued processing.

Last modified: Nov 07, 2019

6.4. Processing Batches with Split Batches Enabled

Processing Split Batches Using Task-Based Security with Approvals

If the split batch feature is enabled, batches are split during the workflow process based on the Threshold ID logic:

- Transactions that do not require approval will remain in the original batch, which is immediately available for printing.
- Transactions that require one approver are transferred to the A1 batch. The A1 batch is submitted into the workflow for approval.
- Transactions that require two approvers are transferred to the A2 batch. The A2 batch is submitted into the workflow for approval.

When the batches are split, the naming convention changes and the original batch name is appended to include either an “A1” or an “A2”, depending on the number of approvers required. So for example, a batch named “AP JUNE” becomes either “AP JUNE-A1” or “AP JUNE-A2”. The batch name is limited to 12 characters or less.

Processing Split Batches Using Legacy Security By User ID

If the split batch feature is enabled, batches are split during the workflow process based on the following logic: If the **When to Require Passwords** field is set to:

- **Always One**: all transactions are transferred to the A1 batch which requires one approver and the original batch is removed. The A1 batch is submitted into the workflow for approval.
- **Always Two**: all transactions are transferred to the A2 batch which requires two approvers and the original batch is removed. The A2 batch is submitted into the workflow for approval.
- **One Password if Over Threshold; None if Under**: all transactions with amounts over the threshold are transferred to the A1 batch which requires one approver and the original batch is available for printing without approval. The A1 batch is submitted into the workflow for approval.
- **Two Passwords if Over Threshold; One if Under**: the batch is split into A1 and A2 and all transactions with amounts over the threshold are transferred to the A2 batch which requires two approvers and remaining transactions are transferred to A1 which requires one approvers. Both batches are submitted into the workflow for approval and the original batch is deleted.

When the batches are split, the naming convention changes and the original batch name is appended to include either an “A1” or an “A2”, depending on the number of approvers required. So for example, a batch named “AP JUNE” becomes either “AP JUNE-A1” or “AP JUNE-A2”. The batch name is limited to 12 characters or less.

> **!** If you use the same batch name multiple times while the split batches (A1 and/or A2) are still in the approval process, the system generates B1 and B2 batches, and the letter continues to increase up to Z1 and Z2 until all batches have been cleared from the pending approval queue. After the “Z” batches, the system can no longer split the batches, causing the entire original batch to enter the approval process.

Last modified: Oct 13, 2019

6.5. Print Payments

Printing Checks with Mekorma Payment Hub

Mekorma MICR integrates fully with Microsoft Dynamics GP and gives you the ability to:

- Print on blank or pre-printed check stock
- Print signatures based on the dollar amount of the check
- Add secure approval workflow or batch authorization to the check printing process
- Reprint checks
- Print check copies for your files

> **!** Within the same company, you cannot print some checks using Mekorma MICR and others using Microsoft Dynamics GP. Unless you have a second Microsoft Dynamics GP user configured through the Alternate Security to print checks. It is important to note that any change to your operating system, server, or printer could cause printing variations. Always retest the formatting of your checks and the MICR line if you have altered your system configuration or peripherals in any way.

Last modified: Aug 14, 2019

6.5.1. Print Payables Transaction Checks

The process for printing payables transaction checks with Mekorma follows the same steps as printing standard Dynamics GP payables transaction checks with one exception: The alternate **Print Mekorma MICR Payables Transaction Checks** window is used, rather than the standard Dynamics GP Print Payables Transaction Checks screen.

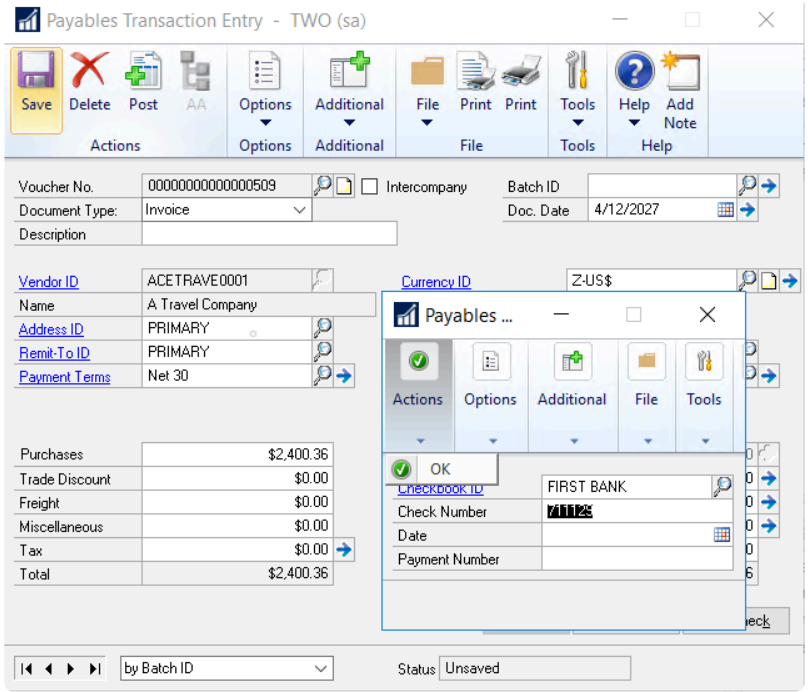
Dynamics GP security must be set to the Mekorma MICR alternate windows for each user printing payables transaction checks in the company.

To print a payables transaction check:

1. Open the **Transaction Entry** window and enter the applicable information.

2. To select the appropriate Checkbook ID, click the arrow to the right of the Check Amount field. This will open the standard GP **Payables Check Entry** window.

3. Choose the correct checkbook ID as needed and click **Actions > OK** to close.



4. Back on the **Payables Transaction Entry** window, make certain all necessary transaction information has been entered and click **Print Check** at the bottom of the window.

5. The Print Mekorma MICR Transaction Check window will open. Click **Print**.

6. After entering any required User IDs and/or Passwords, the Mekorma MICR Check Printing screen is

displayed.

7. 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).

Last modified: Aug 12, 2019

6.5.2. Print Payables Batch Checks

Printing payables check batches can be done in several different ways:

Mekorma Payment Hub MICR Check Printing

Using the Mekorma Payment Hub core MICR functionality, payables batches can be printed one batch at-a-time, on a per-company basis. This is accomplished by following the same steps as printing standard Dynamics GP payables batch checks, except the alternate **Print Mekorma MICR Payables Checks** window will be used, rather than the standard Dynamics GP Print Payables Checks screen.

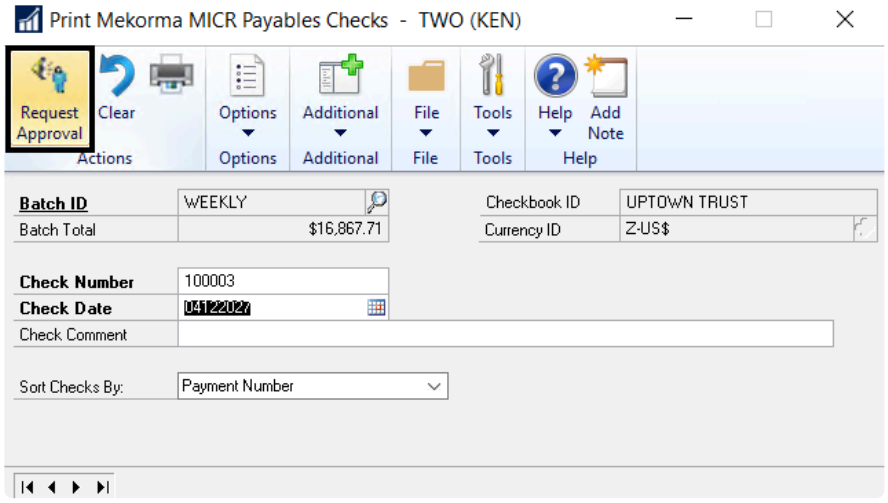
Dynamics GP security must be set to the Mekorma MICR alternate windows for each user printing payables batch checks in the company.

To open the **Print Mekorma MICR Payables Checks** window, go to the Mekorma Area page > Transactions > Payables > Print Payments

1. Build the check batch using regular Microsoft Dynamics GP procedures.

2. Open the **Print Mekorma MICR Payables Checks** window. This can be done by clicking **Print Payments** from within the Build Payment Batch or Edit Payment Batch windows, or by directly opening the Print Payments window.

3. Use the look-up to select the desired batch. Please note, if using Mekorma secure approval workflow or authorization based security, the batch will need to go through the required approval process before it can be printed. Approvals/ Authorizations can be requested from this window by clicking on **Request Approval** or **Request Authorization**.



4. Choose how you would like to sort your checks when printing, if needed.

5. Click **Print**.

Multi-Batch Management

Within the Multi-Batch Management Action Board, check batches from multiple companies being paid with multiple checkbooks can be printed all at once. Follow this link for instructions.

Enhanced Electronic Payments

If you are a qualified Enhanced Electronic Payments customer, you have the option to print checks locally using either Mekorma check printing functionality or Multi-Batch Management.

You may instead choose to have the ePayment service print checks for you, removing the need to print any checks on-premise unless you choose to do so. Follow this link for more information on how to process payments using the Enhanced Electronic Payments service.

