



Mekorma Products User Guide for GP

Build x82 — Last update: Jun 30, 2021

Mekorma

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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: Jun 18, 2021

2. Release Notes for Mekorma Build x82

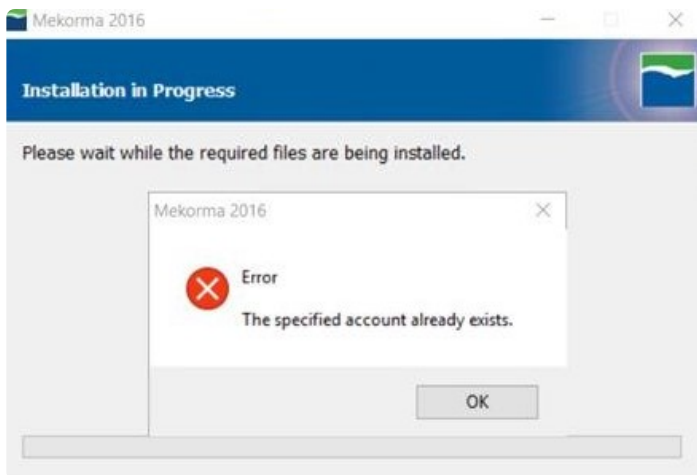
[Mekorma Build x82 Hotfix](#) was released on December 1st, 2020.

Mekorma Build x82 was released on November 17th, 2020.

Follow the links below for detailed notes on:

- [New Features](#)
- [Issues Fixed](#)

! PLEASE NOTE: If you upgrade from Mekorma build x80, and you receive the error message shown in the screenshot below, please [login to our online portal](#) and open a support case for assistance:



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

Last modified: Dec 01, 2020

2.1. New Features & Changes

ANNOUNCING: [Mekorma Enhanced ePayments](#)

- We now provide outsourced AP payment services through partnerships with multiple service providers via our ePayment connector. Without changing your processes in Dynamics GP, our partners will pay on your behalf via check, ACH, virtual credit card or wire transfer! Each outsource partner maintains a full-service team that maintains communication with your vendors to manage their preferred payment types and account information, in addition to providing ongoing support.

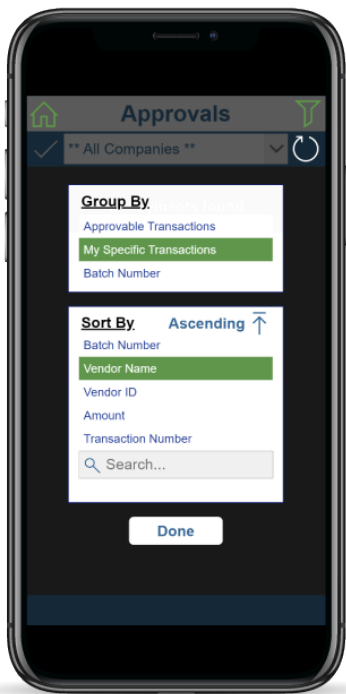
View the press releases for our partnerships with [Nvoicepay](#) and [AvidXchange](#). For more details on the benefits, [follow this link!](#)

Mekorma Payment Hub

- Task-based security changes:
 - The [Out-of-Office feature](#) now allows multiple approvers to be set as out-of-office at the same time.
 - The setting to [enable split batches](#) has moved from the Mekorma Security Maintenance window (where the feature is applied to the entire company when enabled) to the Threshold Maintenance window (where the feature is only applied to that particular Threshold ID). *Please note, if you have one or more companies that are ALL already configured with the Split Batch feature, then the feature will be automatically enabled for ALL Threshold IDs when upgrading to x82 from a previous version of Mekorma. If you have multiple companies and **not** all are configured with Split Batches, then NO Threshold IDs will be enabled for the feature when upgrading to x82 from a previous version of Mekorma.* Otherwise the Split Batch feature will be disabled for all Thresholds.
 - The [split batch functionality](#) will now split by threshold level instead of by the number of approvers.
- In the Mekorma Checkbook Setup window, the field for Default Threshold ID has been removed.
- The current Payment Date can now be viewed for each payment on the Mekorma Approval Navigation List.
- The Original Purchase amount of a voucher can now be printed on a check stub when using Binary Stream Multi-Entity Management's Centralized fields.
- The Pay Type field was added on Employee Payroll check stubs.
- The vendor record limit has been increased to 150,000 in the **Action Board Build Maintenance window > Vendor ID Lookup**.

[Mekorma PowerApprovals](#)

- Transactions can now be filtered by 'Approvable Transactions' and 'My Specific Transactions,' exactly as it functions on the Mekorma Approval navigation list within Dynamic GP.



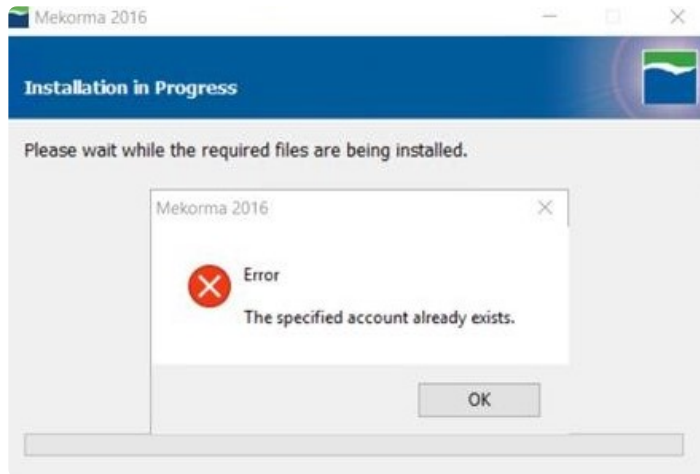
Mekorma Enhanced ePayments (MEEP)

- New features of the Enhanced ePayment Response Check Status window:
 - The window is now expandable, so you can see the entire message in the Status Description.
 - The text message regarding batch status will now show as the system communicates with the outsource provider.
 - All existing batches that have a file status of Processed or Validation Failed will display. You can take further action on these batches by using the actions available in the Actions drop-down menu.
- In the ePayments Payments window, added a utility that is used to [change a batch status](#) after performing a manual process on the provider portal.

PLEASE NOTE



If you upgrade from Mekorma build x80, and you receive the error message shown in the screenshot below, please [login to our online portal](#) and open a support case for assistance:



Last modified: Jun 21, 2021

2.2. Issues Fixed

Release Notes for Mekorma Build x82 Released December 1st, 2020

Mekorma Payment Hub

- Ensured compatibility with Dynamics GP Web Client.

Release Notes for Mekorma Build x82 Released November 17th, 2020

Mekorma Payment Hub

- Task-based security changes:
 - The Threshold ID field on the Threshold Maintenance window can no longer be edited. This window is meant as an Inquiry the field should be locked.
 - After a MICR batch has been rejected, it will no longer appear in the
- Once a user has Requested Approval, the Print Mekorma Payments window will close.
- Once a MICR batch has been rejected, it will no longer display in the **Process Checks and EFTs** screen of the Action Board.
- When running a batch that requires two approvers, the list of transactions will now refresh automatically so that the same approver cannot fulfill the approval requirements.
- Older database tables containing US Payroll and Canadian Payroll were causing issues when running Table Maintenance after upgrading. The data has been merged, now allowing current database table updates to occur without a problem.
- The stb file folder paths are no longer verified when logging in, as it was slowing performance.
- The Action Board Printer Selection window is now saving printer settings properly.
- Users assigned with the Action Board Setup role in GP security now have access to the MEM button in the Process ID Maintenance window.
- When automatic approval requests are sent during Action Board processing, approvers will now receive email notifications.
- The Mekorma Batch Status link no longer shows multiple times in the Purchasing Area Page navigation list.
- Users can change the **remit to:** address when creating a voucher at the transaction level, overwriting the default email address in Vendor Card.
- When reprinting a partial batch by selecting vouchers by range, the audit log did not display checks numbers correctly. Now, if a partial batch is reprinted the audit log shows the correct check numbers.
- The option to Suppress Direct Deposit Remittances option is now working as expected.
- Users will no longer see a Multi-Entity Management error message when accessing the Rejected Payments navigation list.

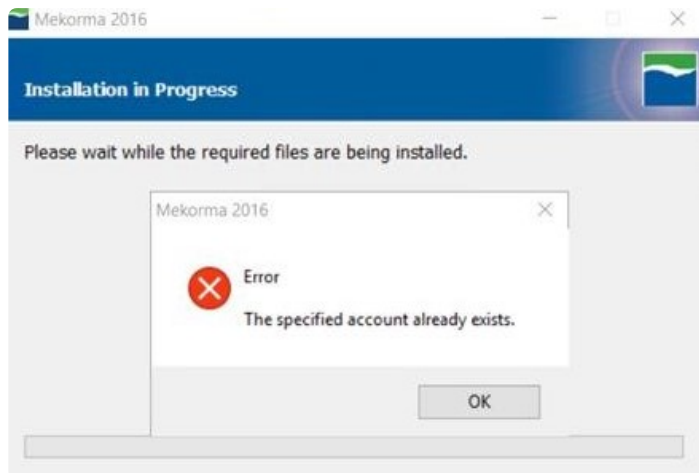
- Using the 'By Batch' filter on the Mekorma Approvals navigation list no longer causes GP to stop working properly.
- Performance issues occurring upon login or switching companies have been resolved.

Mekorma PowerApprovals

- Power Approvals is now working properly when a batch requires two approvers.

Please Note

! If you upgrade from Mekorma build x80, and you receive the error message shown in the screenshot below, please [login to our online portal](#) and open a support case for assistance:



Last modified: Feb 25, 2021

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; enhanced security configuration options; and the Action Board, one unified window in which the entire payment process can happen. 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:

PowerApprovals: An application that allows designated users to approve and reject payments from a mobile device or web browser, without being logged in to Dynamics GP.

[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: Aug 06, 2020

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:



<https://www.youtube.com/embed/AISbnZlzMcc?rel=0>

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.
 - Decide what payment types will be made -checks? EFTs?
2. [Choose a security model](#) if you want a payment approval process in place.
 - Task-Based Security
 - Legacy Security

For Mekorma Users Printing Checks

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](#)

- Will you use pre-printed or blank check stock?



Blank check stock is recommended, and REQUIRED when using the Action Board to print checks.

5. [Check Formats](#)

- Mekorma comes with a library of pre-configured check formats that can be customized 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?

To use the Mekorma PowerApprovals mobile application

If you want to use a payment approval process, and give Approvers the ability to approve/ reject transactions remotely, then Mekorma PowerApprovals is for you! Our mobile application allows Approvers to get the job done without needing to log in to Dynamics GP. Approvers can use a mobile device or a supported browser.

Please [follow this link](#) to get all the details on system requirements and IT considerations.

Last modified: Nov 05, 2020

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 information 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: Aug 06, 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 the approval process:

- Secure Approval Workflow: Secure your payables batches. Users can request approvals
- Authorization: Works with U.S./Canadian payroll batches.
- *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: Dec 18, 2020

3.3.1. Task-Based Security Model

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

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



<https://www.youtube.com/embed/UOw4ElcmVLw?rel=0>

To activate secure approval workflow, [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 provides a simplified workflow for US and Canadian payroll batches. 1 – 2 users (Mekorma Batch Authorizers) can be assigned to authorize before the listed payment types are able to be printed/ processed. 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 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 23, 2020

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: Aug 06, 2020

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 06, 2020

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:



<https://www.youtube.com/embed/OaHyImDUuCM?rel=0>

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 06, 2020

3.5. PowerApprovals System Requirements

Power Apps subscription

You will need a Power Apps subscription in order to access Mekorma PowerApprovals. The subscription model offers per-app or per-user licensing.

✿ To purchase Power Apps for an organization, you must already be an Office 365 Global or Billing Admin of a tenant, or you must create a tenant.

- **Option #1: Run single apps**

- This option allows you to run applications around a single business scenario for an individual user.
- \$10 per user/per app/per month.
- Maximum 2 apps and 1 portal.

Here's an example of a Single App licensing scenario:

Your organization has 3 Approvers that use Mekorma PowerApprovals. $3 \times \$10$ per user/per app/per month = \$30/month. Yearly investment = \$360

- **Option #2: Run unlimited apps**

- This option allows you to run unlimited applications for multiple business scenarios.
- \$40 per user/per month.

Here's an example of an Unlimited Apps licensing scenario:

Your organization has 3 Approvers that use Mekorma PowerApprovals. $3 \times \$40$ per user/per month = \$120/month. Yearly investment = \$1440

- For additional licensing information [click here](#).
- In addition to the Power Apps license, a **SQL Server premium connector** is required:
 - This is included with both the single app or unlimited app licensing. PowerApprovals makes use of the connector in both the app and the triggered flow.
 - It is needed to execute the approval procedures at the database server level.

On-premise Data Gateway

The Data Gateway can be installed on server (any server with line of site to SQL Server).

Deployment

The Data Gateway can be deployed centrally and allows you to manage data connections for multiple cloud apps so you need to install only one gateway to enable cloud to on-premises data connections. Once the gateway is installed, it is available in all supported apps and can be used to set up multiple on-premises data connections.

Installation Requirements

- Windows 10, Windows Server 2012 R2, Windows Server 2008 R2, Windows Server 2012, Windows 7, Windows 8, Windows Server 2016, Windows Server 2019
- Net Framework 4.7.2 or greater

Microsoft Dynamics GP

The following requirements must be met in order to run Mekorma PowerApprovals:

- Your organization must possess valid licenses for Microsoft Dynamics GP
- You must have valid licenses for Mekorma Payment Hub
 - The Mekorma Action Board is not required
 - Task-Based Security must be configured in advance and email settings configured to match GP user account with Azure AD account
- You must have valid licenses for Mekorma PowerApprovals

Supported platforms for running PowerApprovals using the PowerApprovals mobile application

- Android 7 or later
- iOS 12 or later
- Windows 10 (minimum Windows 8.1)
- Power Apps application, downloaded from iOS or Android stores

Supported Browsers

- Google Chrome (latest version)
 - Windows 7 SP1, Windows 8.1, and 10
 - Android 5 or later
 - iOS 8 or later
 - macOS
- Microsoft Edge (Chromium version)
 - Windows 10
- Mozilla Firefox (latest version)
 - Windows 7 SP1, Windows 8.1, and 10
 - Android 5 or later
 - iOS 8 or later
 - macOS
- Apple Safari (latest version)
 - iOS 8 or later
 - macOS



[Contact a Mekorma Expert](#) for assistance with implementation and training on PowerApprovals or other Mekorma products.

Once your system has met these requirements, there are a few additional [set up steps](#). [See here](#) for instructions on how to use the app to approve or reject vendor payments.

Last modified: Aug 06, 2020

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.

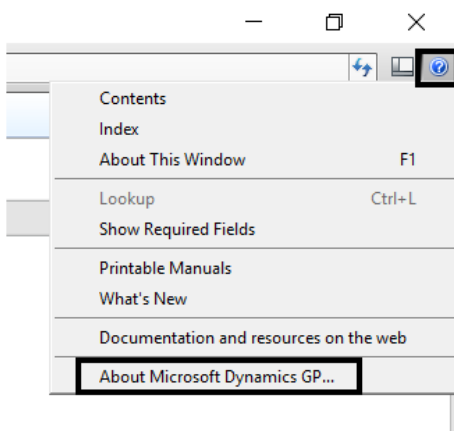
Last modified: Dec 29, 2020

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.

About Microsoft Dynamics GP - CS (sa)

Microsoft Dynamics GP 2018

Session Information	
Current:	Total Registered
Users: 1	69
Employees: 56	Unlimited
Site: Mekorma	
Language-Country: English-US	
Server: GP	
Session ID: 1	
Size: 642MB	

Version Information	
Microsoft Dynamics GP	18.00.0628 (R2)
Dexterity	18.00.0015.000
SmartList	18.00.0628
Database	SQL Server
System	Windows Server 2012
ODBC Driver Manager	03.80.0000
ODBC Driver	11.00.6518
Microsoft SQL Server 2016 (SP1-GDR) (KB4458842) - 13	
Human Resources	18.00.0628

[Software License Terms](#)

[Third Party Notices](#)

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If you need to find the build version of Mekorma you are running, please refer to the [Mekorma Products Manager](#).

Last modified: Aug 06, 2020

4.2. New Installation or Product Upgrade

Mekorma Payment Hub

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. **MICR2018b082.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](#).

Mekorma PowerApprovals

PowerApprovals functionality is build-specific *unless* otherwise noted in our product release notes. For example:

- PowerApprovals build x80 is only compatible with Mekorma Payment Hub build x80
- PowerApprovals build x81 is only compatible with Mekorma Payment Hub build x81

To install or upgrade PowerApprovals, please refer to the [PowerApprovals Implementation Guide](#).

Enhanced ePayments Connector

Installation

The Mekorma Professional Services team and your choice of payment outsource provider will handle the initial installation of the ePayment connector. After having upgraded to Mekorma Build x82 or later, a company can be activated for outsourced payments via the ePayment Connector by completing the following steps:

1. Run the **MEEP Providers Installer** – this will enable Dynamics GP to connect with either the Nvoicepay or AvidPay platform.
2. Run [Table Maintenance](#) to initialize the ePayment Connector.
3. [Enter the appropriate data](#) on the Enhanced ePayment Configuration window.

Upgrade

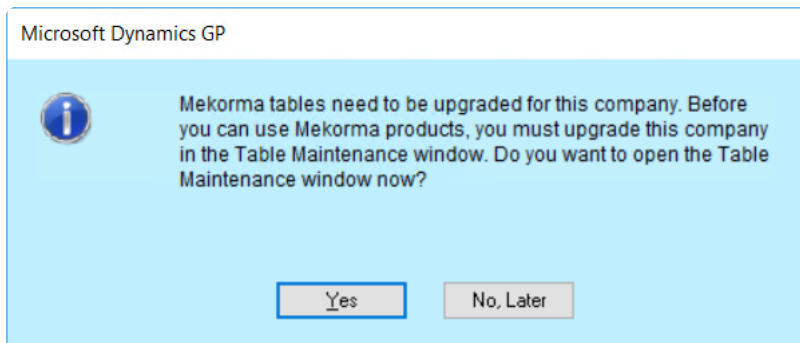
When a new build of Mekorma Payment Hub is released, a corresponding MEEP Providers installer will be available for the ePayment Connector and must be installed when upgrading the Payment Hub.

Last modified: Dec 30, 2020

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:



https://www.youtube.com/embed/RPbr5d_e4D8?rel=0

✿ To manually access the **Table Maintenance** window, go to the [Mekorma Area Page](#) > Setup > System > Table Maintenance

Requirements

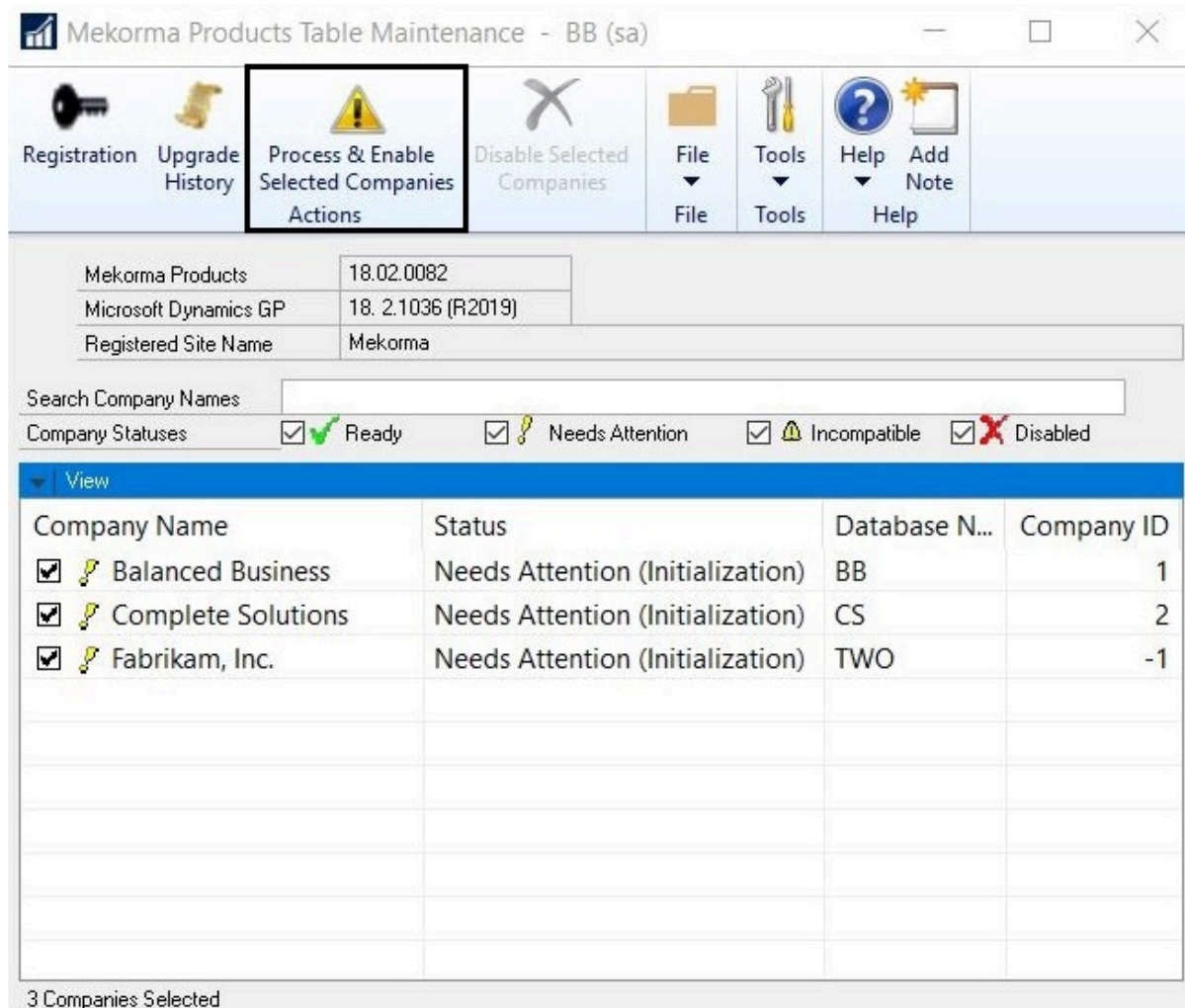
- A system administrator user is needed to perform table maintenance. If you are not a system administrator, a warning message displays and the window will close.
- It is imperative that no one is working on a Mekorma product while the upgrade process is running. For example, no one should be printing 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 access the **Mekorma Products Registration** window, go to the Mekorma Area Page > Setup > System > Registration

The following products require keys:

- Payment Hub
- Payment Hub Action Board
- Mekorma US Payroll
- Mekorma Canadian Payroll
- MEM Connector Payables
- MEM Connector Payroll

Last modified: Dec 29, 2020

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. You will need this information in the event you need to open a case with Mekorma Support.

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

To find the version of Mekorma currently installed:

1. Open the **Mekorma Products Manager** window.
2. Refer to the string of numbers after **Version:**



! If you need to find the version of Microsoft Dynamics GP you are running, please [refer to this page](#).

Last modified: Dec 29, 2020

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:

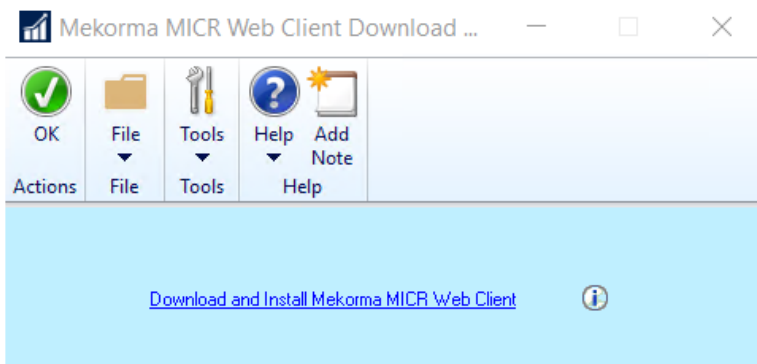
Install from the GP root folder

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: Dec 29, 2020

5. Configuration

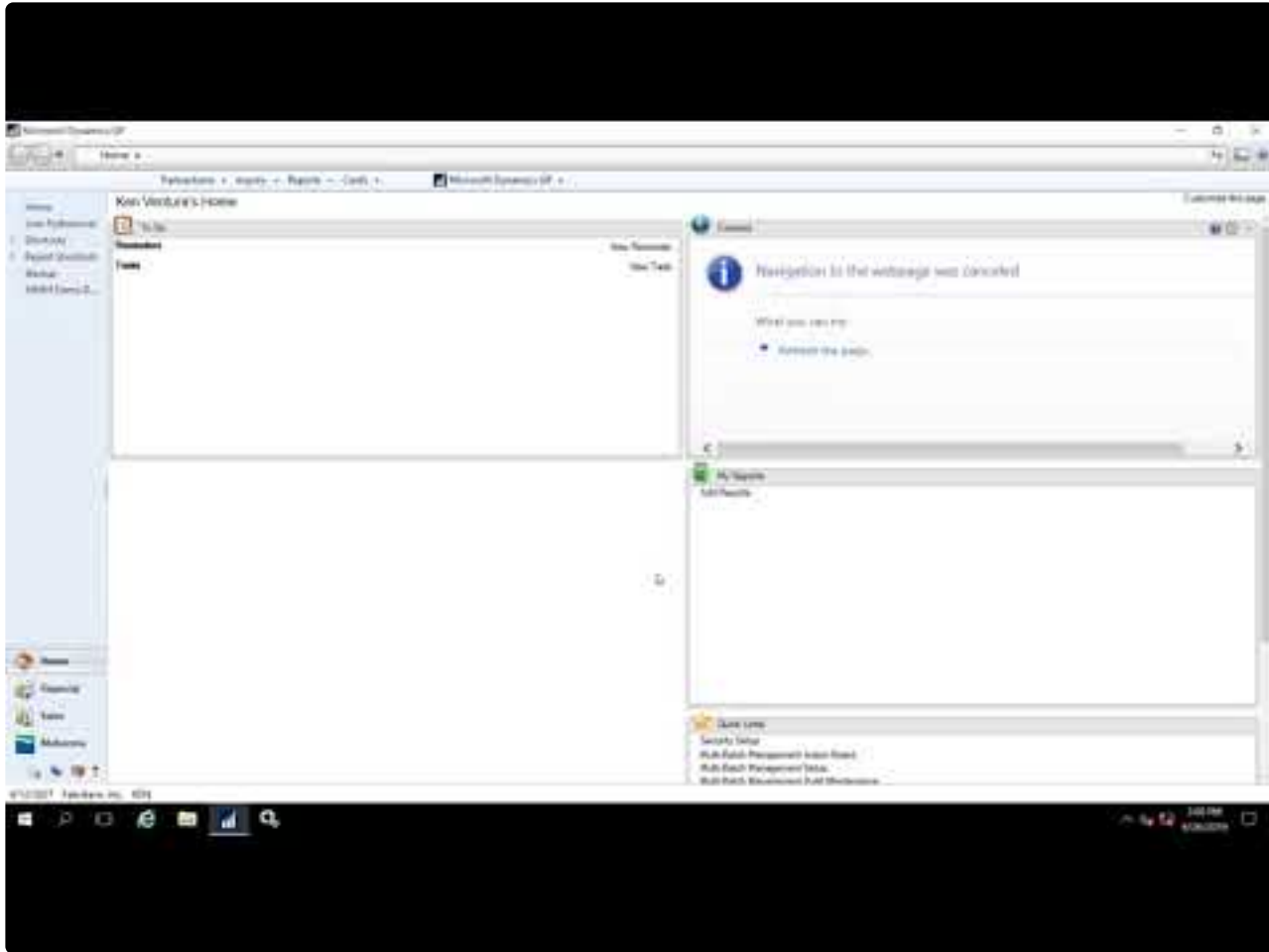
This section of the User Guide offers instruction on where to find the configuration settings for Mekorma features and functionality.

Last modified: Aug 06, 2020

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:



https://www.youtube.com/embed/_5MN7mP0Ksg?rel=0



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:

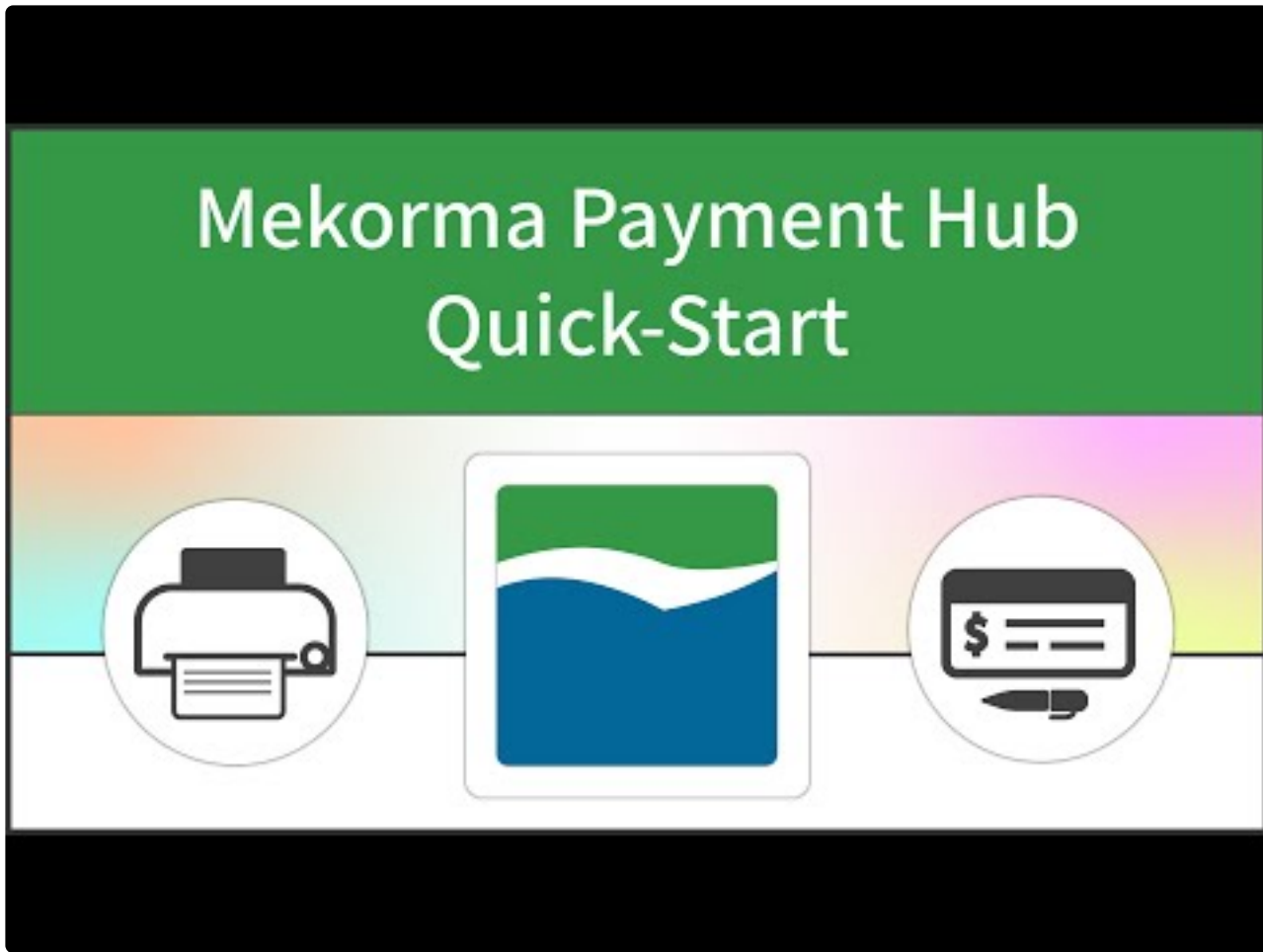
- Transactions
- Cards
- Routines

- Reports
- Setup
- Utilities
- Inquiry

Last modified: Aug 06, 2020

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.



https://www.youtube.com/embed/S5Z_0IsAkHI?rel=0

1. Log in as System Administrator ('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: Nov 10, 2020

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.

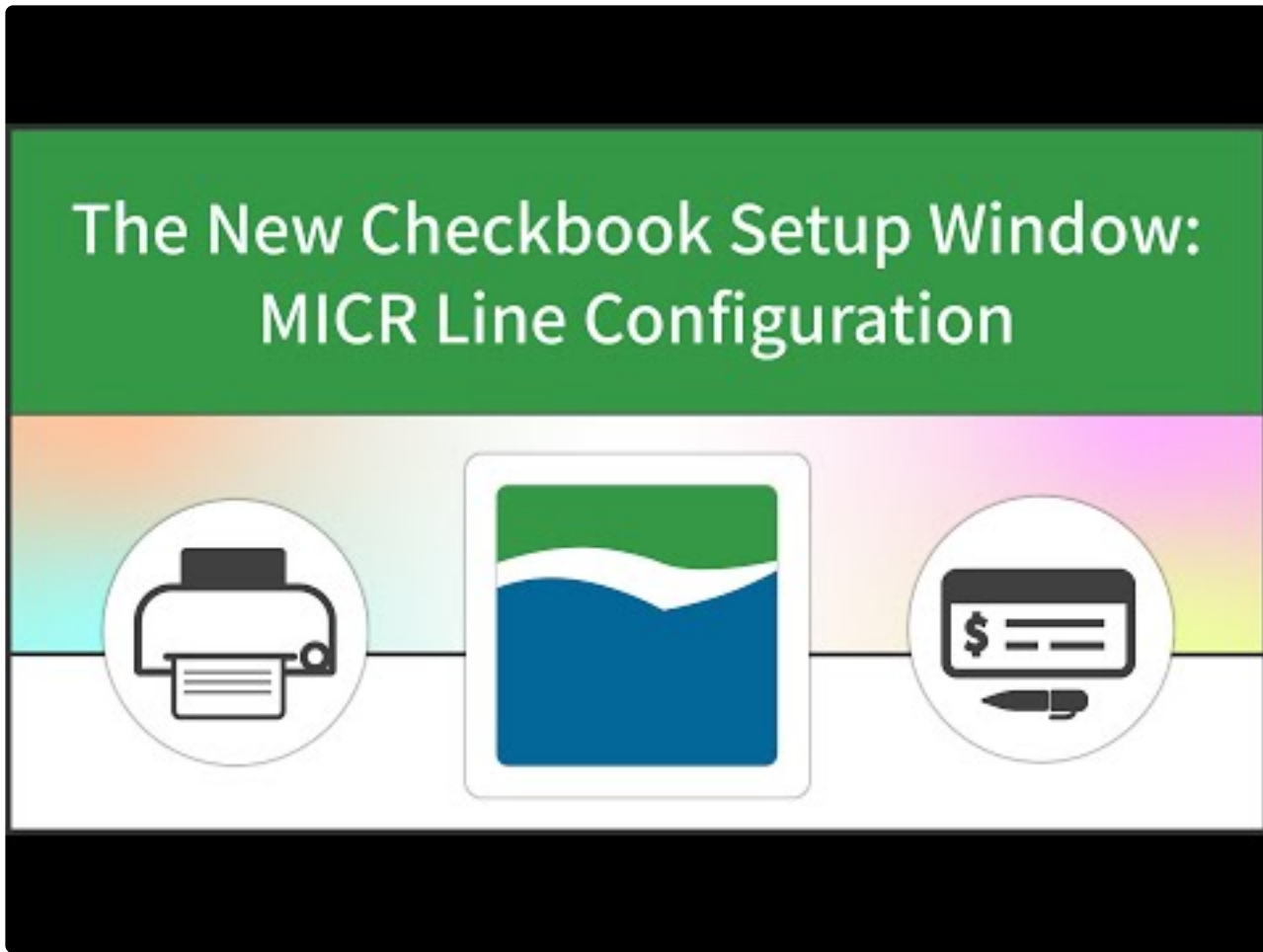


If you want to set up a checkbook for ePayment processing with one of our payment outsource providers, please [follow this link](#).

Last modified: Sep 30, 2020

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:



https://www.youtube.com/embed/nB7S2_rLoQQ?rel=0

Configure the MICR Line


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

1. Open the Checkbook Setup window and 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**.

 Please note, the Transit (ABA) Number will automatically be calculated and entered for you upon entry of the correct routing number/ region code.

5. 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: Aug 06, 2020

5.3.2. Add a Logo to a Checkbook

A company logo can be associated with individual checkbooks, and used within multiple companies. This feature is useful if you use one check format in many companies and checkbooks, but you'd like a different logo for each checkbook. The logo defined for each checkbook will automatically print on any check paid from that checkbook, as long as the company logo field is included on the check stub.

This feature works for payables and US/ Canadian payroll.

! To add a logo, a User must have permission to access the Mekorma Logo Library in addition to the Checkbook Setup window.

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

1. Open the **Checkbook Setup** window.
2. Choose a **Checkbook ID** by using the look-up.
3. Click on the look-up to the right of the **Logo** field to open the **Mekorma Logo Files Lookup** window.

Mekorma Checkbook Setup - CS (KEN)

Save Clear Delete Integrate Additional File Tools Help Add Note

Checkbook ID FIRST BANK

Default Threshold ID 2APPROVERS

Logo

MICR Line Setup

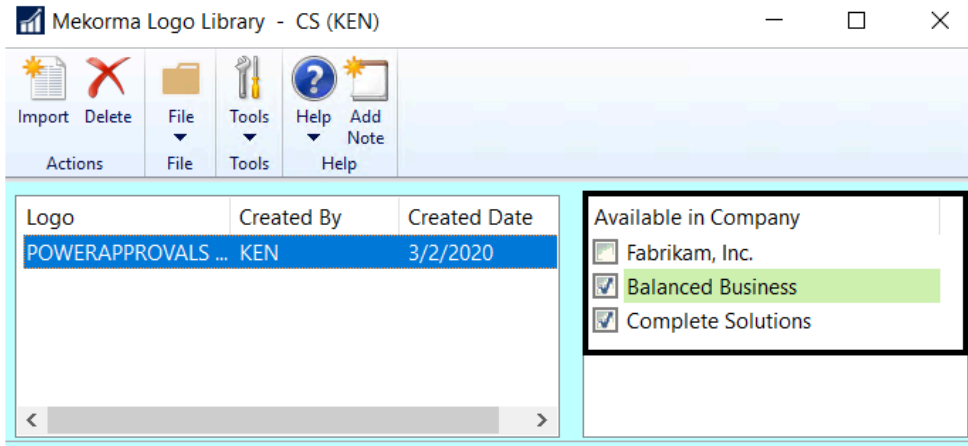
Transit (ABA) Number 111111118

Check Number Pattern Routing Number Account Number

58 57 56 55 54 53 52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14

4. Select an existing logo, or add a new one by clicking on **New** to open the Mekorma Logo Library.
5. Click **Import**, then choose the correct logo file. *Files can be the following formats: .bmp, .gif, .jpg and .png*
6. If you would like the logo to be available in more than one company, mark the box next to additional

companies in the **Available in Company** column.