Last modified: Nov 18, 2019

6.5.3. Print Multiple Batches at One Time

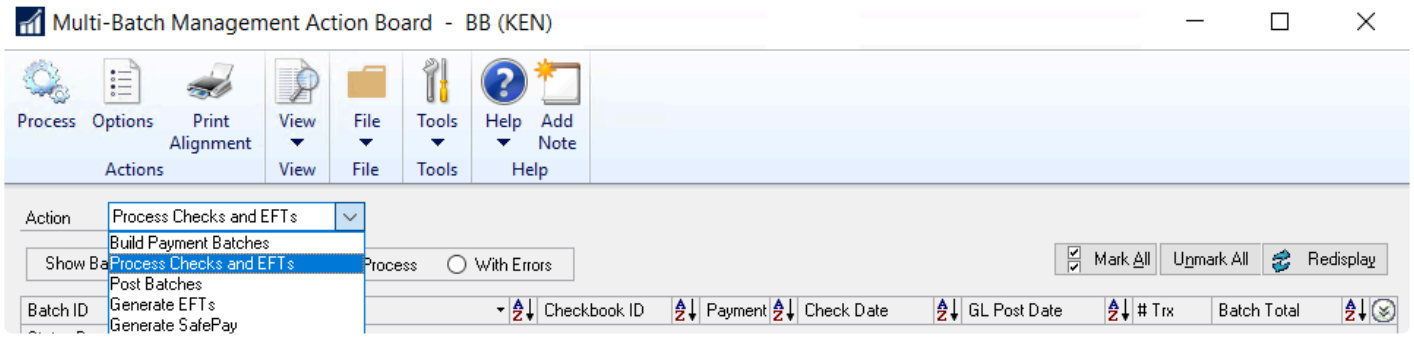
Mekorma Multi-Batch Management (MMM) provides an ability to automate the printing and posting of payables batches across multiple companies and checkbooks. Checks and EFTs can be printed and processed from within the Multi-Batch Management Action Board, whether the batches were created manually or through the automated MMM process.

Instead of needing to log in to each company separately, all batches can be viewed and selected for processing within one window. Batches are further filtered out by the user's access level. This means users can only view and select batches from companies to which they have access.

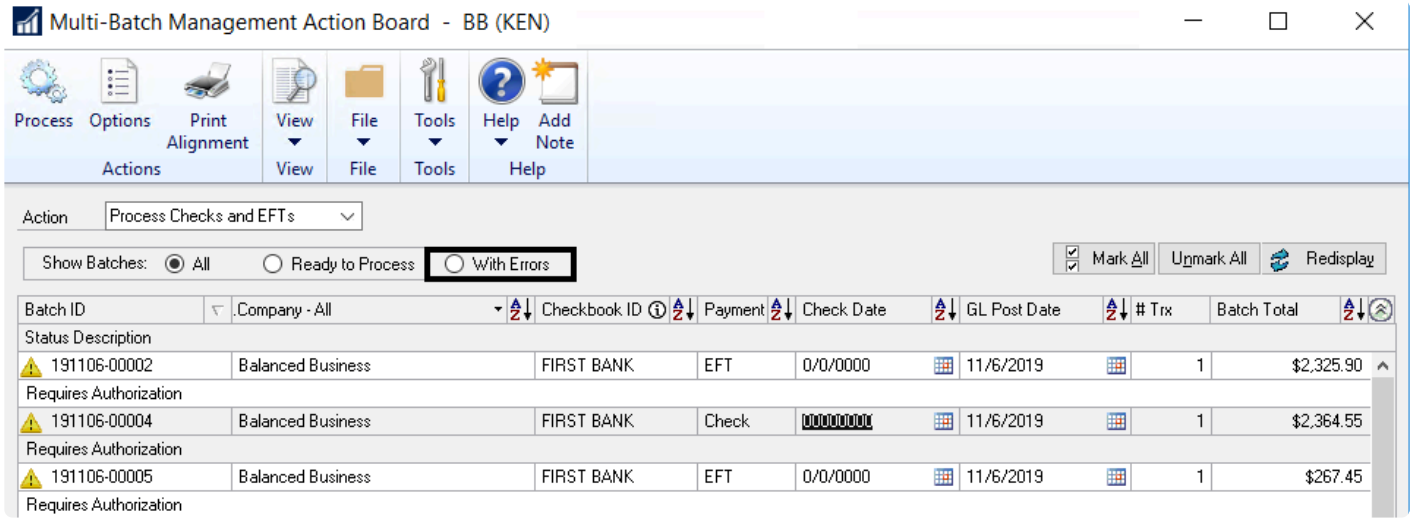
To open the Action Board, go the the Mekorma Area page > Transactions > Payables > Multi-Batch Management Action Board

1. Open the Multi-Batch Management Action Board.

2. Select the action **Process Checks and EFTs** from the drop-down menu. This will display all batches ready to be processed.



3. If a batch has an error icon, click on the icon. The line items will expand to display the Status Description field, which explains the reason for the error. For example, if batches are required to be authorized before being processed, but the Authorizer(s) have not yet performed that task, the following results would display:



*Please note, you can display only those batches that have errors by clicking on the radio button **With Errors**.*

4. Choose the batches you would like to print/ process by checking the box next to each batch. You can choose to **Mark All** or **Unmark All,** or select each batch individually.

5. Click **Process**.

> **!** Named Printers must be set up so that the **Print Mekorma MICR Payables Checks** window does not interfere with the printing process as the system automatically switches between companies.

Last modified: Nov 07, 2019

6.5.4. Print 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 print the remittances.

The same security parameters applied to your checks can also be applied to your EFT Remittances by marking the EFT Security option whether you are using the Legacy or Task-Based security model.

Before printing EFT remittances, verify that you have completed the following processes:

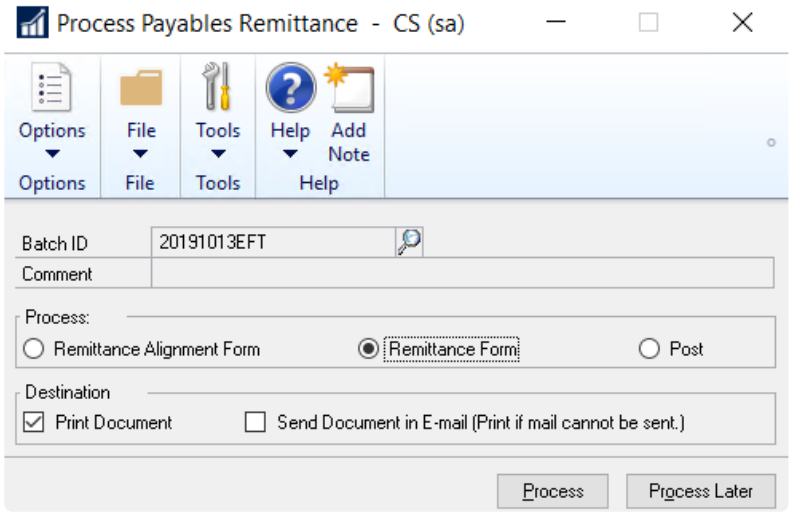
- Enable EFT in Microsoft Dynamics GP.
- Configure a Checkbook for EFT.
- Set up pre-notes (if applicable).
- Configure a vendor for EFT (please see your Microsoft Dynamics GP documentation for more information).
- Select a remittance format for each checkbook from which you will be printing EFT remittances.

To open the Process Payables Remittance window, go to the Mekorma Area Page > Transactions > Payables > Process Remittance

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

1. Click the **Process** or the **Print** button in the Print Mekorma MICR Payables Checks window or open the Process Payables Remittance window.

2. Verify that **Remittance Form** is selected.



3. Click the desired Destination option – either **Print Document** or **Send Document in E-mail**.

4. Click **Process.** If sending the remittance via email fails for any reason, the remittance will be printed instead.

Last modified: Oct 14, 2019

6.5.5. Print US Payroll Checks

You are ready to print US Payroll checks after the following steps have been completed:

1. Create a US payroll batch using the standard Microsoft Dynamics GP procedures.
2. Build and calculate your checks.

To open the Print Mekorma MICR US Payroll Checks window, go to the Mekorma Area page > Transactions > Payroll > Print Checks

To Print:

1. Open the **Print Mekorma MICR US Payroll Checks** window.

2. Verify that 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.

3. For Direct Deposit, select the **Calculate Employee Deposits** option for the **Process** field.

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.

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**.

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.

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.

Last modified: Sep 03, 2019

6.5.6. Print Canadian Payroll Checks

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

You are ready to print Canadian Payroll checks after the following steps have been completed:

1. Create a Canadian payroll batch using the standard Microsoft Dynamics GP procedures.
2. Build and calculate your checks.

To open the Payroll Cheque Reports – Canada window, go to the Mekorma Area page > Reports > Payroll – Canada > Transactions > Cheque Reports.

1. Open the Payroll Cheque Reports – Canada dialog box.

2. Enter any required User IDs and /or passwords.

3. On the Mekorma MICR Check Printing screen, confirm that the Check Printer is the printer you want to use. If not, select another printer from the drop-down list.

4. Click the **Print** to print checks.

5. 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.