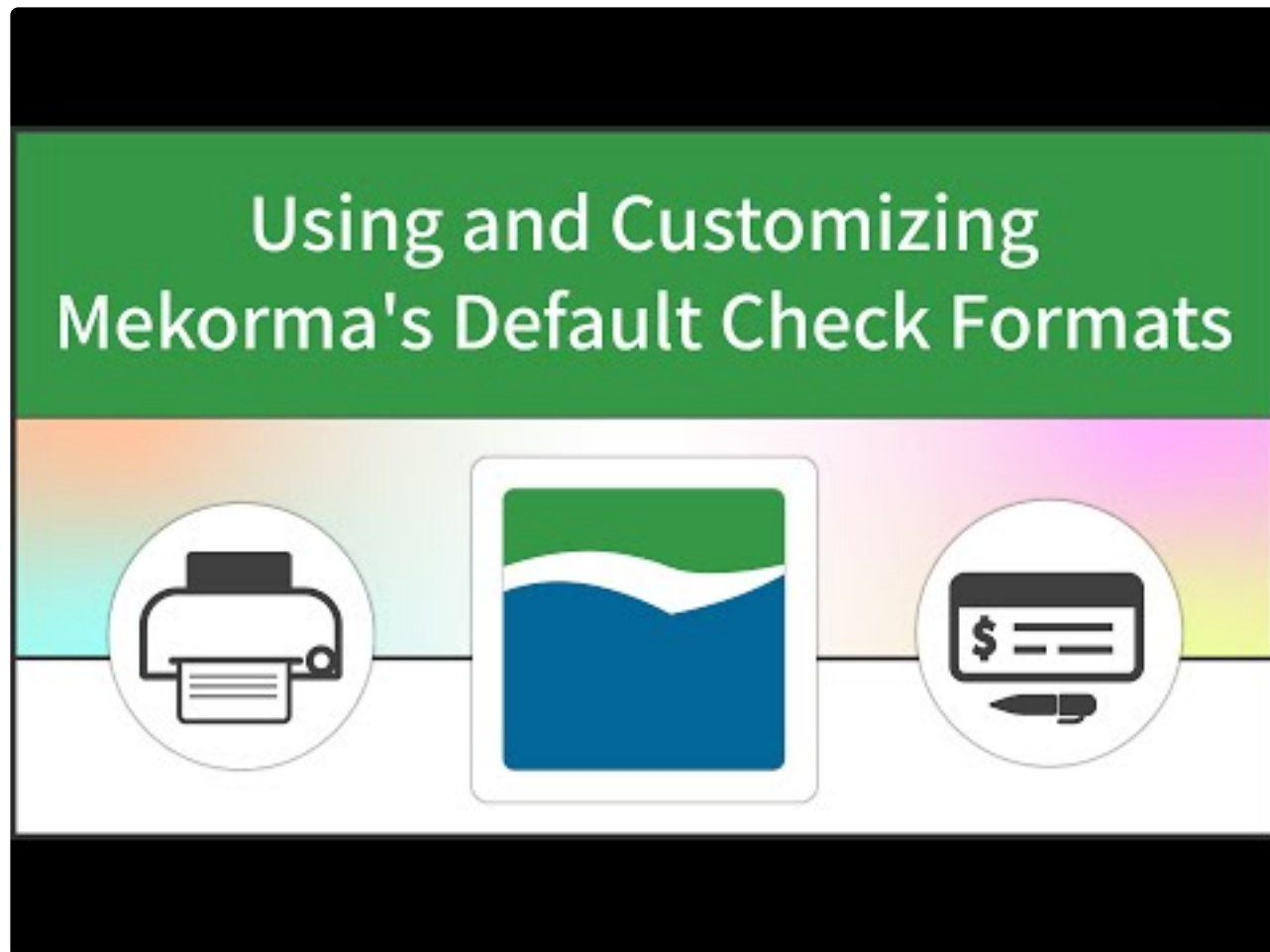


7. Select the Logo File you just imported in the Company Logo field, and **Save**.
8. Please note, in order for the logo to print on the check stub, you need to take the additional step of [adding an element](#) to your checkstub in the Mekorma Configurator. Select **Logical Fields > Company Logo** to add the field to the desired check layout, and drag the field to the appropriate location.

Last modified: Aug 06, 2020

5.3.3. 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.



https://www.youtube.com/embed/3_mYpPIZI0s?rel=0

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. Open the **Checkbook Setup** window.
2. Select the checkbook and the module (Purchasing, US Payroll, Canadian Payroll) that you want to configure.

Mekorma MICR Checkbook Setup - TWO (sa)

Save Clear Delete Integrate Additional File Tools Help Add Note

Checkbook ID FIRST BANK

Default Threshold ID

MICR Line Setup

Transit (ABA) Number 111111118

Check Number Pattern Routing Number Account Number

58 57 56 55 54 53 52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14

Module Purchasing

Threshold ID

Non-Negotiable Word VOID

Primary Check Format AP Check_bottom_2 Std AP Stubs.stbz

Check Copy Format Overflow_full_Std AP Stub.stbz

☐ Use Pre-Printed Check Stock

☐ Use Check Format (First page) for overflow pages

Check Overflow Format AP Check_bottom_2 Std AP Stubs.stbz

Check Copy Overflow Format Overflow_full_Std AP Stub.stbz

EFT Remittance Options EFT Remittance Format

EFT Remittance Format AP Check_bottom_2 GL Dist Stubs.stbz

Refund Check Format Refund Multiple Document.stbz

Refund Overflow Format Refund Multiple Document - Overflow.stbz

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 (in the Check Format Library). 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.

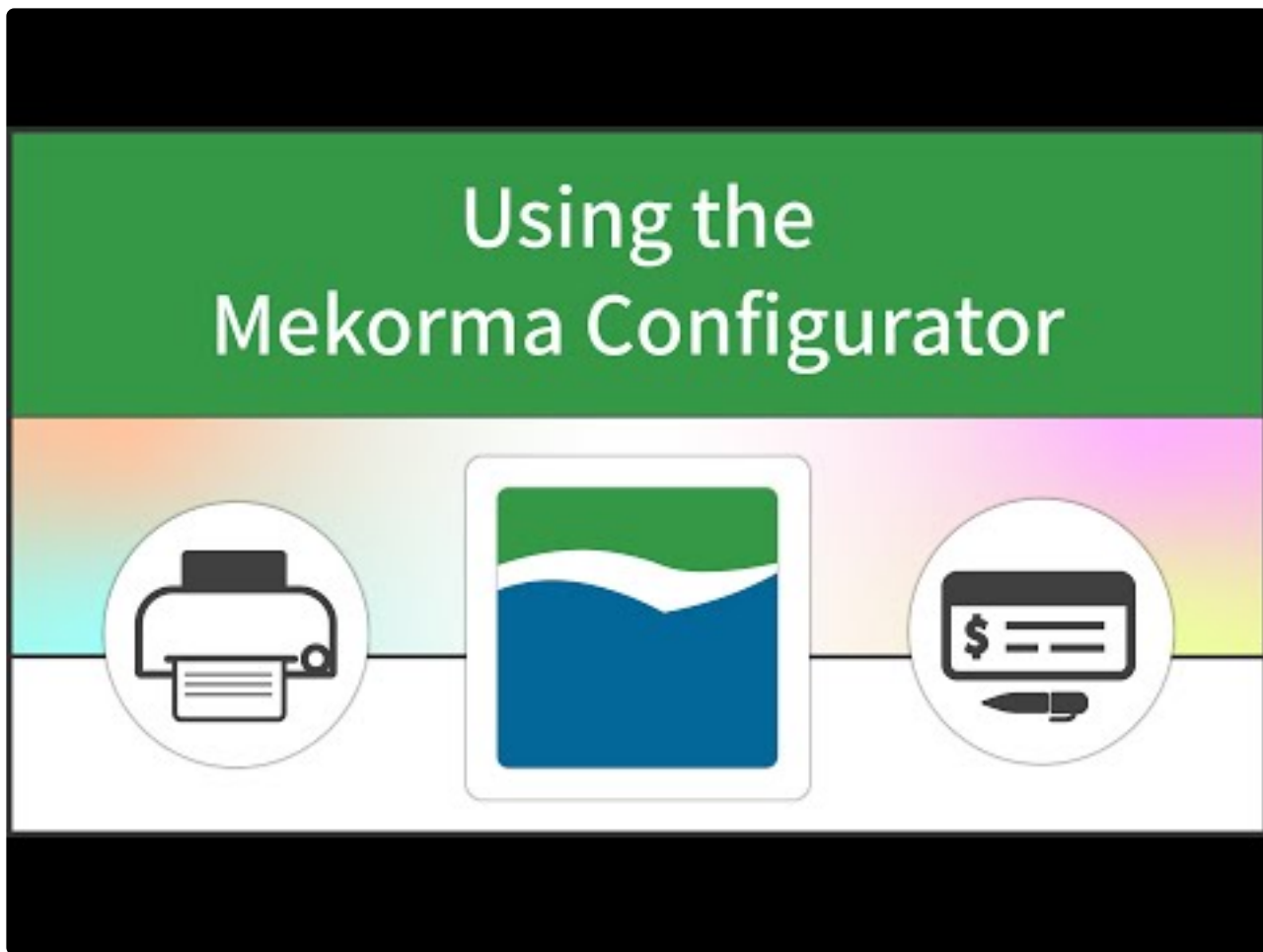
! Within the same company, you cannot print some checks using Mekorma and others using Microsoft Dynamics GP, unless you have a second Microsoft Dynamics GP user configured through the Alternate Security to print checks. It is important to note that any change to your operating system, server, or printer 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: Aug 06, 2020

5.3.4. 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.

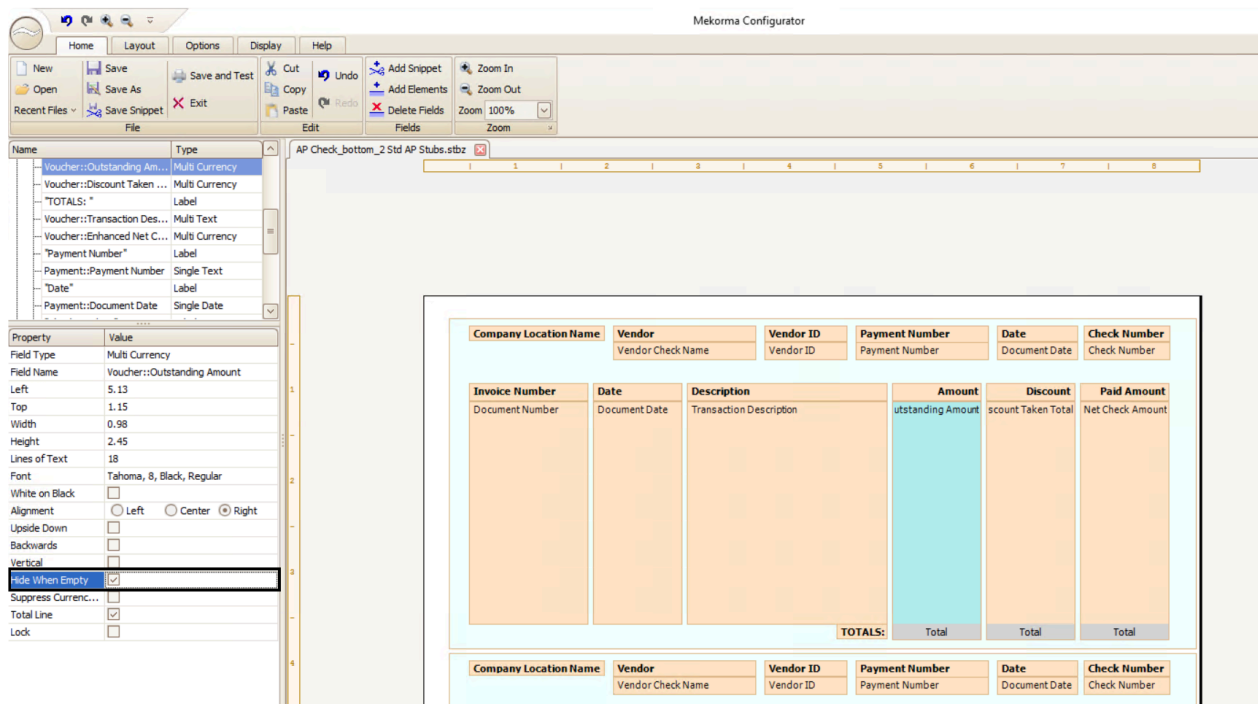


<https://www.youtube.com/embed/38kZKM29A0o?rel=0>

* 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**.

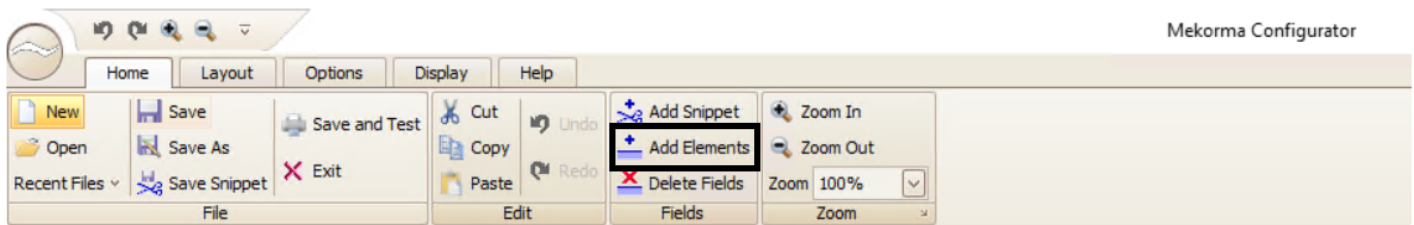


[Follow this link](#) for a complete list of all check stub fields available in the Configurator.

Last modified: Aug 06, 2020

5.3.4.1. 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
- Transaction Long 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: Aug 06, 2020

5.3.4.2. Adding 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.

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

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.

Add Elements - PAYABLES

Categories and Fields	Type	Product
General Information		
Commonly Used Labels		
Logical Fields		
EFT Comment	Single Text	Global
EFT Logo	Picture Field	Global
EFT Non-Negotiable	Single Text	Global
EFT VOID	Single Text	Global
Facility Signature 1	Picture Field	Global
Facility Signature 2	Picture Field	Global
Line 1	Signature Line	Global
Line 2	Signature Line	Global
Continued	Overflow	Global
Signature File 1	Picture Field	Global
Signature File 2	Picture Field	Global
Signature File 1 Based on PO Number	Picture Field	Global
Signature File 2 Based on PO Number	Picture Field	Global
Signature Line 1 Based on PO Number	Signature Line	Global
Signature Line 2 Based on PO Number	Signature Line	Global
Detailed Addresses		
GL Distribution		
MEM Centralized		
MEM Decentralized		
Payment		
POP Single Line Per Invoice		
POP Multiple Lines Per Invoice		
UK Cheques		
Vendor		
Voucher		
Refund Single Document		
Refund Multiple Documents		

Label

Line

Box

Picture

Add Label

Add Line

Add Box

Add Picture

Add Check Region

Add Stub Region

Add Elements

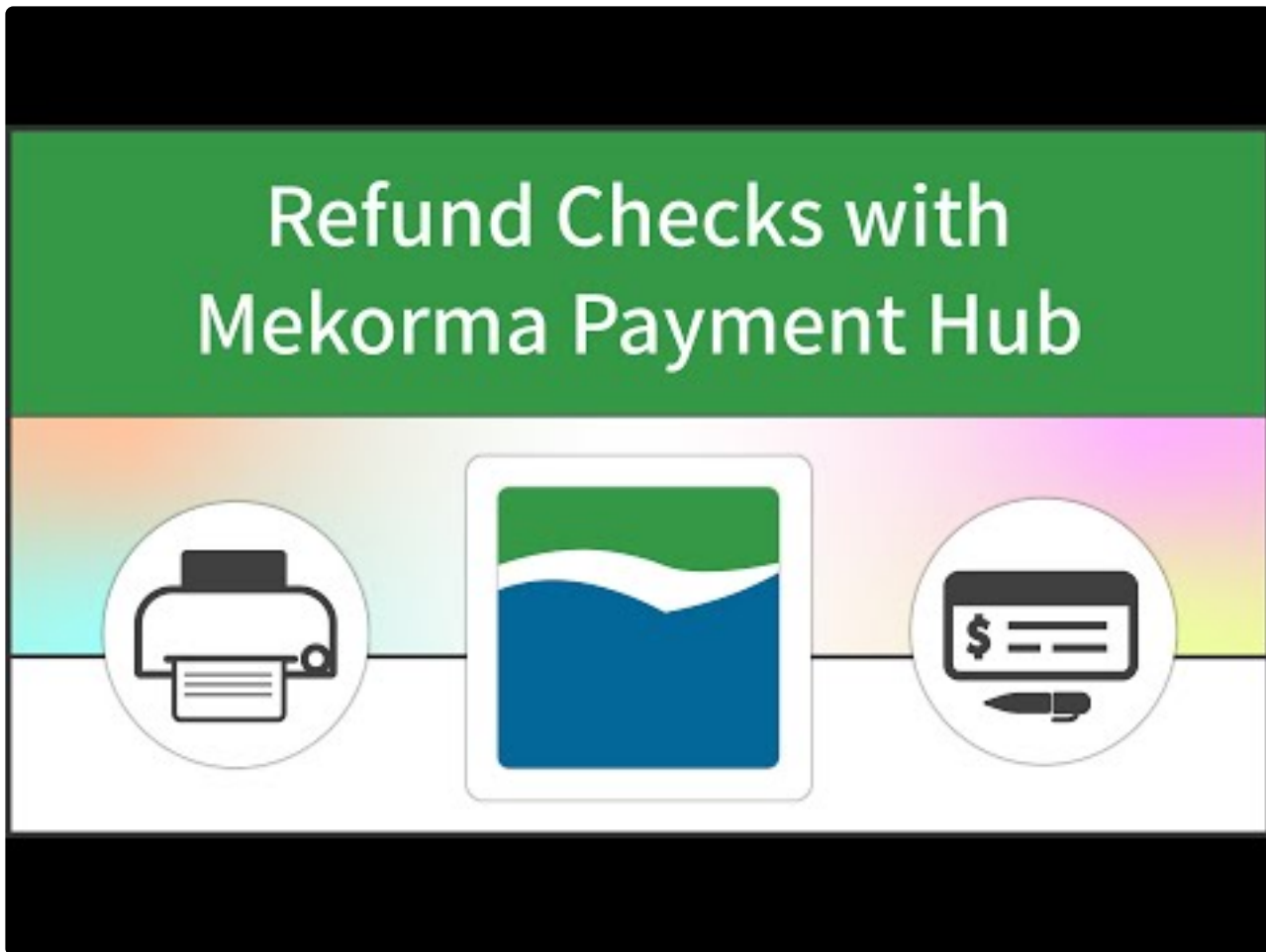
6. Choose the desired field to add to your check stub.

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.

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5.3.4.3. Configure Refund Check Formats



<https://www.youtube.com/embed/R5z2TnUCeQQ?rel=0>

Last modified: Aug 06, 2020

5.3.4.4. 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](#):

Add Elements - PAYABLES

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

Label

Line

Box

Picture

Add Label

Add Line

Add Box

Add Picture

Add Check Region

Add Stub Region

Add Elements

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.

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5.3.4.5. MEM Connector: Payroll Check Formats

The following fields are provided for placement on the stub layout and can be added [using the Mekorma Configurator](#):

Categories and Fields	Type	Product
Check		
Amount in Words	Multi Text Re...	PAYROLL
Amount in Words with Word Wr...	Multi Text Re...	PAYROLL
Check Amount with ***	Single Text	PAYROLL
Check Date	Single Date	PAYROLL
Check Date-D1	Single Text	PAYROLL
Check Date-D2	Single Text	PAYROLL
Check Date-M1	Single Text	PAYROLL
Check Date-M2	Single Text	PAYROLL
Check Date-Y1	Single Text	PAYROLL
Check Date-Y2	Single Text	PAYROLL
Check Date-Y3	Single Text	PAYROLL
Check Date-Y4	Single Text	PAYROLL
Check Number	Single Text	PAYROLL
Facility Name	Single Text	PAYROLL
Facility Stub String	Single Text	PAYROLL
Facility Check String	Single Text	PAYROLL
Facility ID	Single Text	PAYROLL
Facility Company Name	Single Text	PAYROLL
Facility Address	Multi Text	PAYROLL
Internet User Defined 1	Single Text	PAYROLL
Internet User Defined 2	Single Text	PAYROLL
Net Wages/Pay Run	Single Currency	PAYROLL

Label

Line

Box

Picture

Add Label

Add Line

Add Box

Add Picture

Add Check Region

Add Stub Region

Add Elements




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.

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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 in 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.

Alternate/Modified Forms and Reports - CS (sa)

Save Clear Delete Copy View File Print Tools Help Add Note

Actions View File Tools Help

ID: DEFAULTUSER

Description: Default User

Product: Mekorma MICR

Type: Windows

Series: All

Select: Change All

Alternate/Modified Forms and Reports List:

☐ Display Selected

- Payroll
 - Print Payroll Checks
 - Mekorma MICR
 - Microsoft Dynamics GP
- Purchasing
 - Print Payables Transaction Check
 - Mekorma MICR
 - Microsoft Dynamics GP
 - Print Payments
 - Mekorma MICR
 - Microsoft Dynamics GP


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

Last modified: Aug 06, 2020

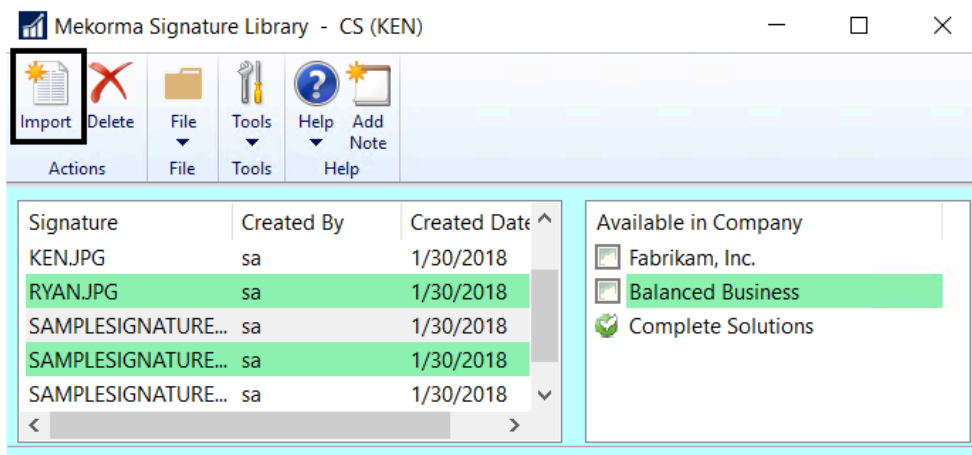
5.5. Import Signatures to the Signature Library

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*

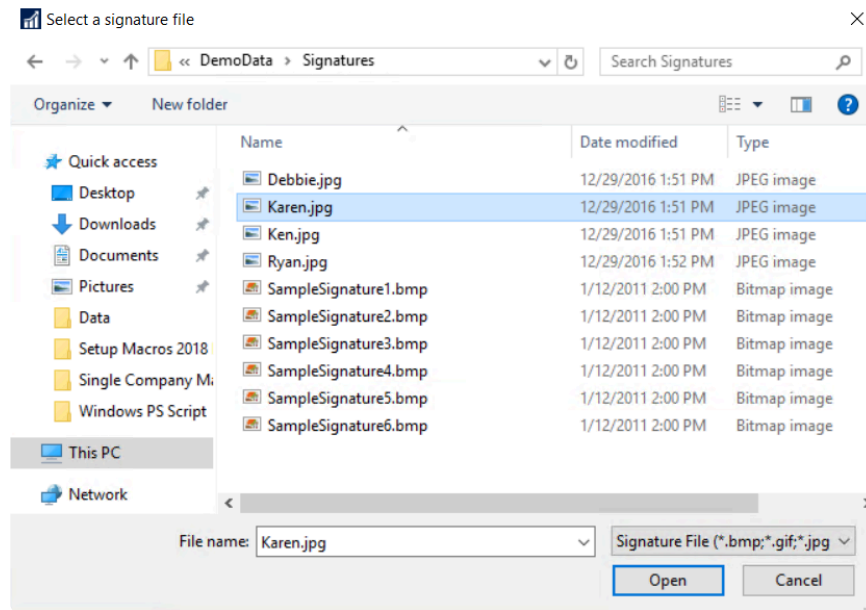
Signatures can be imported in the manner described here for use with either security model – Legacy or Task-Based.

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

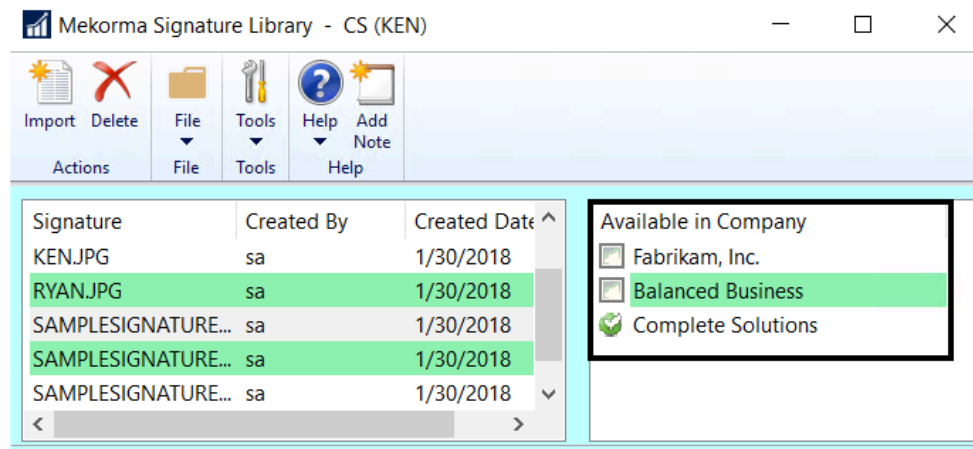
1. Choose **Import** on the Mekorma Signature Library window



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



- Signature files can then be assigned to one or more companies. In the Available in Company section of the Signature Library window, simply check the box next to each company that the signature will be used for:



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

Last modified: Dec 09, 2020

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.



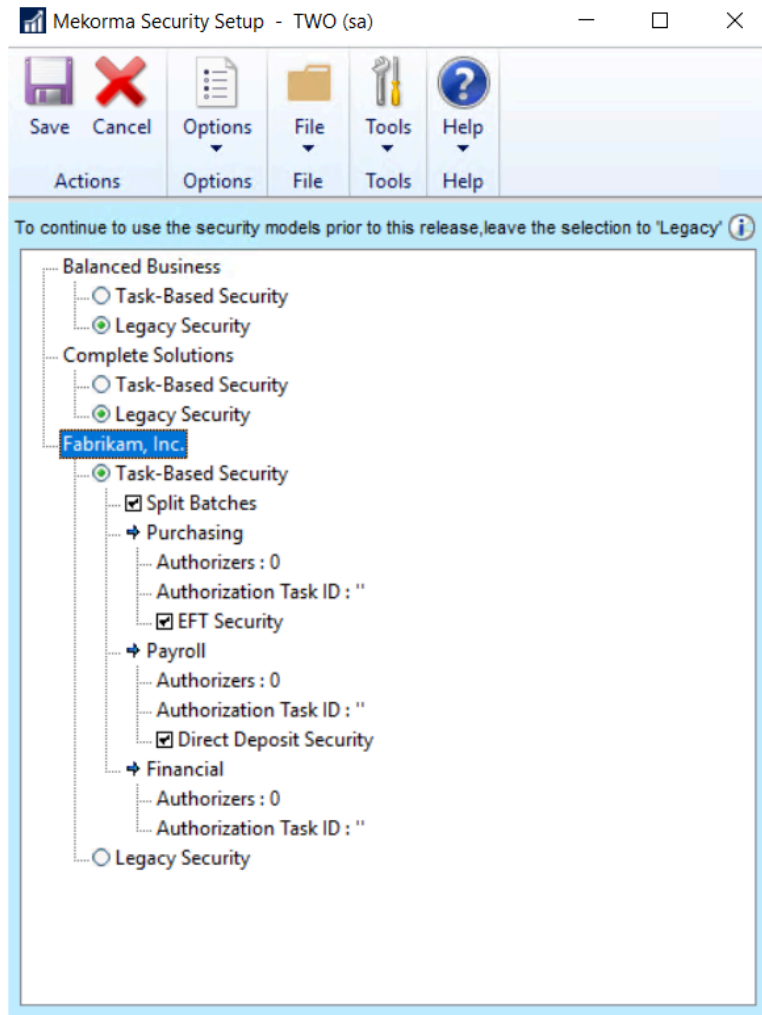
For first-time installation of Mekorma build x76 or later, Task-Based Security will be set as the default. Existing Mekorma customers will inherit their Legacy settings upon upgrade to build x76 or later.

Select Security Model in the Security Setup Window



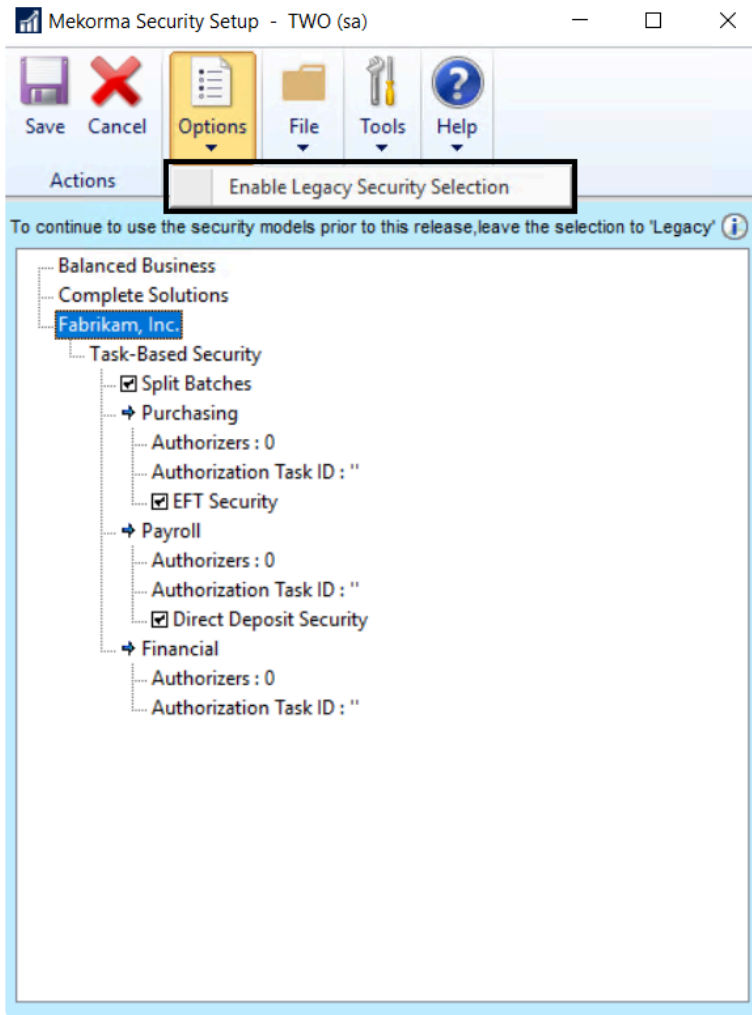
To access the Security Setup Window, go to the Mekorma Area Page > Setup > System > Security Setup

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.*

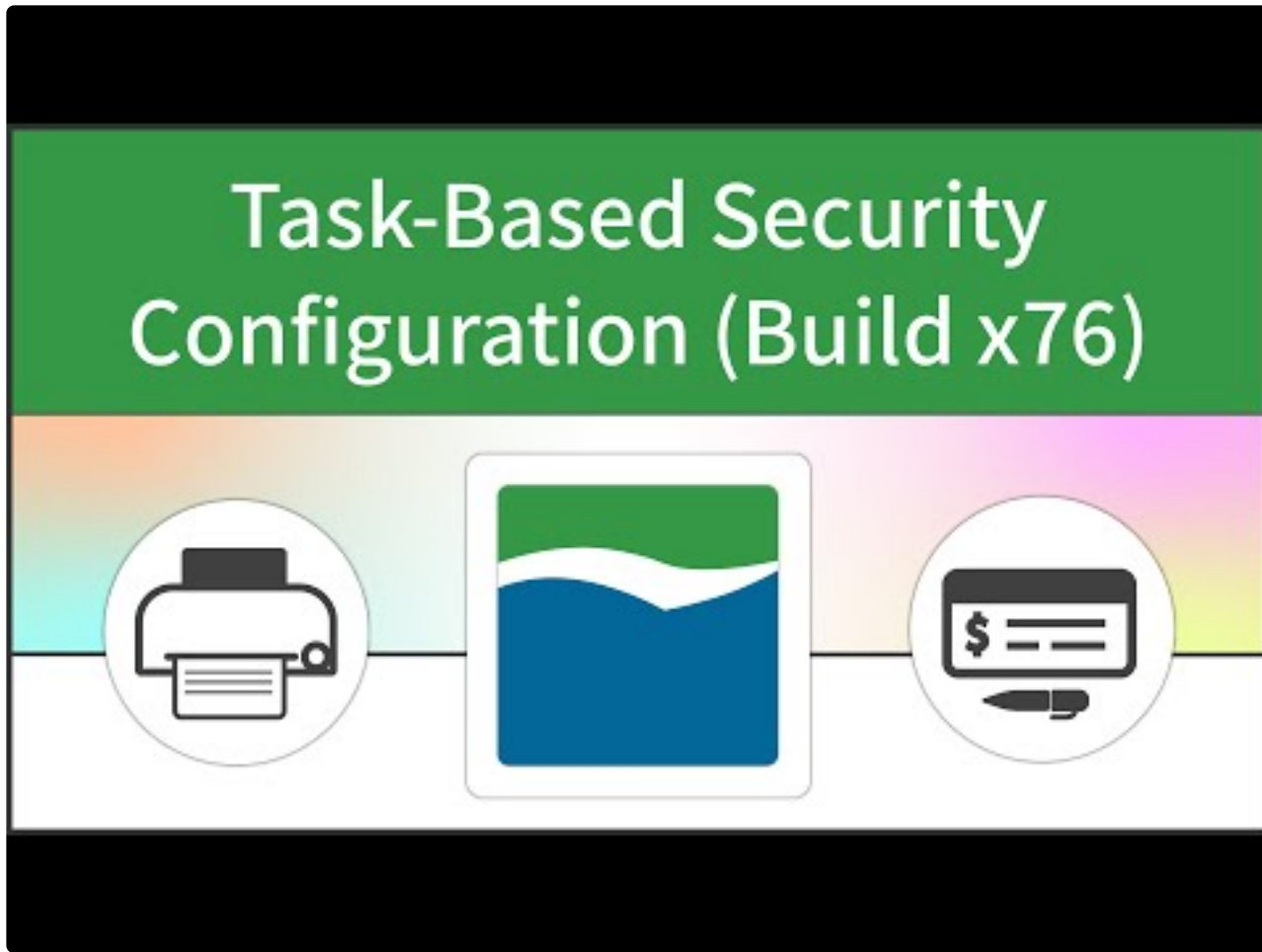
✿ Please note, if Task-Based Security is selected for all listed GP companies, and you want to switch to Legacy, click **Options** and then choose **Enable Legacy Security Selection** from the drop-down.



Last modified: Aug 06, 2020

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:



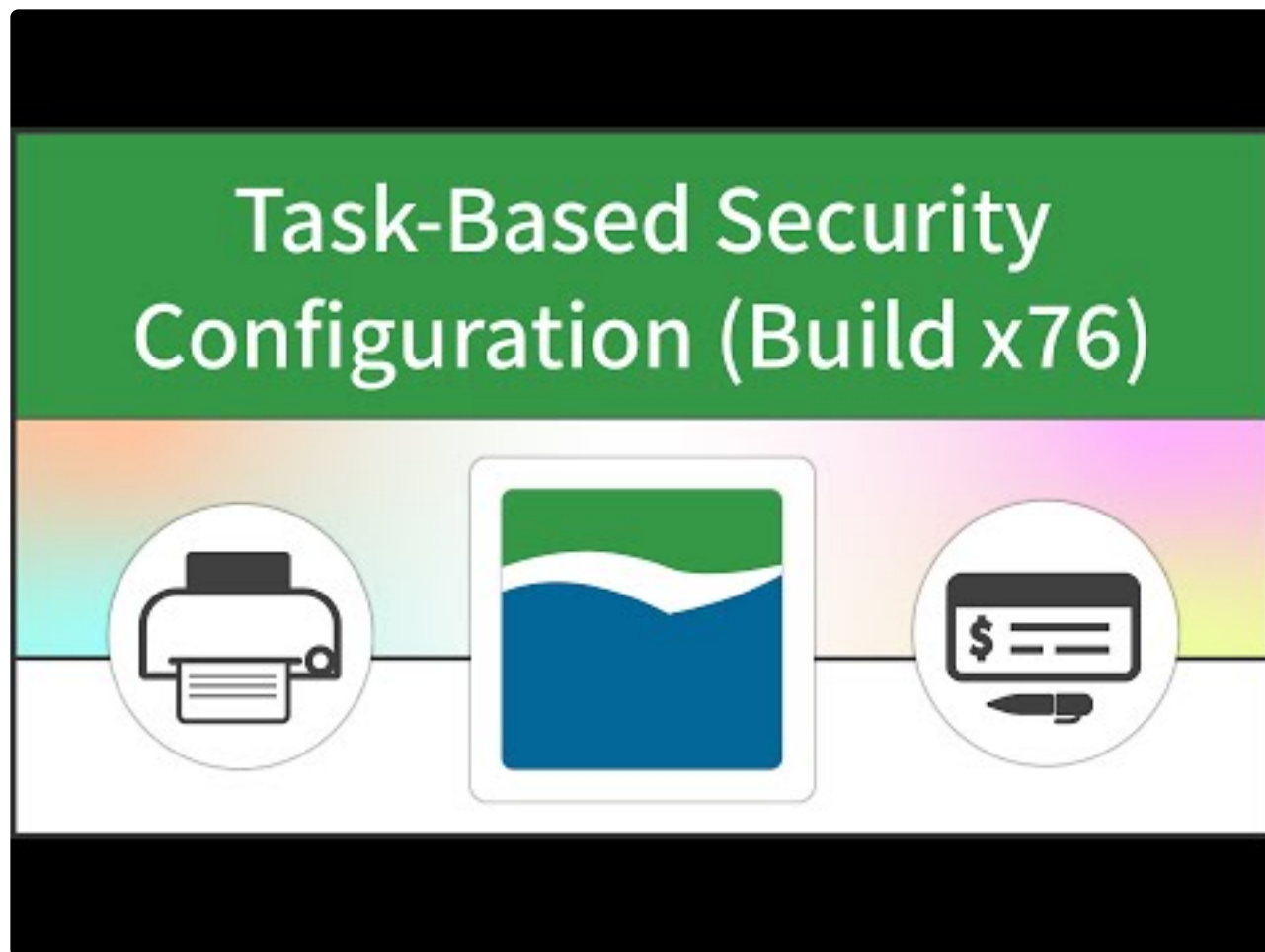
<https://www.youtube.com/embed/0aWkUen5m0M?rel=0>

Following these steps will help you take full advantage of the options available in 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](#) as needed

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.