6. Click **Print** to print Direct Deposits.

Last modified: Sep 04, 2019

6.5.7. Print 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.

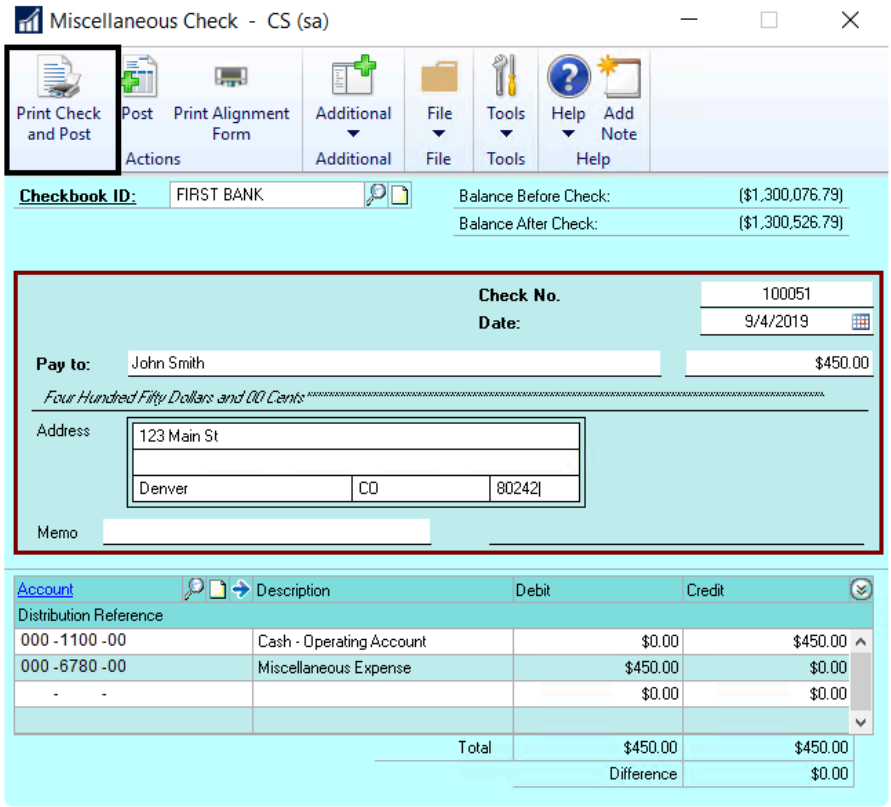
Unlike payables batch checks, payables transaction checks and payroll checks, there is no alternate window for Miscellaneous Checks when using Mekorma MICR and no security settings to configure. If Mekorma MICR is installed and registered, Miscellaneous Checks print using Mekorma MICR.

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 open the Miscellaneous Check window, go to the Mekorma Area Page > Transactions > Financial > Miscellaneous Check

To print a Miscellaneous Check:

1. Open the **Miscellaneous Check** window.
2. Enter values in all required fields.
3. Click **Print Check and Post**.



4. After entering any required User IDs and/or Passwords, the Mekorma MICR Check Printing window will open.

5. Click **Print**.

Last modified: Sep 04, 2019

6.5.8. Print 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.

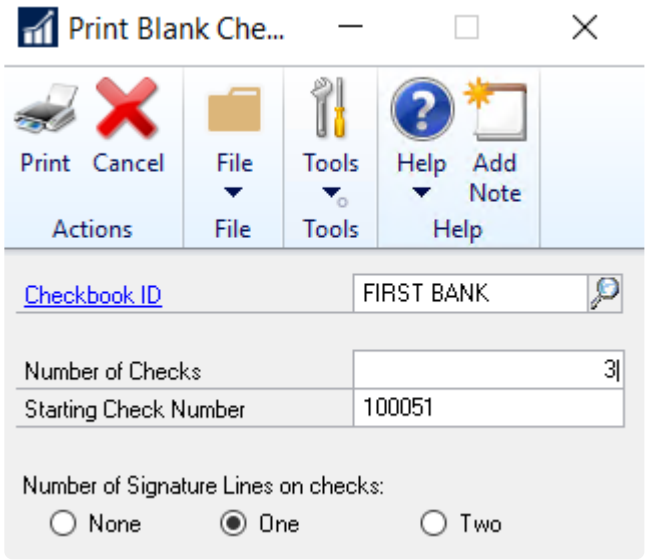
To avoid this, change the starting check number for the blank check batch. This prevents the Next Check Number from advancing. When printing blank checks, only one check Approver is required, but the approver must be assigned to the checkbook you are printing the blank checks from.

To open the Print Blank Checks window, go to the Mekorma Area Page > Transactions > Payables > Print Blank Checks

1. Open the Print Blank Checks window.

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, the **Mekorma MICR Check Printing** window will open.

5. Enter your print settings and click **Print** when you are ready to print checks.

Last modified: Oct 14, 2019

6.5.9. Print Refund Checks

To print a refund check with Mekorma MICR, follow the standard GP processes to create the return(s). If you need help configuring Mekorma refund check formats, please see this page.

To access the Print Mekorma MICR Payables Checks window, go to the Mekorma Area page > Transactions > Payables > Print Payments

1. Click **Print** from the Print Mekorma MICR Payables Check window and enter any applicable passwords and approvers. This will open the Mekorma MICR Check Printing window.

2. The Refund Check Stub format will not be displayed in the Check Stub field. When you print (or preview) checks, the system replaces the displayed check stub format with the refund stub format selected on the Mekorma MICR Setup (Payables) window.

3. Click **Print** to print checks or **Preview** to preview the checks before printing. After printing, the Post Payments window will open.

4. Click **Process** to post the checks.

Last modified: Oct 14, 2019

6.5.10. Print Check Copies to PDF

This feature automatically generates PDF copies of each individual check or EFT, once they have been printed and/ or posted. Check copies are stored in a location defined on the System Options screen.

Automatic check copies are generated when you print:

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

To view PDFs:

1. After posting, navigate to the folder location defined for the PDF check copies on the Mekorma MICR System Options screen.

2. Open the PDF file to view the check copy:

> ! PDF Check Copies follow the standard Mekorma MICR check copy rules and do NOT display the MICR line, signatures or signature lines.

Last modified: Oct 14, 2019

6.5.11. Reprint Checks

The Microsoft Dynamics Post Payments window is used to reprint checks. You can reprint all checks or a selected range of checks.

1. Open the Post Payments window.
2. Set the Process field drop-down list to Reprint Checks.
3. Select a range for reprinting checks. Click the lookup icon on the From option to display a list of checks.
4. Enter a check range and click Process to reprint the checks.

Last modified: Aug 05, 2019

6.5.12. Print Using the MEM Connector

You can print batches using the MEM Connector from GP's Build Payment window, where you can select whether to Centralize or Decentralize the process. The configuration for Sorting and Subtotal options will effect the results as follows:

Setup Options	Print Category	Print Results
No Sort, No Subtotal	Decentralized	Prints one line only for ID and name; prints facility address; no check sorting
No Sort, No Subtotal	Centralized	No MEM fields print, no sorting
Sort by ID, No Subtotal	Decentralized	Sorts checks by Facility ID, no Facility fields print
Sort by ID, No Subtotal	Centralized	Sorts vouchers on stub by Facility ID; sorts checks by Facility ID; Facility ID and Name print on the stub
Sort by Name, No Subtotal	Decentralized	Sorts checks by Facility Name; no Facility fields print; no subtotal line
Sort by Name, No Subtotal	Centralized	Sorts vouchers on stub by Facility Name; sorts checks by Facility Name, Facility ID and Name print on the stub; no subtotal line
Subtotal By ID, No Sort	Decentralized	One subtotal line prints since only one facility is on the check; checks are not sorted
Subtotal By ID, No Sort	Centralized	Vouchers are sorted on the stub by Facility ID with a subtotal line at the end of each Facility group; checks are not sorted
Subtotal By Name, No Sort	Decentralized	One subtotal line prints since only one facility is on the check; checks are not sorted
Subtotal By Name, No Sort	Centralized	Vouchers are sorted on the stub by Facility Name with a subtotal line at the end of each Facility group; checks are not sorted
Subtotal By Name, Sort by Name	Decentralized	One subtotal line prints since only one facility is on the check; checks are sorted by Facility Name
Subtotal By Name, Sort by Name	Centralized	Vouchers are sorted on the stub by Facility Name with a subtotal line at the end of each Facility group; checks are sorted by Facility Name
Subtotal By ID, Sort by ID	Decentralized	One subtotal line prints since only one facility is on the check; checks are sorted by Facility ID
Subtotal By ID, Sort by ID	Centralized	Vouchers are sorted on the stub by Facility ID with a subtotal line at the end of each Facility group; checks are sorted by Facility ID

Batches configured using the MEM Connector can also be printed and processed from the Multi-Batch Action Board.

! Please note, MEM Connector fields will not be displayed on a test check. You must print an actual check in order to test.

Last modified: Oct 07, 2019

6.5.13. Print Payments Electronically

When implementing the Enhanced Electronic Payments service, you have two options for printing check batches:

1. Print checks locally using Payment Hub functionality or Multi-Batch Management.
2. Let the service handle the printing and mailing of your vendor checks. Once batches have been built using the Payment Hub or Multi-Batch Management, at the time of printing, the payment information is sent to the ePayment service.

See here for more information on the electronic payment process.