<https://www.youtube.com/embed/0aWkUen5m0M?rel=0>

<https://www.youtube.com/embed/0aWkUen5m0M?rel=0&start=193&end=225>

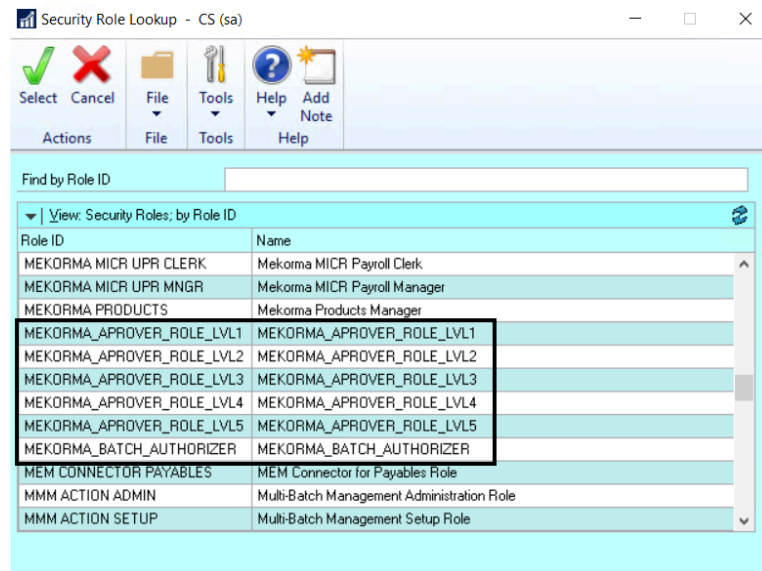
For your convenience, Mekorma has created six security Role IDs that are tied by default to their corresponding Task IDs. *You are not required to use the Mekorma Security Roles/ Task IDs*, but it creates one less step if you choose to do so. Otherwise, you must also assign the Task ID you will be using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

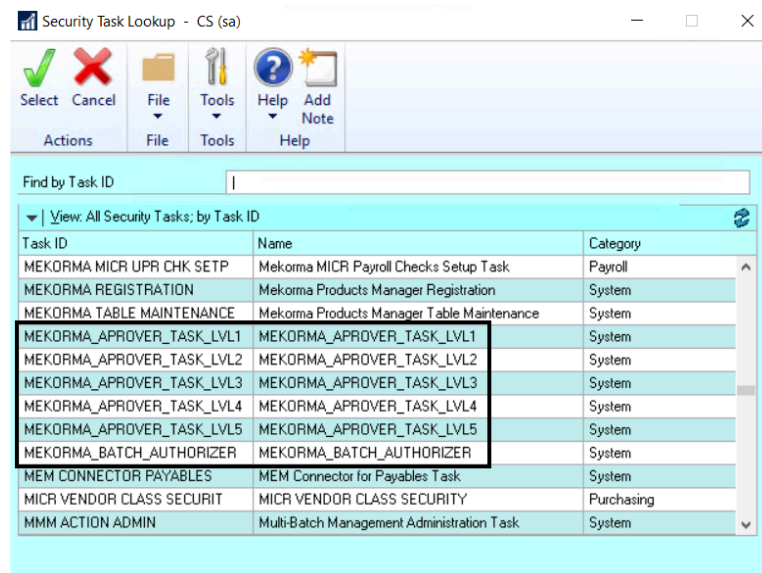
Mekorma Approver Roles Level 1 – 5

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 > Tools > 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: Dec 28, 2020

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.



<https://www.youtube.com/embed/I0vhk3HSX3Y?rel=0>

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

1. Log in as System Administrator ('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.



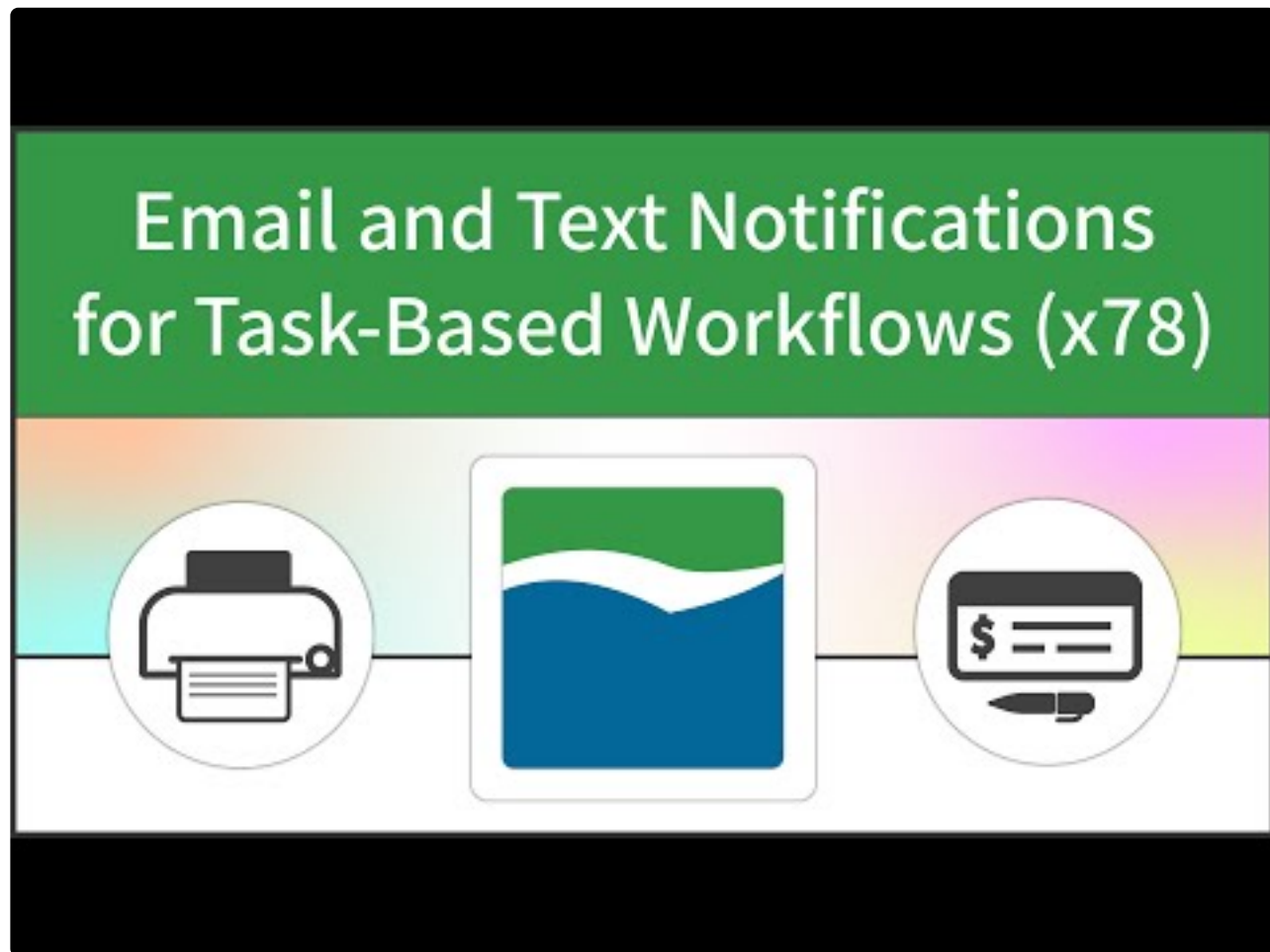
To remove a signature assignment, click on the User Name and select the 'X'. This will not remove the signature file from the Signature Library, but does remove the association with the User Name.

Last modified: Nov 09, 2020

5.6.1.3. Email/ Text Notifications

Setup for individual users

Users assigned to Approver or Authorizer security roles can configure their own email and text notification requirements for optimal workflow: You must have email functioning in GP for notifications to work.



<https://www.youtube.com/embed/2aXs3Mep9kA?rel=0>

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

1. Log in and open the **Mekorma User Preferences** window (any **GP User** can do this to configure their own notification preferences).
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.

The screenshot shows the 'Mekorma User Preferences' window. It has a menu bar with 'File' and 'Tools'. The main area contains several sections:

- Enable Out-Of-Office Re-Route of Approval:** This section is checked. It includes a table with the following data:

Delegate User ID	KAREN
Start Date	12/24/2020
End Date	1/2/2021
- Signature File:** SAMPLESIGNATURE1.BMP
- PowerApp Acct:** (empty field)
- E-Mail Address:** karen@balancedbusiness.com
- Text Number:** (empty field with a blue arrow button)
- Notification Settings:**
 - ☒ Request notification for Approval / Authorization
 - ☒ Notify me after others Approve / Authorize 1st
- User Information:**
 - Companies:**
 - Fabrikam, Inc.
 - Balanced Business
 - Complete Solutions

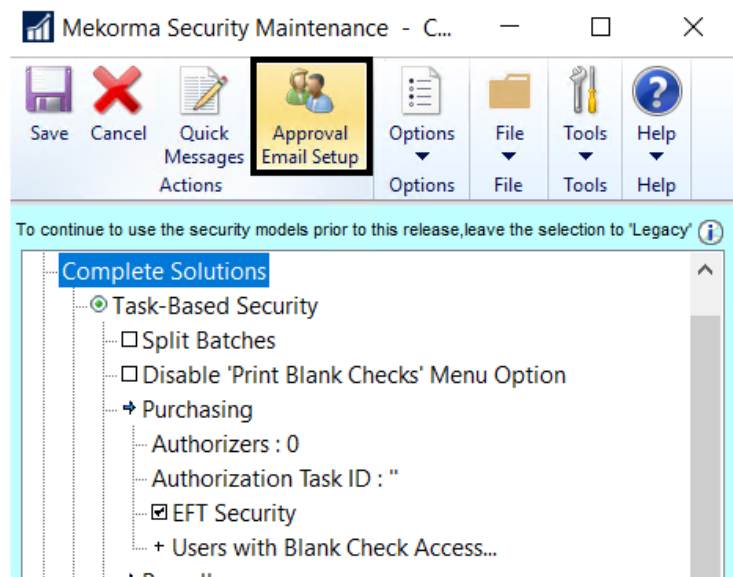
Administrators: Set up multiple users

As of Mekorma Build x80, **system administrators** have the power to setup email notifications for any User involved in the approval process. Approvers can set up their own email/ text notifications in their User Preferences window (see above), but as an added convenience, an admin user can set it up initially for all Approvers.



Please note, the setup in the Approval Email setup window does not override any settings as configured by individual users in the Mekorma User Preferences window.

1. Log in as System Administrator ('sa').
2. Open the **Mekorma Security Setup** window.
3. Click on **Approval Email Setup**.



4. For each GP User ID you would like to assign an email address to, enter the correct email address, and check the box in the Email column. This effectively links a GP User ID to an email address. You must enter a unique email for each User. The following rules will apply:
 - An Approver will receive an email when payments falling in the threshold range require approval.
 - The Requestor will get an email when:
 - A batch has been approved and is ready to print.
 - An Approver has [rejected a payment](#) or [voucher](#).
 - An Approver [cancels the approval request](#).
5. Depending on how your threshold levels are configured, some payments may require two approvals before they can be processed. Mark the box in the column labeled '2nd' if an Approver only wants to receive notifications after those payments have been taken care of by the first Approver.

User	E-mail Address	Email	2nd	Delegate
Out-Of-Office	Start Date	End Date		
DEBBIE	debbie@completesolutions.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DYNOSA		<input type="checkbox"/>	<input type="checkbox"/>	
KAREN	karen@completesolutions.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
KEN		<input type="checkbox"/>	<input type="checkbox"/>	
LESSONUSER1		<input type="checkbox"/>	<input type="checkbox"/>	
LESSONUSER2		<input type="checkbox"/>	<input type="checkbox"/>	
RYAN		<input type="checkbox"/>	<input type="checkbox"/>	
sa		<input type="checkbox"/>	<input type="checkbox"/>	

6. Administrators can expand the rows by clicking on the chevron arrows:

User	E-mail Address	Email	2nd	Delegate
Out-Of-Office	Start Date	End Date		
DEBBIE	debbie@completesolutions.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	0/0/0000	0/0/0000		
DYNOSA		<input type="checkbox"/>	<input type="checkbox"/>	
	0/0/0000	0/0/0000		
KAREN	karen@completesolutions.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	3/12/2020	3/18/2020		RYAN
KEN		<input type="checkbox"/>	<input type="checkbox"/>	
	0/0/0000	0/0/0000		

This allows them to view (but not configure) any out-of-office delegations the user has configured. *Each GP user will still need to go to their own User Preferences (as described above) to configure both **out-of-office delegates** and **text notifications**. Administrators cannot perform those functions for other users.*

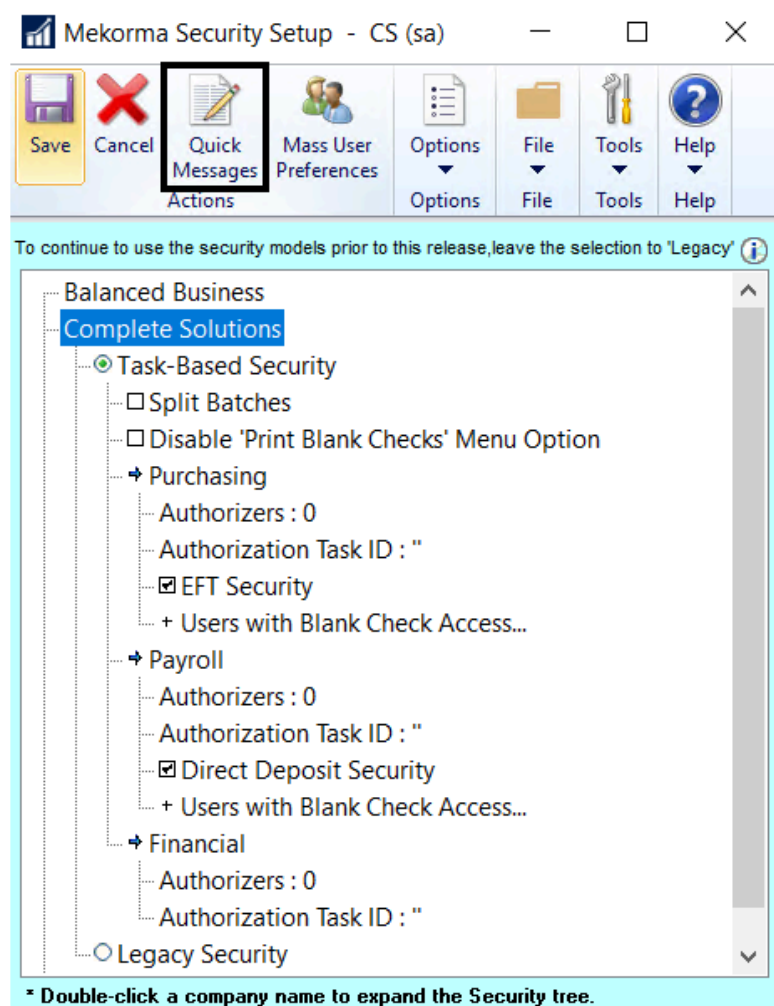
7. Click **OK** to close the window.

Last modified: Dec 18, 2020

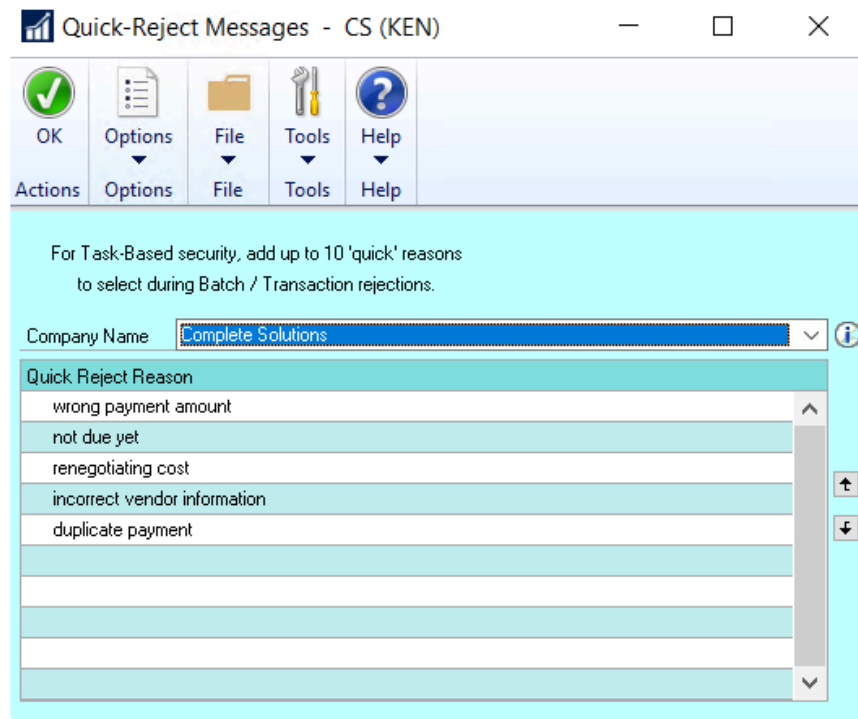
5.6.1.4. Configure Quick Messages

Quick messages allow users to enter frequently used reasons for rejecting a payment or voucher. The messages are entered on the Quick Messages window and then become available for selection on the Reject Reason window when a payment or batch is rejected. This feature is available for Task Based security only.

1. Open the **Security Setup** window. Make sure the Task-Based Security radio button is selected for the company for which you are configuring messages.
2. Click on **Quick Messages** to open the Quick-Reject Messages window.



3. Use the drop-down to choose the company in the **Company Name** field.
4. Type **Quick Reject Reasons** – an individual company can have up to 10 different saved reasons.

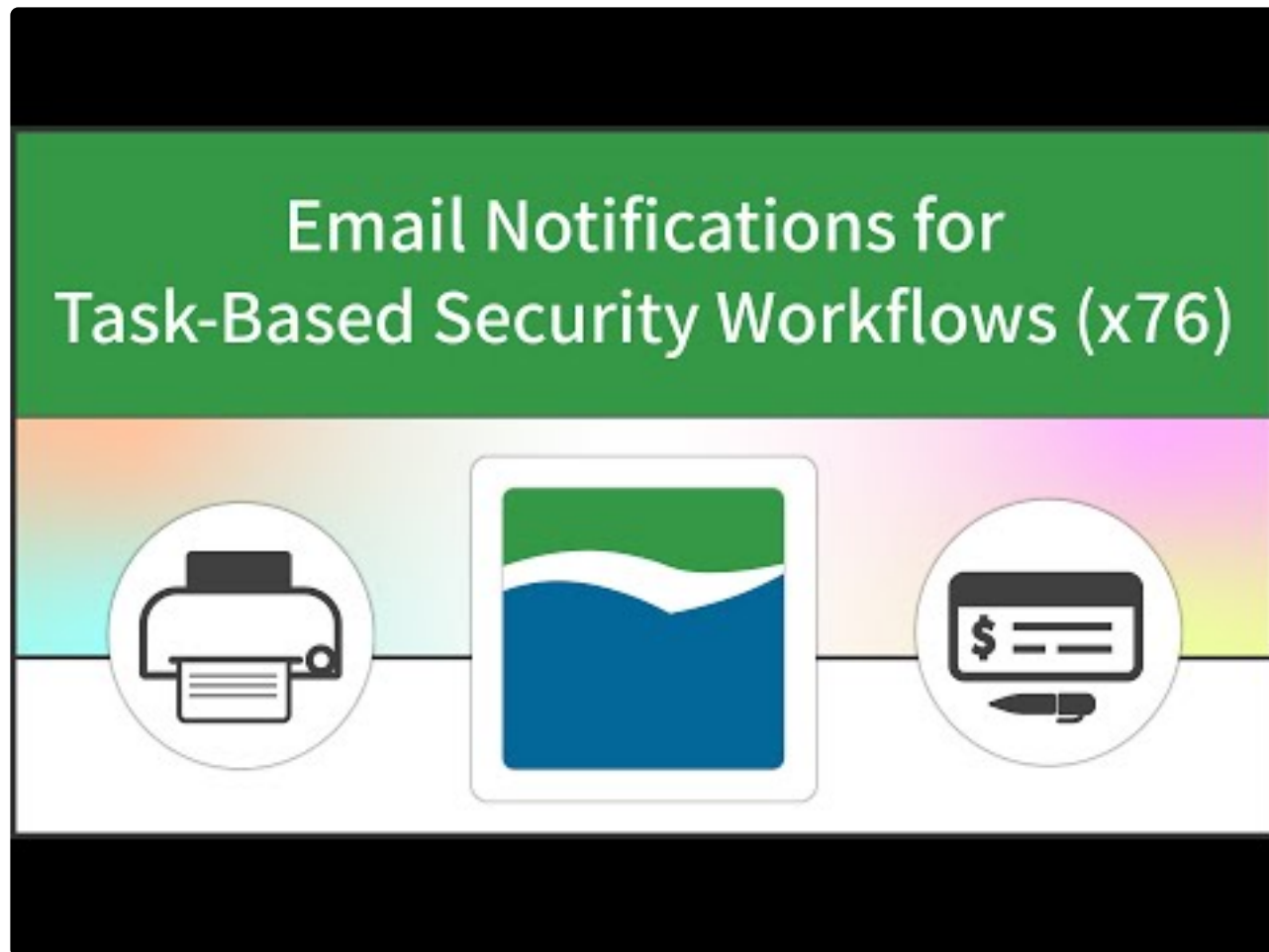


5. Click **OK** to save and close the window.
6. Approvers can then use Quick Messages [during the approval process](#), when a payment or voucher rejection reason is needed.

Last modified: Aug 06, 2020

5.6.1.5. 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.*

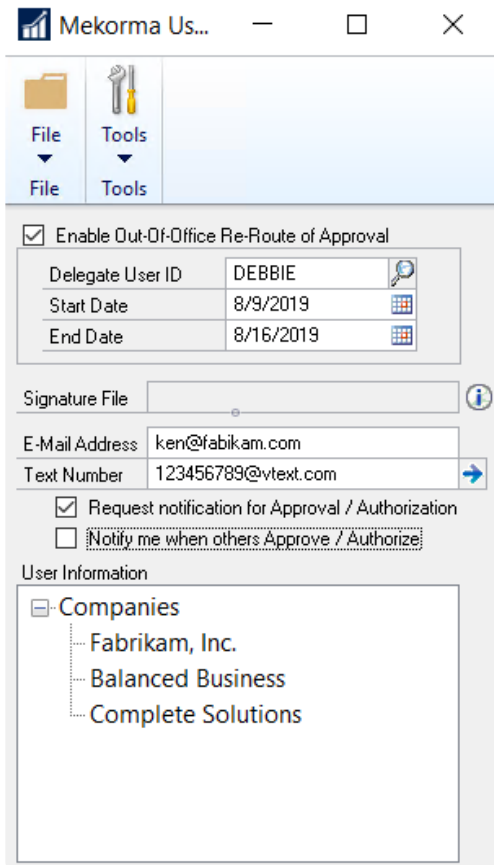


<https://www.youtube.com/embed/H4BY4Wl8hGg?rel=0&start=114&end=240>




* 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.*



The screenshot shows the 'Mekorma User Preferences' window. At the top, there are 'File' and 'Tools' menus. Below them, a checkbox labeled 'Enable Out-Of-Office Re-Route of Approval' is checked. A table for delegation settings is visible:

Delegate User ID	DEBBIE	
Start Date	8/9/2019	
End Date	8/16/2019	

Below the table, there is a 'Signature File' field with an information icon. Further down, the 'E-Mail Address' is 'ken@fabikam.com' and the 'Text Number' is '123456789@vtext.com' with a send icon. Two checkboxes are present: 'Request notification for Approval / Authorization' (checked) and 'Notify me when others Approve / Authorize' (unchecked). At the bottom, a 'User Information' section shows a tree view with 'Companies' expanded, listing 'Fabrikam, Inc.', 'Balanced Business', and 'Complete Solutions'.

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



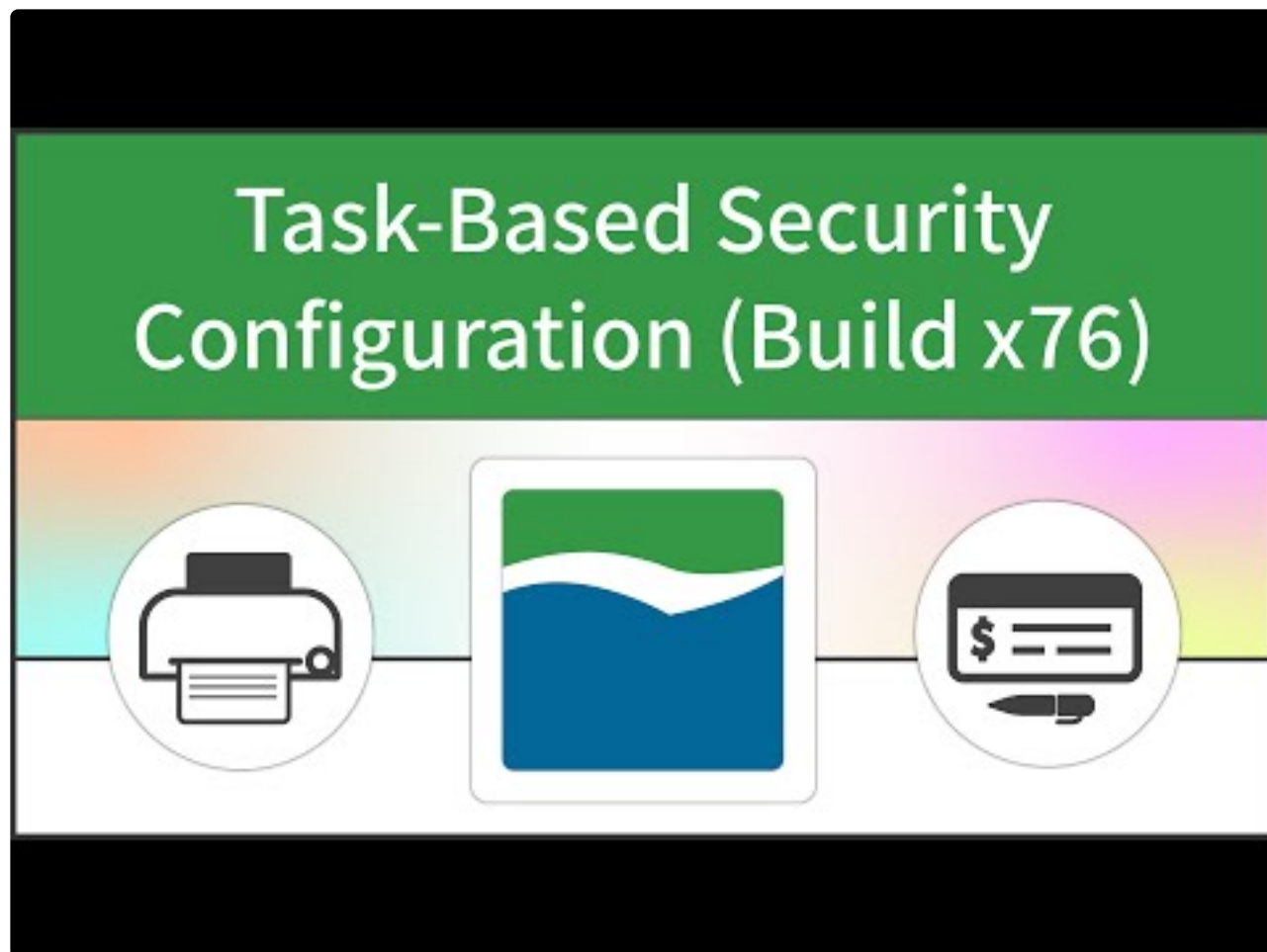
Please note, if the Delegate wishes to be notified that their approval is needed during the specified time period, they must set up email notifications in their own Mekorma User Preferences window.

Last modified: Aug 06, 2020

5.6.1.6. 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:



<https://www.youtube.com/embed/0aWkUen5m0M?rel=0>

<https://www.youtube.com/embed/0aWkUen5m0M?rel=0&start=193&end=225>

<https://www.youtube.com/embed/0aWkUen5m0M?rel=0&start=440&end=689>

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.

Mekorma Threshold Maintenance - TWO (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help

Threshold ID: AP_APPROVAL
Description: Payables Process

This window's settings apply to Task-Based Security.

☐ Split Batches
☐ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID
☐ Override Default Signature with Approver Signature
☐ Print Default Signature if no Approver Signature found

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$99,999,999,999.99				

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.

Mekorma Threshold Maintenance - TWO (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help

Threshold ID: AP_APPROVAL
Description: Payables Process

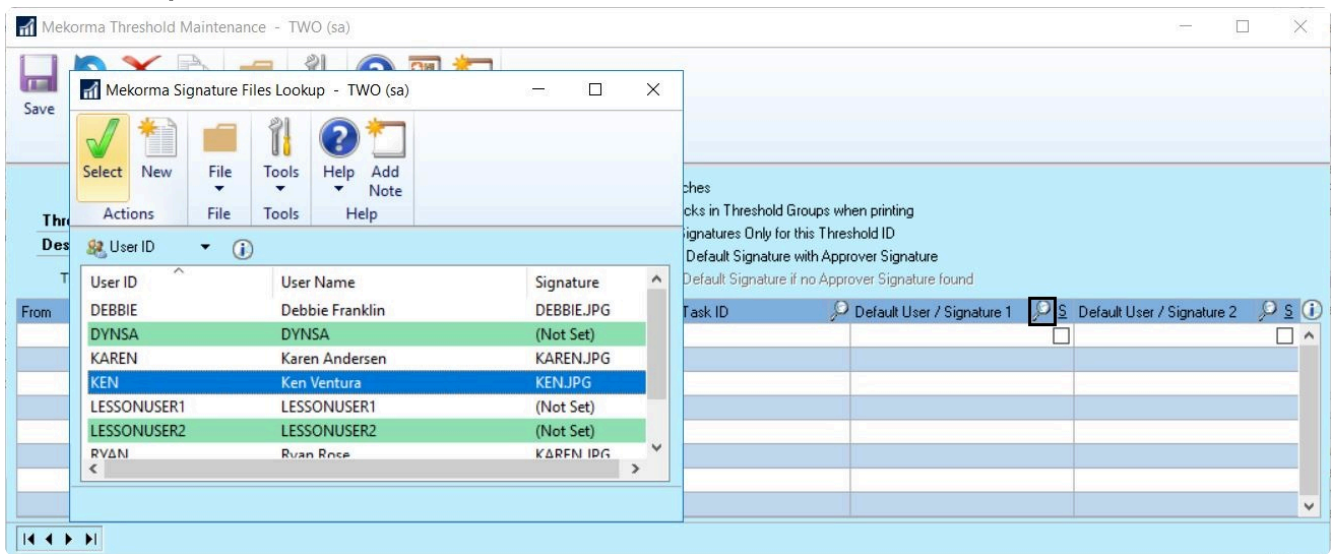
This window's settings apply to Task-Based Security.

☐ Split Batches
☐ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID
☐ Override Default Signature with Approver Signature
☐ Print Default Signature if no Approver Signature found

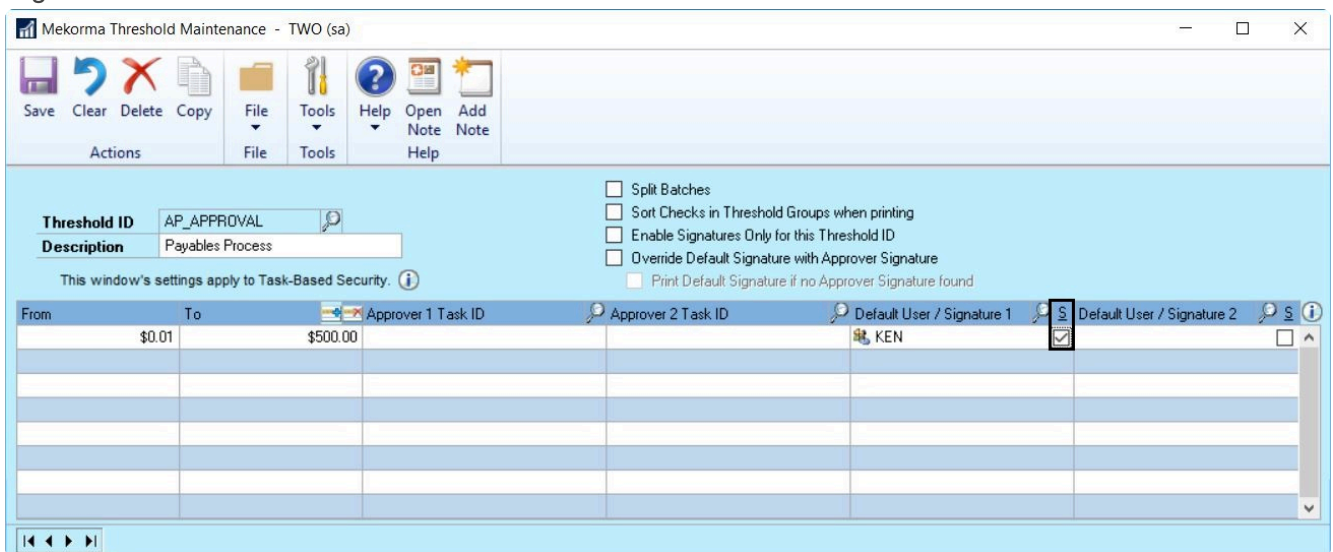
From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$500.00				

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.



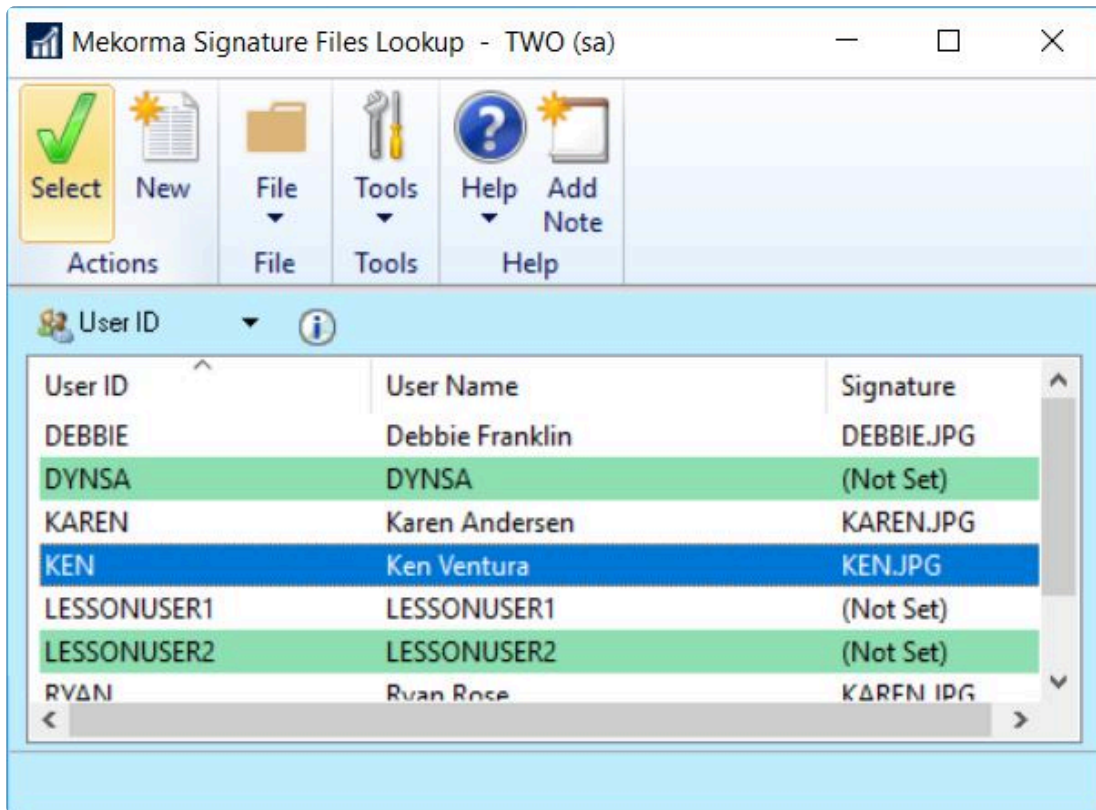
If you want a signature line to be printed *in addition to* or *instead of* a signature file, check the Signature Line box.



- 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.