Last modified: Sep 10, 2019

6.5.14. Pay a Vendor Manually When Using ePayments

When using Mekorma Enhanced Electronic Payments, if you have selected to have the ePayment service print your vendor checks off-site, there may be times when you need to print a check manually using Mekorma MICR. There are two ways to accomplish this task:

1. Change the vendor's status to Local Processing.

2. Pay the vendor with a checkbook that is NOT configured for ePayments.

Last modified: Oct 11, 2019

6.5.15. Print Payments Using the Web Client

These instructions apply to printing within the Dynamics GP Web Client, assuming the Mekorma Print Client has been installed and the user who needs to print has been granted security access to the Web Client.

1. Open the **Print Payments** window.

2. Use the look-up to select a batch.

3. The **Mekorma MICR Web Client Print Job Preparation** window will open. From within this window, you can change your check or remittance format for check printing as needed.

4. Click the **Prepare and Download** button to open the Mekorma Print Client. (this assumes you have configured your browser to automatically launch the downloaded mcp file).

5. The Mekorma Print Client allows you to preview and print check files in the same way that you would handle them through the GP desktop application. You can:

- Select whether you would like to print check copies.
- Choose to navigate to the next check batch. If you select to navigate to the next batch, you will be prompted with a question asking if you want to delete the Mekorma Check Print (or .mcp) file that accords to the batch that you are currently on. *To print the batch that you've skipped at a later date, generate another .mcp through the print process*.
- Select to print to any local printer, or any remote printer (if you are connected to your network through a VPN).

Last modified: Oct 11, 2019

6.5.16. Sort Checks when Printing

Checks and EFTs can be sorted into groups when printing a batch from the Print Mekorma MICR Payables Checks window.

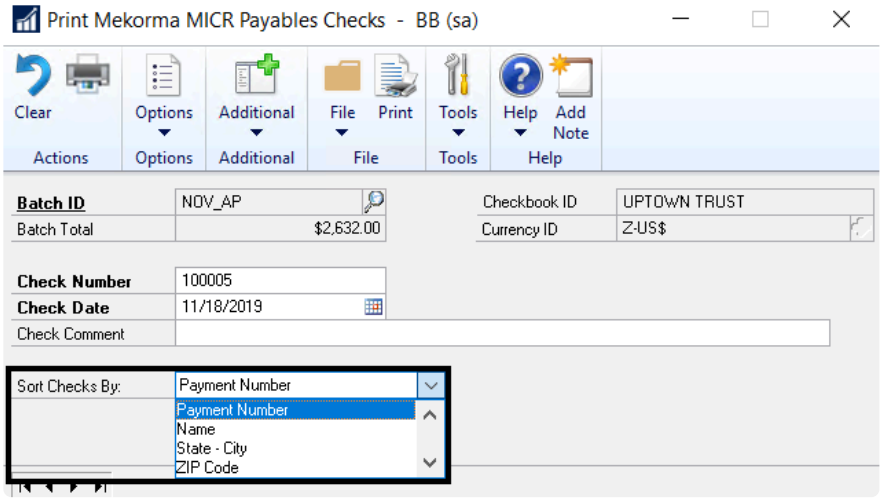
Sorting options include the following:

- Payment Number
- Name
- State – City
- Zip Code
- Voucher Number

1. Open the **Print Mekorma MICR Payables Checks** window.

2. Use the look-up to select a Payables Batch that is ready to be printed.

3. Use the drop-down list to display options for **Sort Checks By:**



4. **Print** when ready.

Last modified: Nov 18, 2019

6.6. Process Payments Electronically

The Mekorma Enhanced Electronic Payments service is designed to handle all your vendor payments – virtual credit card, check and EFT (ACH) payments can all be sent in the same batch. You can choose to print checks locally or let the service print and mail checks on your behalf.

See here for an overview of the Enhanced Electronic Payments service:

Once you have qualified to use the ePayment service and it has been configured within your Dynamics GP work environment, you are ready to process payments electronically.

Last modified: Oct 23, 2019

6.6.1. Receive and Send Vendor Master Data

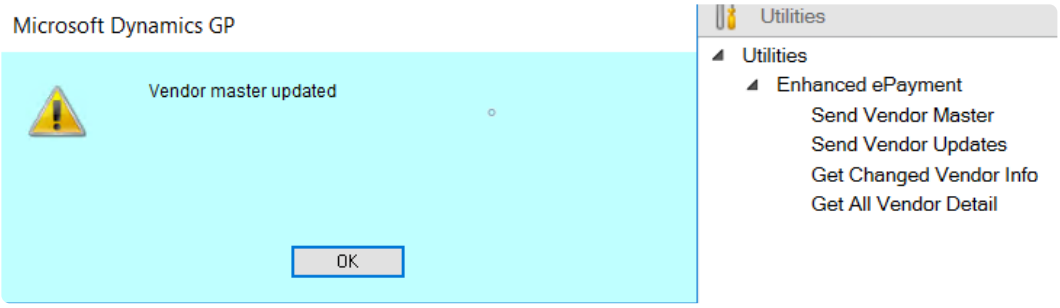
Mekorma recommends using the Enhanced ePayment Utilities before beginning to process your batches electronically. If you have installed and configured the MEEP Utility file, vendor data is automatically synchronized between Dynamics GP and the ePayment service every 24 hours, but you can add an extra measure of certainty by performing the following tasks:

1. Go to the **Mekorma Area Page > Utilities > Enhanced ePayment.**

2. In most cases, you will only need to send or receive information that has been updated/ changed since the last automatic update. Click on the actions **in this order,** as you will want to be sure to receive updates from the portal before sending GP updates:

- Get Changed Vendor Info
- Send Vendor Updates

3. You will receive a confirmation message once the action has been completed:



The additional utility options should only be used on occasion, if there have been many changes made to vendor payment methods. Again, be sure the get the data from the ePayment system before sending the vendor master from GP:

- Get All Vendor Detail – *Please run this before the **first time** you process payments using the Enhanced Electronic Payments service*
- Send Vendor Master

> Follow this link to review all the information communicated between Dynamics GP and the Enhanced Electronic Payments service.

Last modified: Oct 24, 2019

6.6.2. Build ePayment Batches

In standard GP processing, separate batches must be built for each payment type. One of the benefits the Enhanced Electronic Payments service offers is the ability to include all payment types in a single batch.

ePayment batches can be created in the following windows using standard GP procedures:

- Edit Payment Batch
- Build Payment Batch
- Or use the Multi-Batch Action Board

When creating the batch:

- Choose **Check** as the payment method.
- Select a checkbook that is configured for Enhanced Electronic Payments.
- Build your batch by selecting the desired payments/ payment criteria. Batches can contain payments for vendors excluded from the service – those payments will NOT be sent electronically, but will be processed using GP or Mekorma MICR functionality.

> Please note, if your company has multiple checkbooks it is still possible to pay enrolled vendors with checkbooks not configured for ePayments, but in that case, those payments would not be processed using the Enhanced ePayments service. Batch creation rules would fall back to standard GP functionality therefore, EFT and check payments cannot be combined in the same batch.

Last modified: Sep 11, 2019

6.6.3. Send Batches for ePayment Processing

Once necessary approvals have been completed (if Mekorma security has been configured for this company), an ePayment batch can be sent for processing in the GP Print Payments window, or from within the Multi-Batch action board.

! Please note that for Enhanced Electronic Payments customers who would like to use Mekorma security, you MUST configure secure approval workflow in either the Legacy or Task-Based models so that payments are approved before sending to the ePayment service. DO NOT configure Legacy Checkbook ID or Task-Based Authorization, as payments can be sent for processing to the ePayment service without going through an approval process.

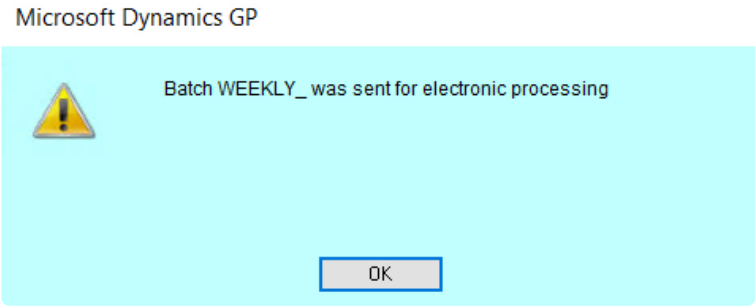
To open the Print Payments window, go to the Mekorma Area Page > Transactions > Payables > Print Payments

1. Open the **Print Payments** window.

2. Use the look-up to select an ePayment batch (ie., a batch that is tied to a checkbook configured for ePayments, that also contains transactions for vendors enrolled in the service).

3. Click **Print**.

4. A window will open indicating that the batch was sent for electronic processing. Electronic payments are split from the original batch; the new batch is named after the original batch with an underscore (Batch Name_). Click **OK** to close.