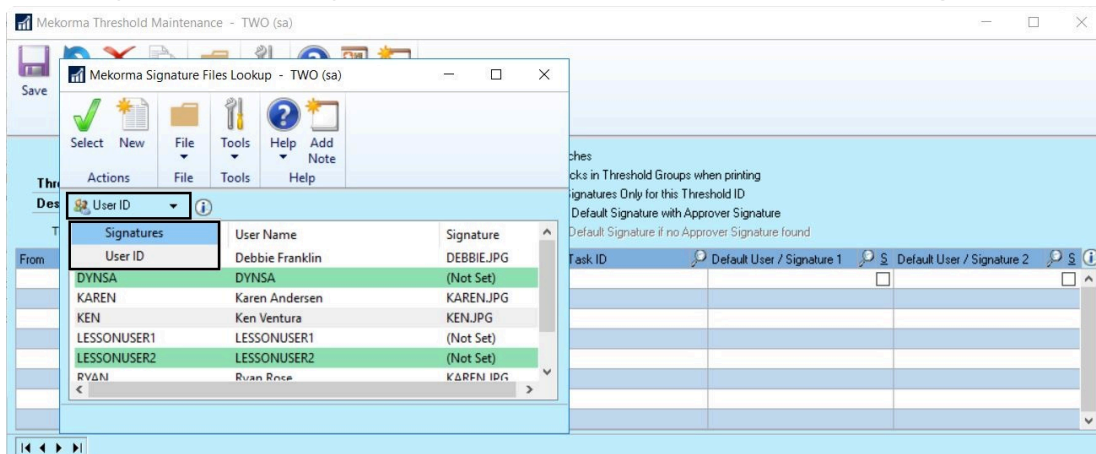
Signature Assigned to a User ID

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

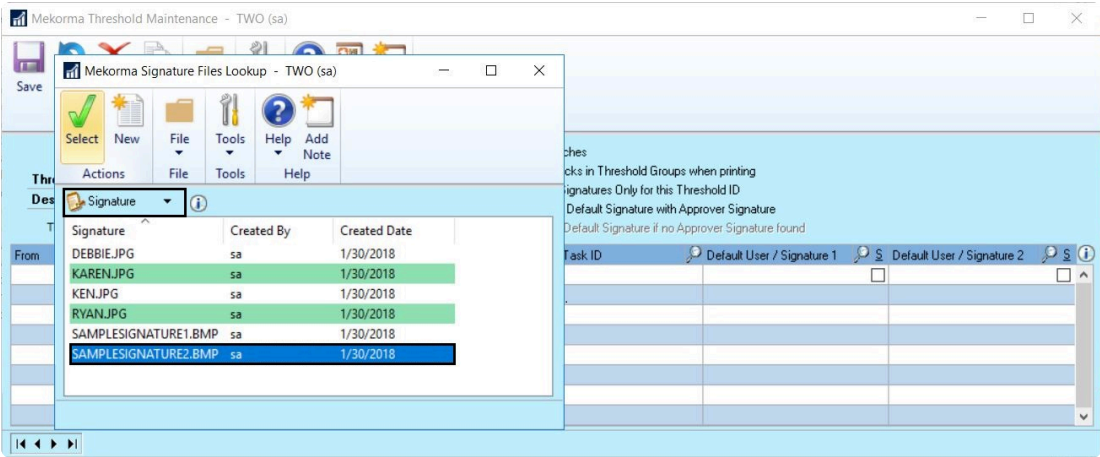


Signature File Only

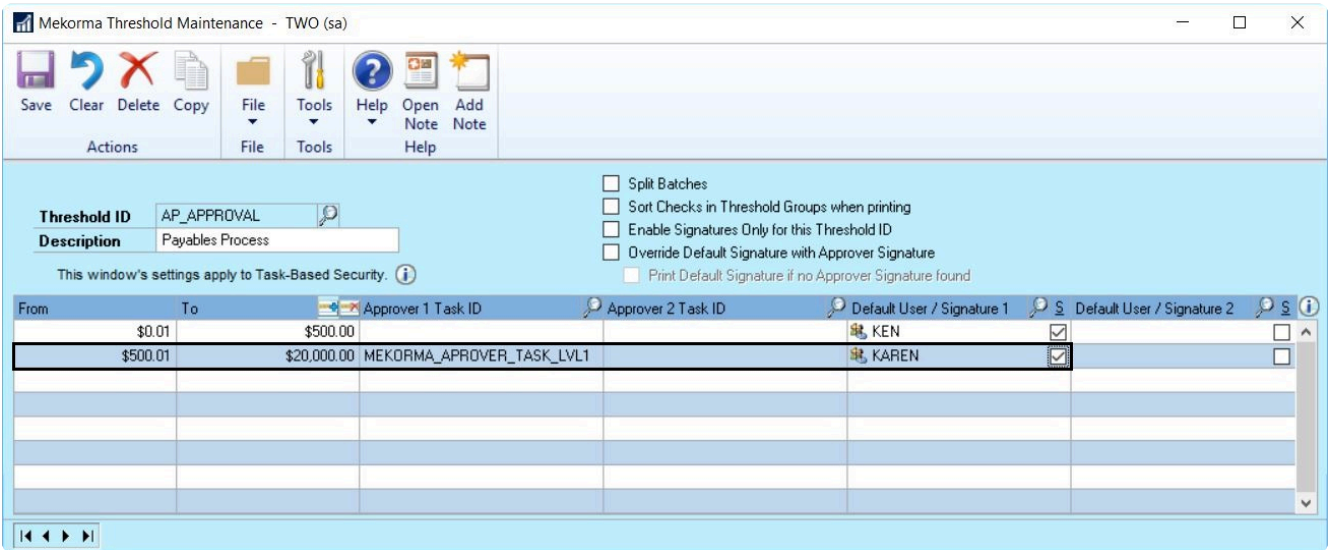
To change the view to Signature Files, click the dropdown and select **Signatures**.



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 Task 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 Task 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 be printed for a handwritten signature by checking the Signature Line box only for **Default User Signature 2**.

Mekorma Threshold Maintenance - TWO (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Threshold ID: AP_APPROVAL
Description: Payables Process

This window's settings apply to Task-Based Security.

☐ Split Batches
☐ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID
☐ Override Default Signature with Approver Signature
☐ Print Default Signature if no Approver Signature found

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$500.00			KEN	<input checked="" type="checkbox"/>
\$500.01	\$20,000.00	MEKORMA_APPROVER_TASK_LVL1		KAREN	<input checked="" type="checkbox"/>
\$20,000.01	\$99,999,999,999.99	MEKORMA_APPROVER_TASK_LVL2		RYAN	<input checked="" type="checkbox"/>



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

Last modified: Dec 29, 2020

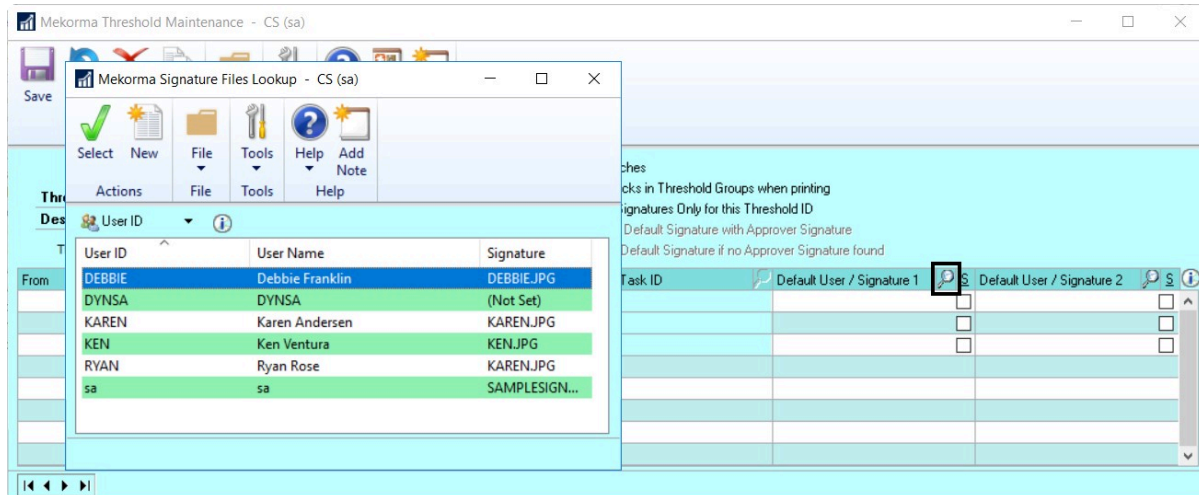
5.6.1.7. Configure Signature Logic Only

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.

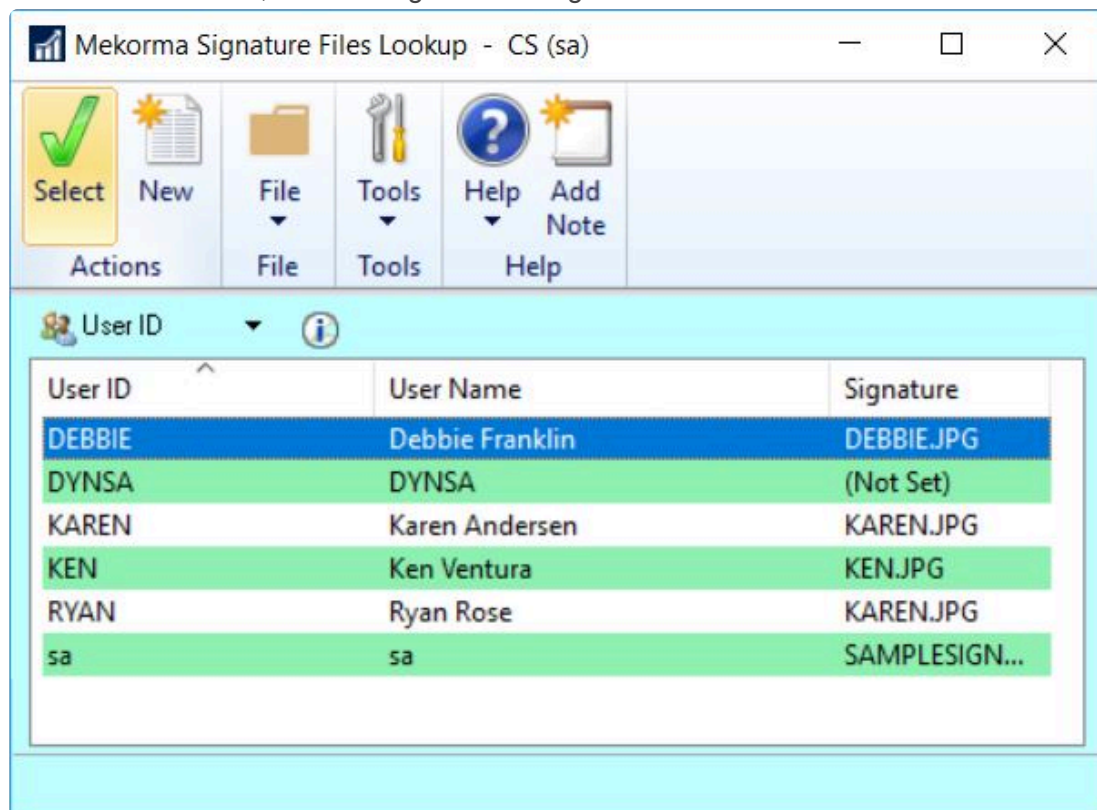
5. To add a signature, use the look-up in the **Default User/Signature 1** field. This will open the **Mekorma Signatures Files Lookup** window.



- 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.

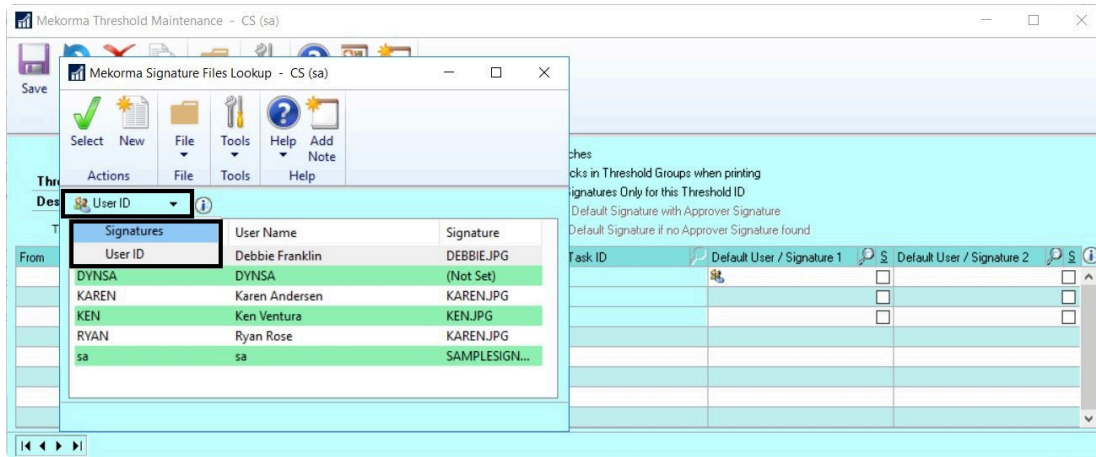
Signature Assigned to a User ID

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

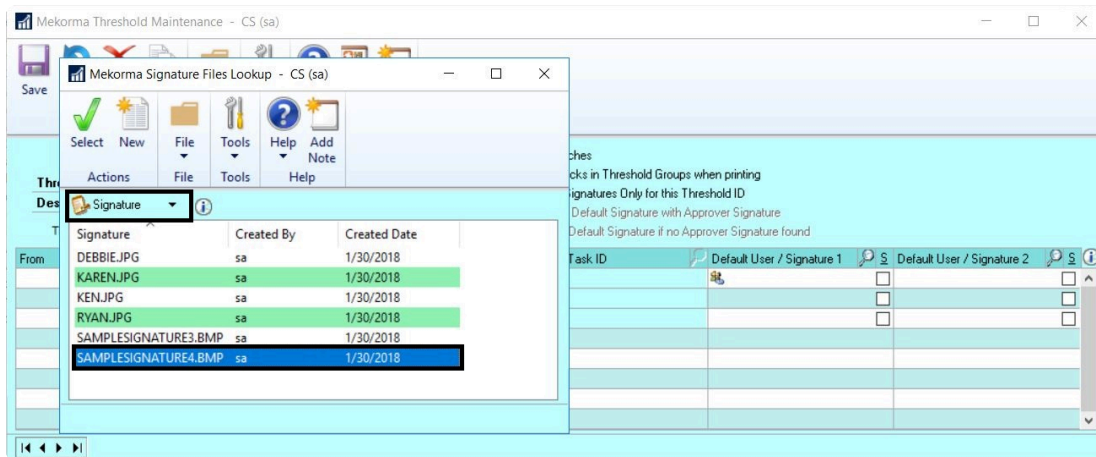


Signature File Only

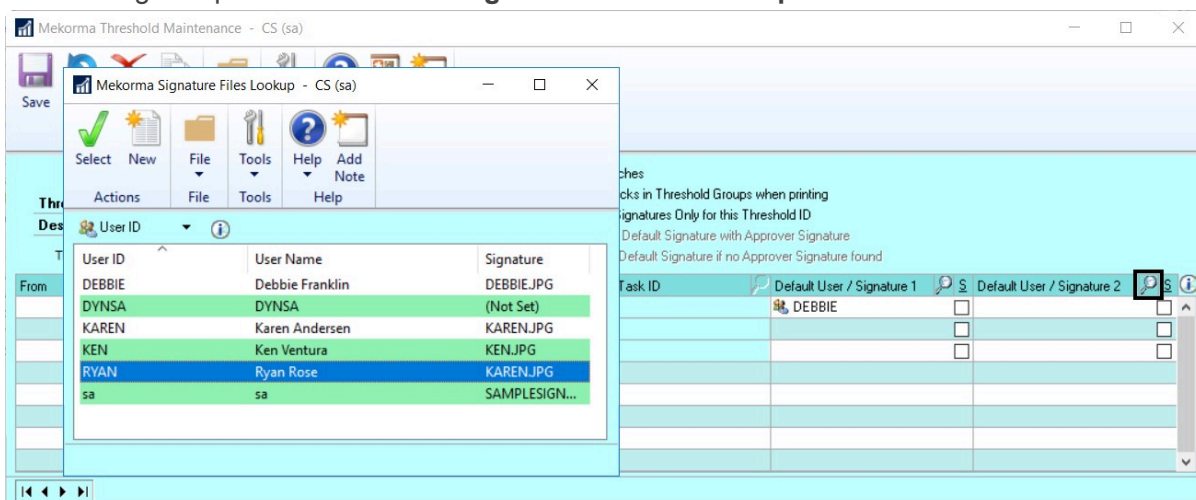
To change the view to Signature Files, click the dropdown and select **Signatures**.



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



- 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.

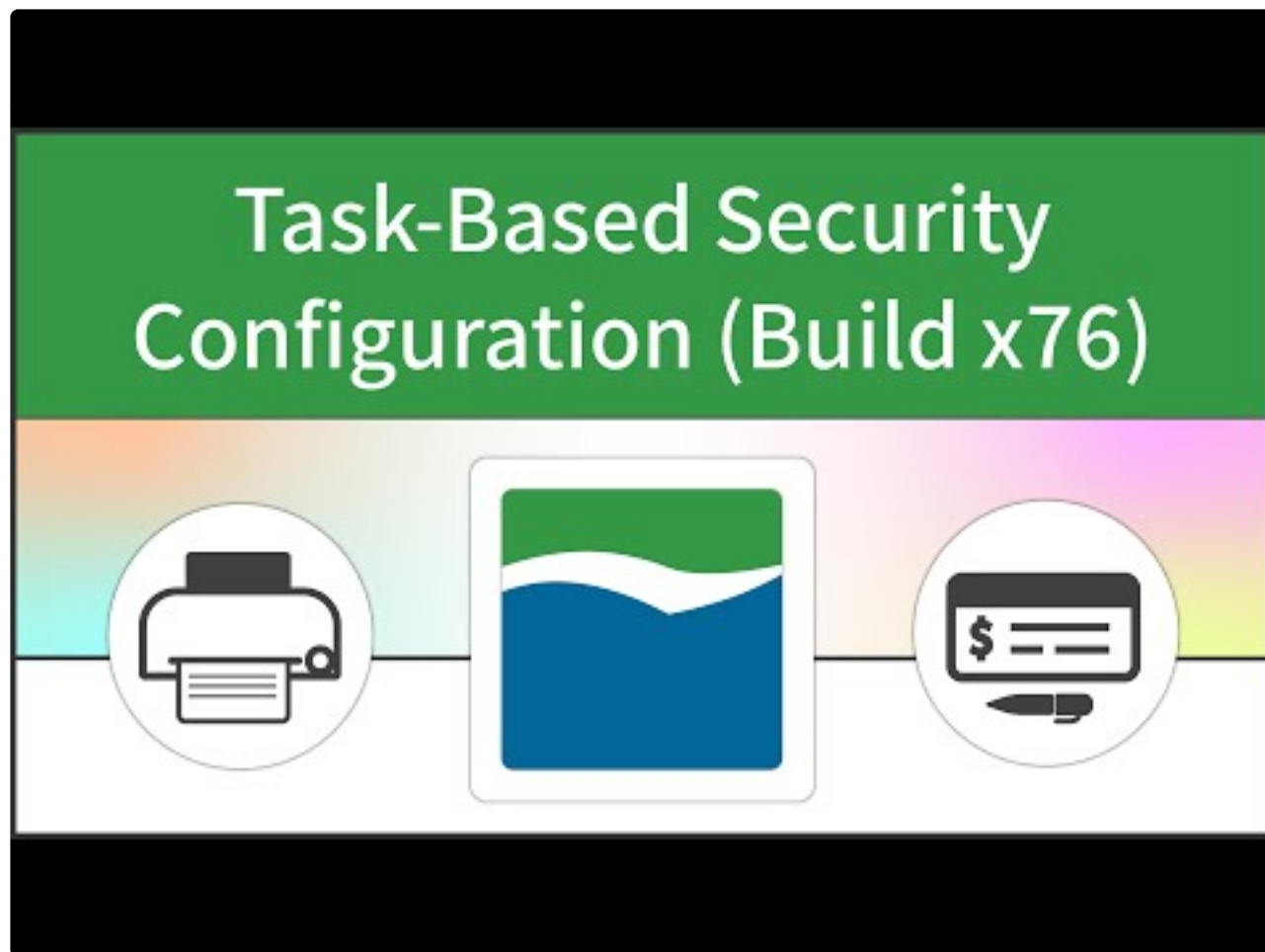


- Assign the Threshold ID to the checkbox to which you would like to apply these signatures.