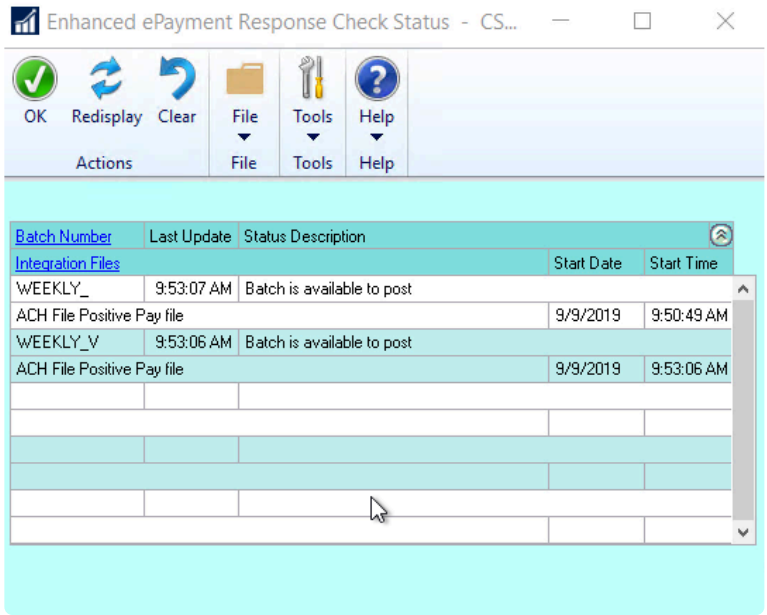


5. The **Enhanced ePayment Response Check Status** window will also open to display the batch status. The ePayment service will generally respond in under a minute. Initially the status will read **Batch Check in Progress.** *GP is fully accessible while the system is processing.*

6. When the ePayment service has completed processing, the following response will be sent back to

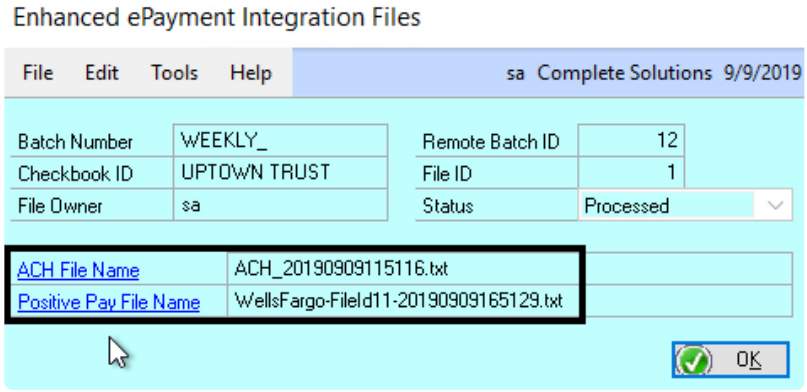
the **Enhanced ePayment Response Check Status** window:

- All EFT and check payments processed by the service will be placed in a batch with the original name plus underscore (Batch_); in addition, a new payment is added to Batch_ to pay the Enhanced Electronic Payments credit card vendor, if virtual card payments have been issued using the pre-funded model.
- If the original batch contained virtual card payments, those payments will be placed in another batch named Batch_V.
- The batch status updates to **Batch is available to post**.



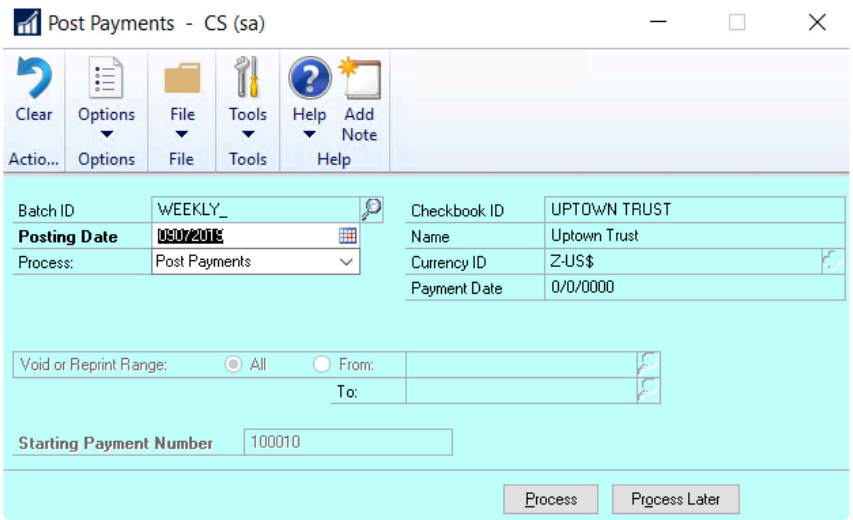
7. Additionally, an ACH file is returned to GP containing the details of all EFT or pre-funded virtual card payments. If you use Positive Pay, a corresponding file is also generated. Both files can be accessed from the **Enhanced ePayment Response Check Status** window by clicking first on the **Integration Files** hyperlink, which opens the **Enhanced ePayment Integration Files** window.

8. Click the **ACH File Name** or the **Positive Pay File Name** hyperlink to access.

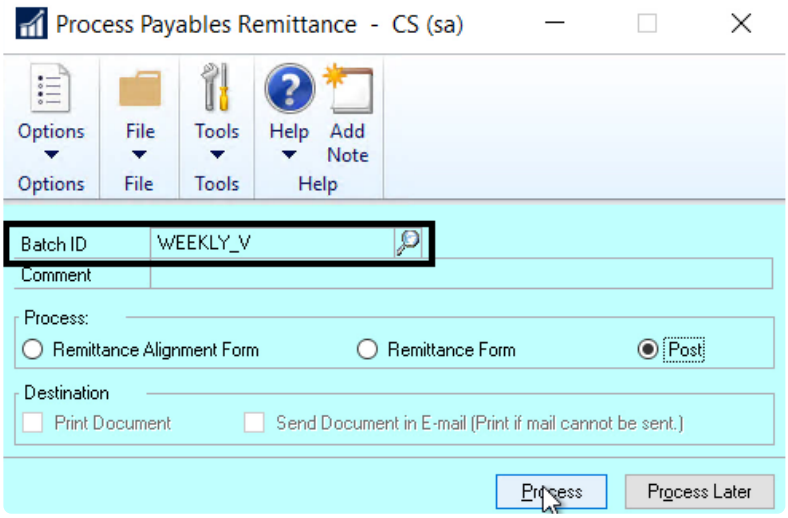


> The ACH and Positive Pay files can also be accessed at any time within the Enhanced ePayment Batch Maintenance window, (Mekorma Area Page > Routines > Payables > Enhanced ePayment Batches) by choosing a batch with a status of Processed and clicking on the **File ID** link. The files are also automatically stored in the base folder that contains your ePayment communications.

9. Both batches can be posted by clicking on the **Batch Number** hyperlink in the **Enhanced ePayment Response Check Status** window. For the EFT/ check batch, the **Post Payments** window will be accessed.

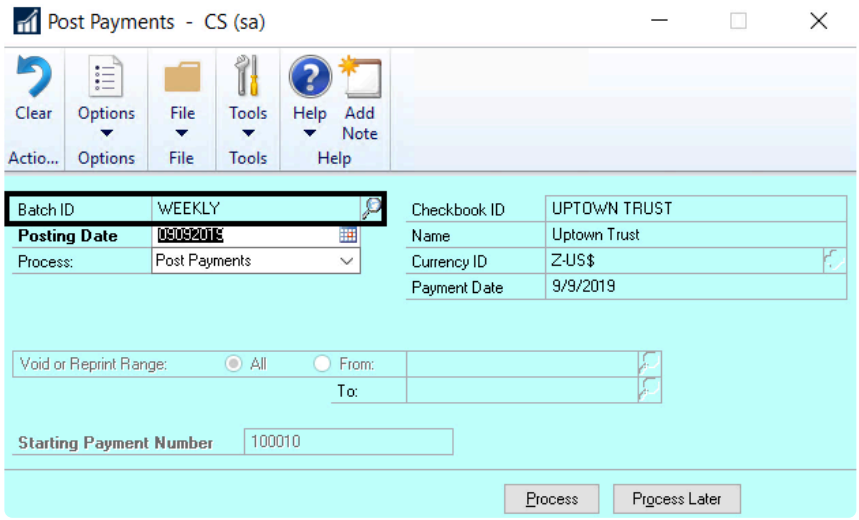


10. For the virtual credit card batch, you will be brought to the **Process Payables Remittance** window where you have the option to print the remittance locally. Post the batch when ready.



11. If the original batch included payments for vendors with a status of Excluded or Local Processing, those payments will remain in the original batch and continue on to print from your local printer. The Post Payments window will automatically open and you can post those payments immediately, or at a

later time.



Last modified: Oct 23, 2019

6.6.4. Manage Virtual Card Payments

All virtual cards, whether processed through the pre-funded or credit model, can be managed within the Enhanced ePayment Vcard Management window. This window displays all virtual card payments, the status of each card, and current balance. This information is automatically pulled in from the ePayment portal.

Additionally, there are a number of actions that can be accomplished to reconcile your virtual card payments within Dynamics GP.

> To open the Enhanced ePayment Vcard Management window, go to the Mekorma Area Page > Routines > Payables > Enhanced ePayment Vcards

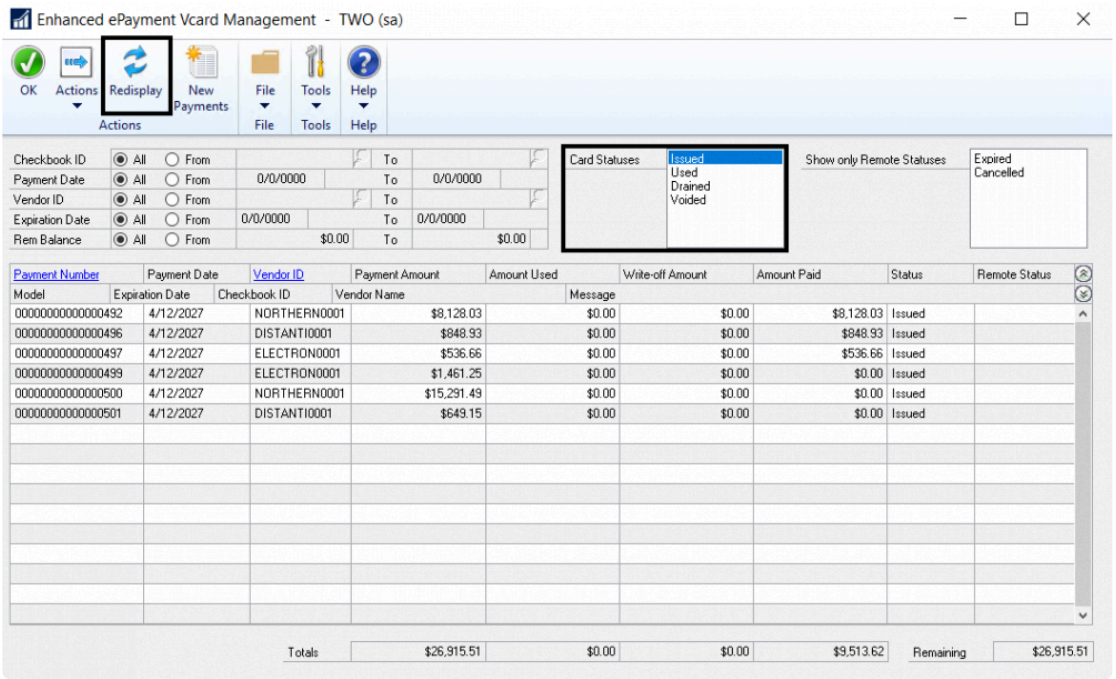
Virtual Card Payment Status

The status of virtual cards that have changed during the day (typically cards swiped by your vendors) will be reported on a nightly basis. Cards can be displayed in any of the following status:

- **Issued**: This means the card has been issued by the virtual card company and sent to the vendor, but the vendor has not yet “swiped” it.
- **Used**: A used card signifies that the vendor has received and “swiped” the card, but not for the fully issued amount.
- **Drained**: means the virtual card has been used by the vendor for its fully issued amount, or the vendor has used a partial amount and the remainder has been written off.
- **Voided** indicates a card that has been voided and is no longer active.

Filter your view by card status:

1. Click on the desired status or use control + click to select multiple status
2. Select **Redisplay**.



You can also use the radio buttons to filter by **Checkbook ID, Payment Date, Vendor ID, Expiration Date** and **Remaining Balance**.

The various columns in this window give important information related to card balances and usage.

- The **Payment Amount** column indicates the original amount of the payment for which the virtual card was issued.
- **Amount Used** displays whether the vendor has “swiped” the card, and how much it was swiped for. In most cases, the full amount of the issued payment will appear here once used by the vendor.
- The **Write-Off Amount** shows the value of an unused amount that has been written off. Learn how to write-off a remaining balance here.
- **Amount Paid** displays the dollar amount that has been paid to the virtual card company for cards that have been issued to your vendors. When using the credit model, this amount will change as you create new payments to the MEEP vendor at the end of each credit period.

Last modified: Sep 11, 2019

6.6.4.1. Pre-Funded Virtual Cards

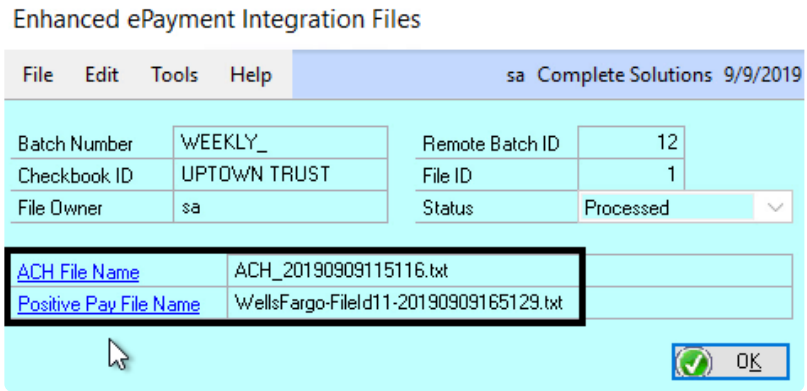
When processing virtual card payments with the pre-funded model, batches are sent to the ePayment service and you are then required to provide funds to the virtual card company for all cards being issued.

How to pre-fund your virtual card payments

1. After an ePayment batch has been processed, the ePayment service sends a response to the **Enhanced ePayment Integration Batch Status** window.

2. If the batch was processed successfully and contains pre-funded virtual card payments, an ACH file that includes the sum total of all virtual cards payments within that batch will be accessible, by clicking on the **Integration Files** hyperlink.

3. This opens the **Enhanced ePayment Integration Files** window. Click the **ACH File Name** hyperlink.



> All historical ACH files can also be accessed within the Enhanced ePayment Batch Maintenance window, (Mekorma Area Page > Routines > Payables > Enhanced ePayment Batches) by choosing a batch with a status of Processed and clicking on the **File ID** link. The files are also automatically stored in the base folder that contains your ePayment communications.

4. Retrieve this file and send it to your bank. Your bank will then transfer the funds to the virtual card vendor, to cover the sum total of all virtual card payments contained within the batch.

5. When the virtual card vendor receives the funds, the cards are considered fully funded and your vendors will then receive payment via email.

> Please note, if a pre-funded card is voided or unused by your vendor, the virtual card vendor will return the funds to your company's account.

Last modified: Nov 22, 2019

6.6.4.2. Credit Model Virtual Cards

When processing virtual card payments using the credit model, you are extended a no-cost line of credit by the virtual card company. After batches are sent for processing, you will *not* be immediately charged for issued cards (as you are when using the pre-funded model).

Instead, the virtual card company will automatically transfer payments from your company's account on a regularly scheduled basis, and you will only pay for the card amounts that have been "swiped" by vendors during that credit period. This has the advantage of allowing cash to float in your account for more time.

Watch the video below to see how credit-model virtual cards are managed:

Add New Payments

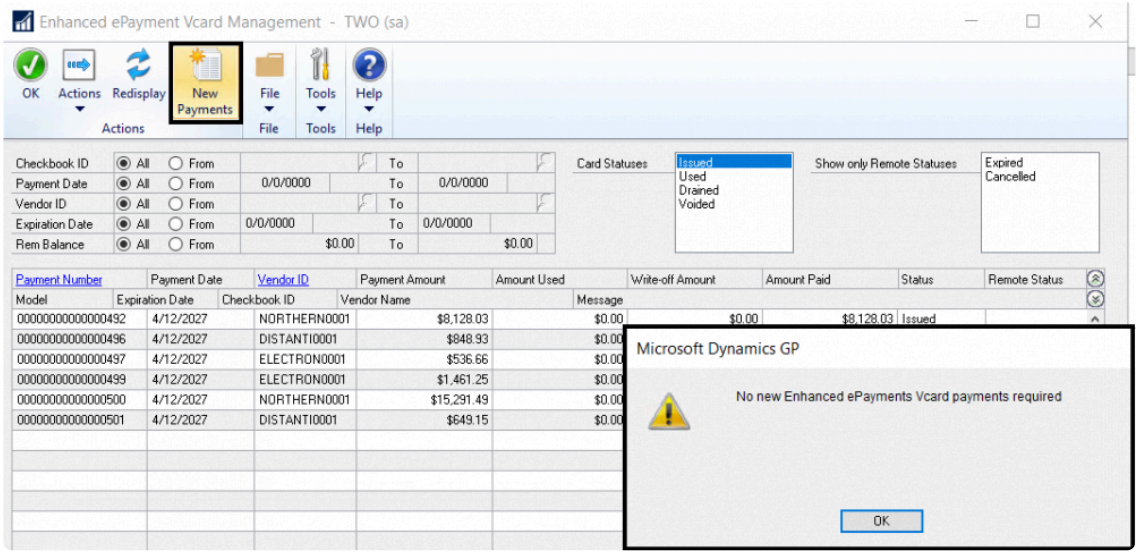
Adding new payments for the virtual card vendor is an action that must be repeated on a regular basis to reflect the automatic withdrawals the virtual card vendor makes from your account. Mekorma recommends adding a reminder to GP reminders, or set up a scheduled task so that an automatic email is sent to the appropriate user.

To open the Enhanced ePayment Vcard Management window, go to the Mekorma Area Page > Routines > Payables > Enhanced ePayment Vcards

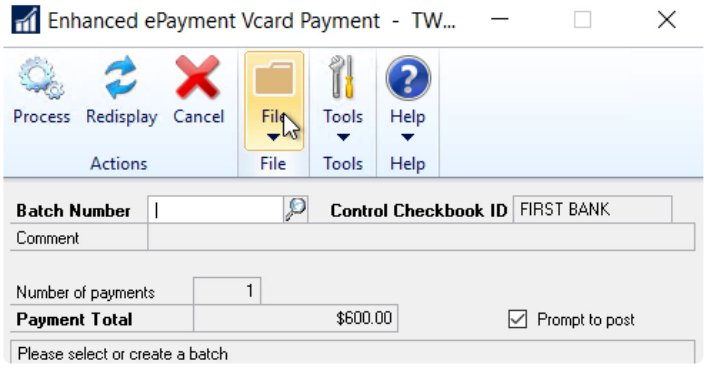
1. Open the Enhanced ePayment Vcard Management window.

2. Click on **New Payments**.

3. If no virtual cards have been used within the current credit period, you will receive a message that no new payments are required.



4. If there *are* new payments, the **Enhanced ePayment Vcard Payment** window will open. A payment transaction is created for the combined amount of all virtual cards that have been used for that period, paid from the checkbook designated in the **Control Checkbook ID** field.



5. Assign the payment to an existing batch by using the look-up for the **Batch Number** field, or create a new batch, making sure it is associated with the same checkbook ID that appears in the Control Checkbook ID field of the Vcard payment window.

6. Note that you have the option to check the box **Prompt to Post** on the **Enhanced ePayment Vcard Payment** window. If you check this box, you will be prompted to post the batch after processing. *New Payment batches are never available for printing, as the virtual card vendor has already automatically withdrawn the funds.*

7. Click **Process**.

8. Confirm that you want to create the new payment.

9. Choose whether to post the batch now. If yes, the Post Payments window will open and you can click **Process** to post.

Last modified: Nov 22, 2019

6.6.4.3. Void Virtual Card Payments

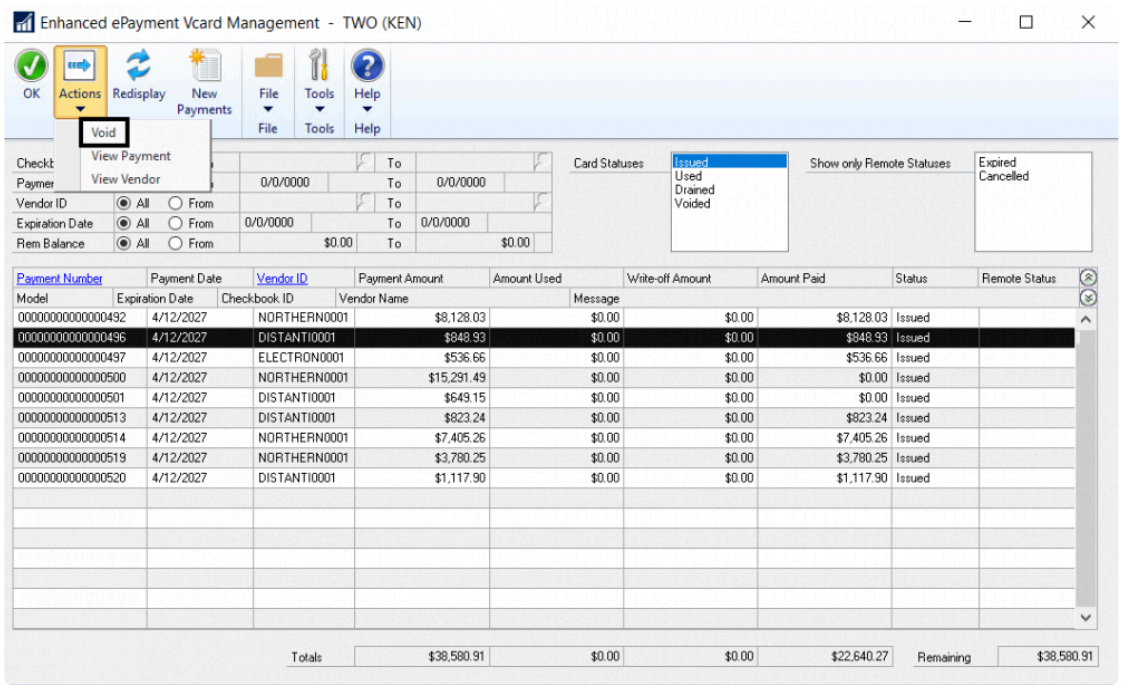
When processing payments using Enhanced Electronic Payments, a virtual card can be voided if the card has a status of Issued (meaning it has not yet used by the vendor.)

To open the Enhanced ePayment Vcard Management window, go to the Mekorma Area page > Routines > Payables > Enhanced ePayment Vcards

1. Open the Enhanced ePayment Vcard Management window.

2. Find the card you want to void by using the **Issued** card status filter and/ or any additional filters available in this window.

3. Click on **Actions** to open the drop-down menu, then select **Void**:



Please note, after a virtual card payment has been voided in Dynamics GP, the payment number will display a * suffix in the Vcard Management window.

Last modified: Oct 23, 2019

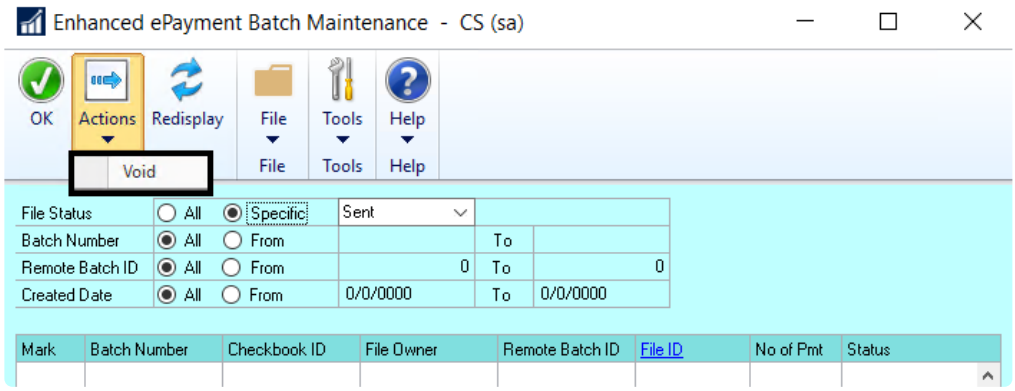
6.6.4.4. Void ePayment Batches

On occasion, GP may be prevented from receiving a response from the ePayment service once a batch has been sent. For example, if GP is not connected to the internet, the batch cannot be processed.

! Only ePayment batches with a status of **Sent** can be voided. Before voiding you should confirm that the batch has definitely NOT been processed by the ePayment service by logging in to the ePayment portal and viewing the status there.

To open the Enhanced ePayment Batch Maintenance window, go to the Mekorma Area Page > Routines > Payabales > Enhanced ePayment Batches

1. Open the **Enhanced ePayment Batch Maintenance** window.
2. Use the drop-down menu to view batches with a status of **Sent**, or by searching for the **GP Batch Number/ Remote Batch ID**.
3. Click on the batch you want to void.
4. Choose **Action > Void**.



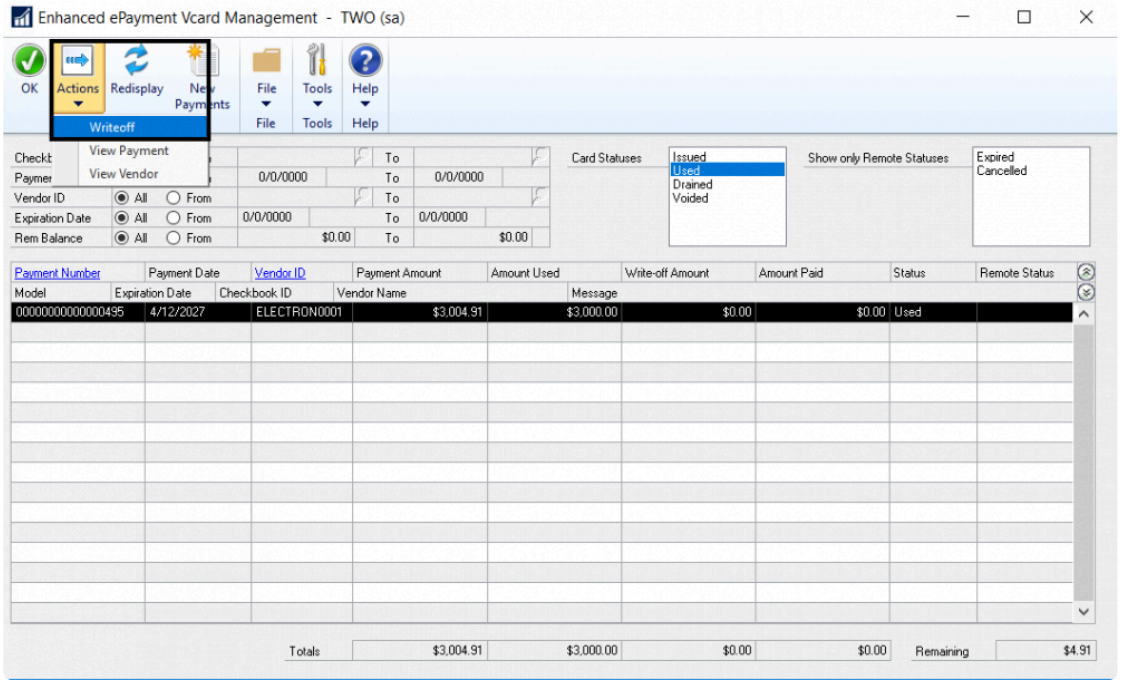
Last modified: Oct 23, 2019

6.6.4.5. Write-Off Unused Virtual Card Balance

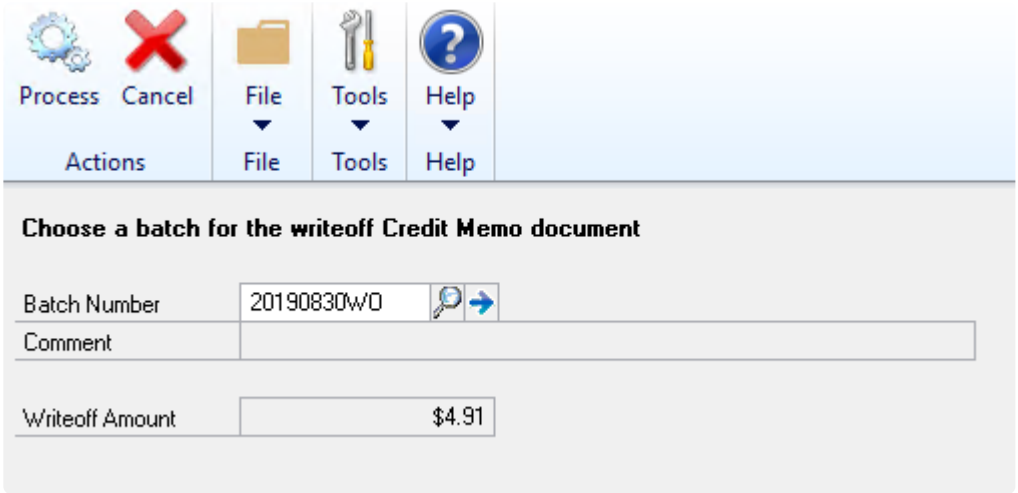
Although rare, there may be an instance when a vendor paid via virtual card does not use the entire amount of the issued card. In that case, you can write-off the remaining balance so your account is credited with the unused portion.

> To open the Enhanced ePayment Vcard Management window, go to the Mekorma Area Page > Routines > Payables > Enhanced ePayment Vcards

1. Open the Enhanced ePayment Vcard Management window.
2. Filter your view by the **Used** status to display virtual cards have not been fully used.
3. Select the correct payment.
4. Click **Actions > Writeoff**. When you agree to continue, the **Enhanced ePayment Vcard Remainder Writeoff** window will open.



5. A credit memo to the virtual card company will be generated, and you must assign it to an existing batch by using the look-up, or enter the name of a new batch and create it. **Be sure to associate the batch with the checkbook from which the original card was issued**.



6. Click **Process**.

7. **Post** the batch. The writeoff amount will then display in the writeoff amount column of the Vcard Management window.

Last modified: Sep 11, 2019

6.7. Use the Check Image Archive

The Check Image Archive feature allows you to view and print an image of a posted check/ EFT remittance from the following Payables, US Payroll and Canadian Payroll windows:

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

For instructions on how to disable or auto-display the check preview, see this page.

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.

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**.

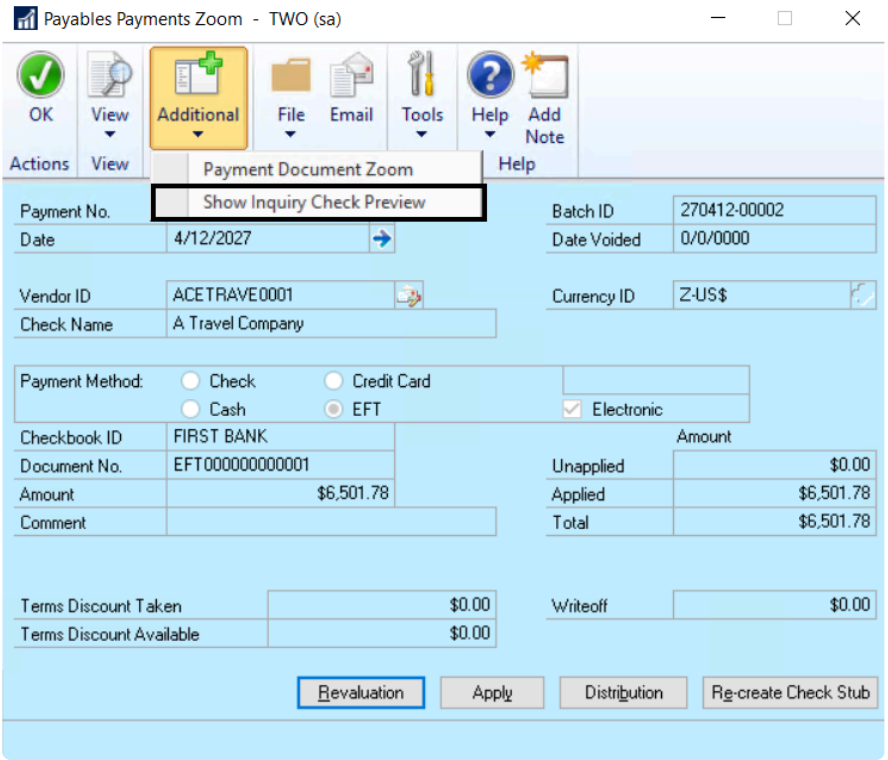
Access the Check Image Archive from Dynamics GP inquiry windows

1. From the Mekorma Area Page, go to **Inquiry > Transaction by Vendor or Transaction by Document**.

2. Choose the applicable vendor, highlight the check number you want to zoom to, and click the **Voucher/Payment Number** or **Document Number** hyperlinks.

3. If the Auto Show Check Inquiry Preview option is checked on the System Options screen, the Payables Payment Zoom window will display with the check image located to the right.

4. If the Auto Show Check Inquiry Preview option is disabled, select **Additional > Show Inquiry Check Preview** to display the check/ remittance image.



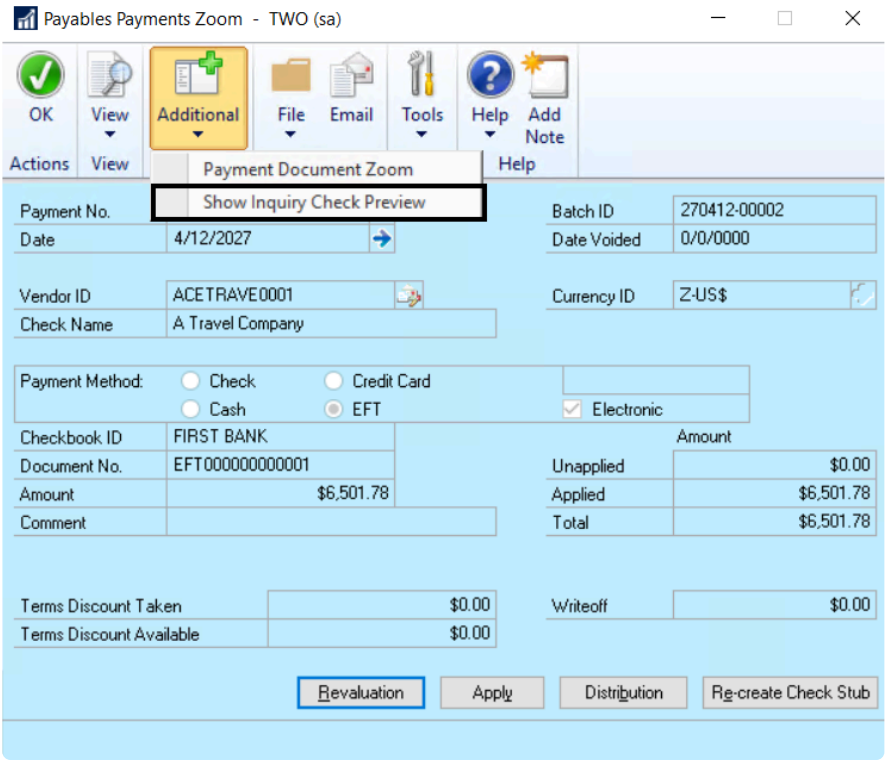
5. To print the check/ remittance image, click the **Print** icon on the toolbar.

Access the Check Image Archive from the Mekorma Audit Log

The Check Image Archive can also be accessed directly from the **Mekorma Audit Log** window.

To access the Mekorma Audit Log, go to the Mekorma Area Page > Inquiry > System > Audit Log

1. Open the **Mekorma Audit Log**.
2. Select the appropriate batch, using the filters as needed.
3. Click on the **Number of Checks** link.
4. Select the check or EFT payment you would like to view, and click on the **Payment Number** link.
5. If you have already set up your System Options to Auto Display Check Image Preview, the archived document will automatically open to the right. Otherwise, you can open the Additional drop-down menu and choose **Show Inquiry Check Preview**. This will display the check or EFT remittance.



Last modified: Dec 18, 2020

6.8. Track Payment History with the Audit Log Report

The Audit Log report records the details of **posted** check/ EFT batches, including the Approvers/ Authorizers of each batch. This feature provides an added layer of security when processing payments with Mekorma.

To open the Mekorma MICR Audit Log Report window, go to the Mekorma Area Page > Inquiry > System > Audit Log

1. Open the **Mekorma MICR Audit Log Report** window.

2. From here, you can filter your results in the following way:

- Use the Sort By drop-down list options to filter the list, then click **Redisplay** to view the new sort order.
- Use the radio buttons at the top of the screen to filter on Checkbook ID, Batch ID, or Posting Date.
- Click the **Print** button to view the Check Audit Log Summary report.
- To drill down to check batch detail, highlight a line item and click on the **No. Checks** column hyperlink. This will open the **Mekorma MICR Audit Detail Log** window and the details from the selected check batch are displayed. Click the Print button to select the Check Audit Log Detail report. Only batches currently selected are displayed on the report.

Please note, reprinted checks will display as zero dollar checks.

Last modified: Dec 18, 2020