Last modified: Dec 28, 2020

5.6.1.8. Apply a Threshold ID to a Checkbook

The final step in setting up Task-Based security is to assign the appropriate Threshold ID to the checkbooks from which you will be paying.



<https://www.youtube.com/embed/0aWkUen5m0M?rel=0>

<https://www.youtube.com/embed/0aWkUen5m0M?rel=0&start=193&end=225>

<https://www.youtube.com/embed/0aWkUen5m0M?rel=0&start=440&end=689>

<https://www.youtube.com/embed/0aWkUen5m0M?rel=0&start=785&end=830>

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

1. Open the **Mekorma Checkbook Setup** window.
2. **Choose the checkbook** to which you want to assign a Threshold ID by clicking on the lookup.
3. Threshold IDs can be assigned to the Purchasing, US Payroll, or Canadian Payroll modules using the Module dropdown menu.

Choose the Threshold ID you want to assign using the lookup next to the **Threshold ID** field.

4. **Save** to close the window.



Please note, in order for Mekorma security settings to take effect as defined in your Threshold ID, the Threshold ID must be assigned to a checkbook.

Last modified: Nov 09, 2020

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.

Mekorma MICR Vendor Class Security Setup ...

OK File Tools Help Add Note

Actions File Tools Help

Class ID	Threshold ID	Description
AUS-NSW-M		
CAN-ALL-C		
CAN-ALL-I		
CAN-ALL-M		
EMPLOYEE		
NEW-C		
NEW-M		
OTHER		
USA-US-C		
USA-US-I		
USA-US-M		
UTILITY	UTILCLASS	UTILCLASS

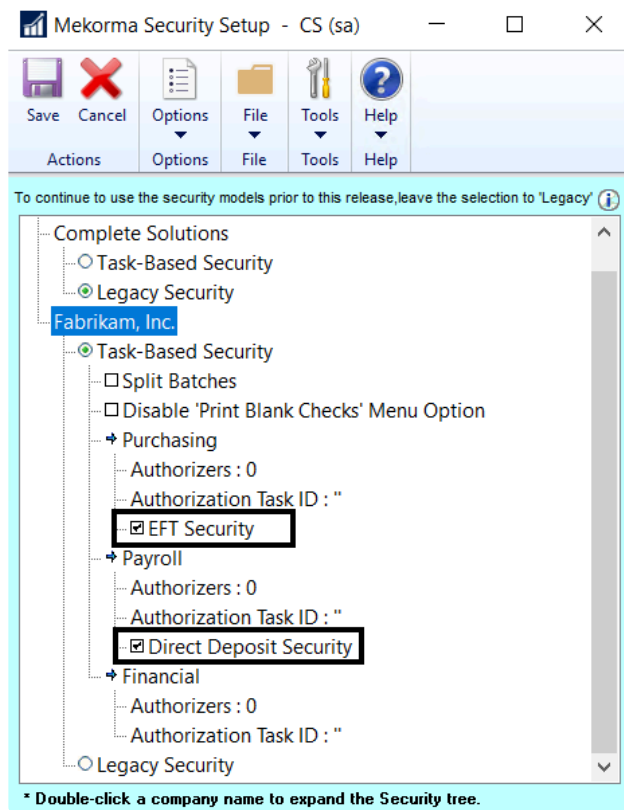
Last modified: Aug 06, 2020

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**.

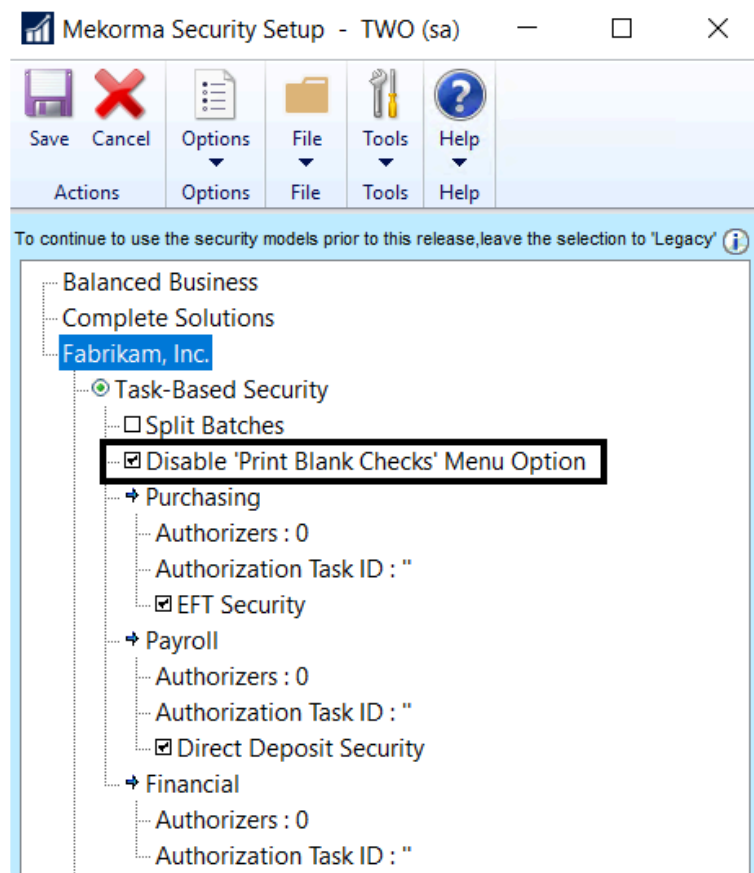
Last modified: Aug 06, 2020

5.6.1.11. Disable Print Blank Checks

If you would like to deny users access to the Print Blank Checks option from 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**.



Last modified: Aug 06, 2020

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: Aug 06, 2020

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

Mekorma MICR Security Setup - TWO (sa)

Save Cancel Audit Log Report Additional File Tools Help Add Note

Actions Additional File Tools Help

Set Passwords By

☒ User ID
☐ Checkbook
☐ None

Payables Approval Workflow

☒ Activate Workflow
☐ Split Batches
☒ 2nd Approval Reminders
☐ Batch Completed Notifications

Additional Security Options

☐ Disable 'Print Blank Checks' Menu Option
☒ EFT Security
☒ DD Security

When to Require Passwords: Always One

When to Print Signatures: No Signatures

Password/Signature Threshold

Payables	\$0.00
US Payroll	\$0.00
Canadian Payroll	\$0.00

Add/Modify User Delete User

Select a user to assign checkbooks

User ID	Signature File	2nd	Unlimited	Max. Authorized Amount	Authorized Amount

Authorized checkbooks for selected users:

A	Checkbook ID	Checkbook Description

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 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.

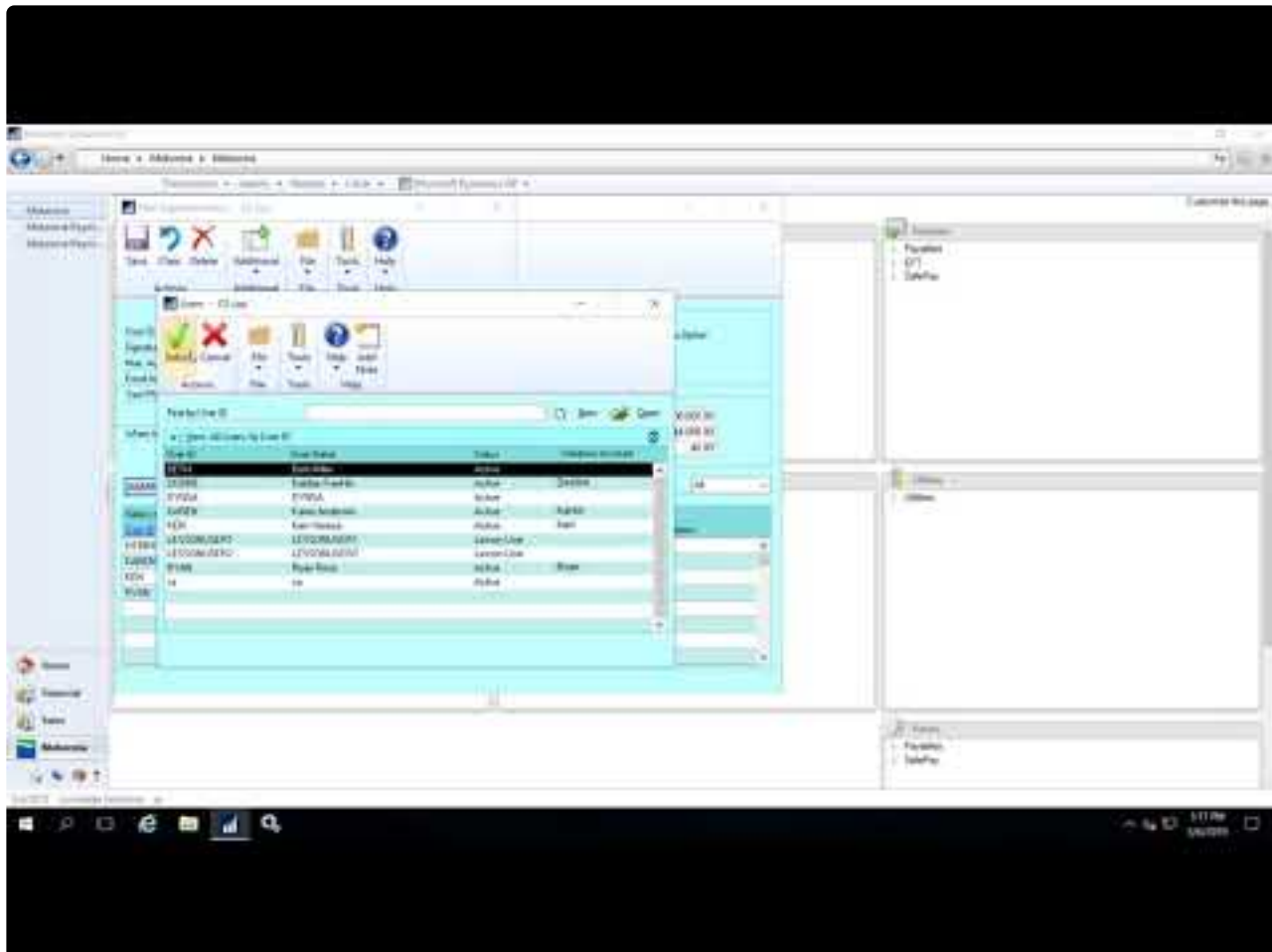
Last modified: Aug 06, 2020

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.

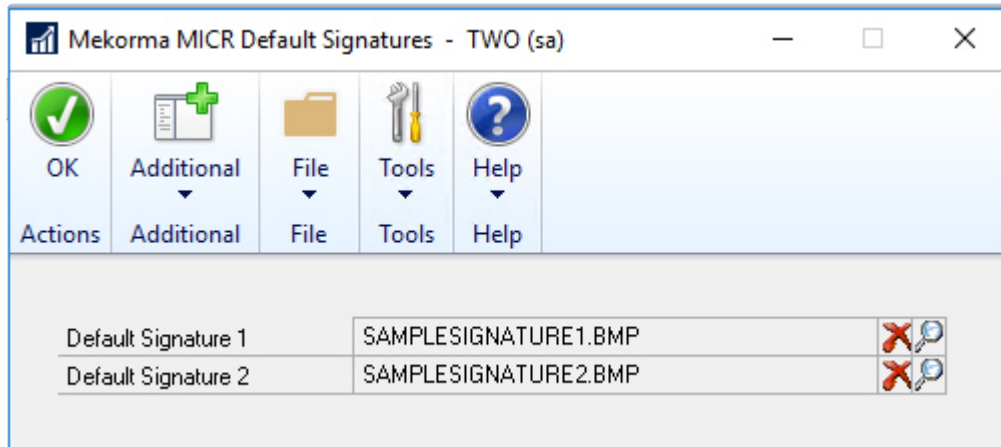
See screen action only here (*no sound*):



<https://www.youtube.com/embed/-G6MsiqTRil?rel=0>

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: Aug 06, 2020

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.

Mekorma MICR Security Setup - TWO (sa)

Save Cancel Audit Log Report Additional File Tools Help Add Note

Actions Additional File Tools Help

Set Passwords By

☒ User ID
☐ Checkbook
☐ None

Payables Approval Workflow

☒ Activate Workflow
☐ Split Batches
☐ 2nd Approval Reminders
☐ Batch Completed Notifications

Additional Security Options

☐ Disable 'Print Blank Checks' Menu Option
☒ EFT Security
☒ DD Security

When to Require Passwords: Always One
When to Print Signatures: One Signature When Under Threshold; None if Over

Password/Signature Threshold

Payables	\$10,000.00
US Payroll	\$0.00
Canadian Payroll	\$0.00

Add/Modify User Delete User

Select a user to assign checkbooks

User ID	Signature File	2nd	Unlimited	Max. Authorized Amount
DEBBIE	DEBBIE.JPG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$99,999,999,999.99
DYNSA	SAMPLESIGNATURE2.BM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$99,999,999,999.99
KAREN	KAREN.JPG	<input type="checkbox"/>	<input type="checkbox"/>	\$50,000.00
KEN	KEN.JPG	<input type="checkbox"/>	<input type="checkbox"/>	\$100,000.00
LESSONUSER1		<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
RYAN		<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
sa	SAMPSIG.BMP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$99,999,999,999.99

Authorized checkbooks for selected users:

A	Checkbook ID	Checkbook Description
<input checked="" type="checkbox"/>	CANADA	Canada Checkbook
<input checked="" type="checkbox"/>	FIRST BANK	First Bank
<input checked="" type="checkbox"/>	FLEX BENEFITS	Flex Benefits-Lakes Bank
<input checked="" type="checkbox"/>	PAYROLL	Payroll - Lakes Bank
<input checked="" type="checkbox"/>	PETTY CASH	Petty Cash-Uptown Trust
<input checked="" type="checkbox"/>	UPTOWN TRUST	Uptown Trust

- If you are using thresholds, mark the **Split Batches** box to automatically split payments batches into groups by number of Approvers and signatures.
- 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: Aug 06, 2020

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 window, select the **Checkbook** option under the **Set Security By** section.
2. Click the lookup next to the Signature ID hyperlink to open the **Signature Setup Lookup** window. Choose an existing signature, then click **Select** to close this window; or, if you need to add a new signature, click **New** to open the **Mekorma MICR Password and Signature Setup** window.
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.
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.
10. 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 06, 2020

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](#).

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

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.

Mekorma MICR Security Setup - CS (sa)

Save Cancel Audit Log Report Additional File Tools Help Add Note

Set Passwords By

☐ User ID

☐ Checkbook

☒ None

When to Print Signatures: Always One Signature

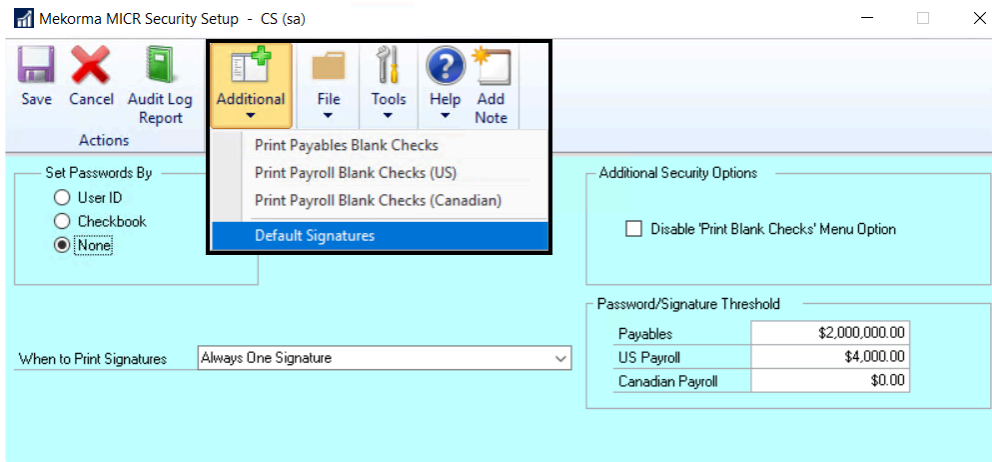
Additional Security Options

☐ Disable 'Print Blank Checks' Menu Option

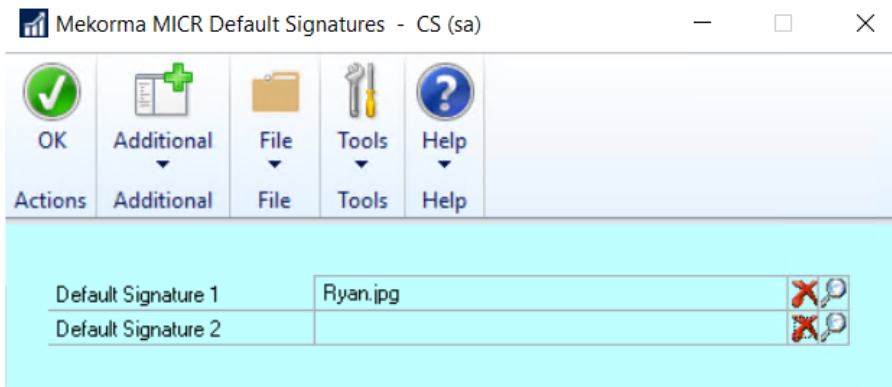
Password/Signature Threshold

Payables	\$2,000,000.00
US Payroll	\$4,000.00
Canadian Payroll	\$0.00

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 06, 2020

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, as well as Task-Based secure approval workflow.

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

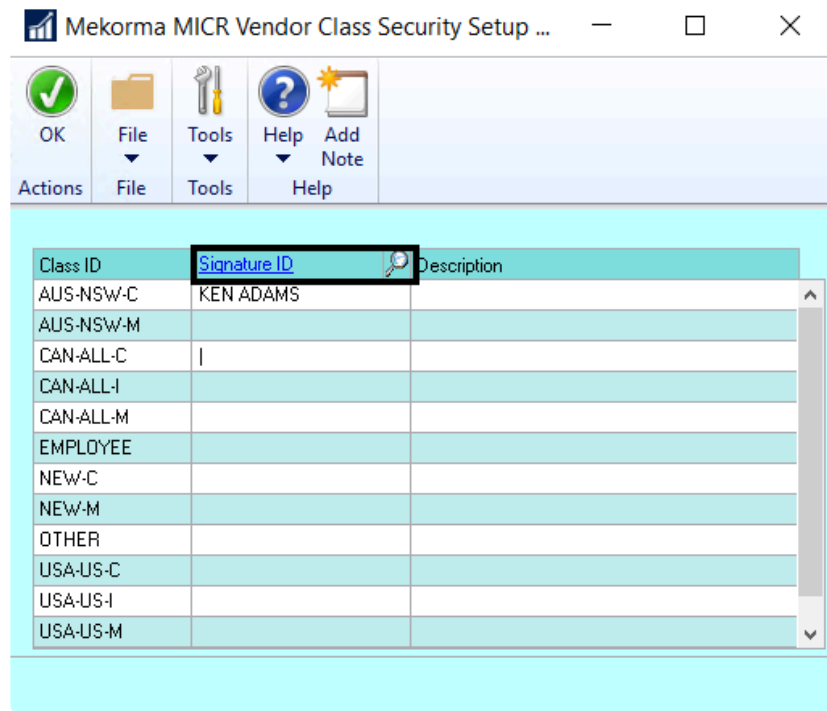
1. Open the Mekorma MICR Vendor Class Security Setup window. Each of your existing vendor classes will be displayed.
2. The Default Security option is taken from the current configuration on the Mekorma MICR Security screen for User ID security. To select a different security configuration, click the 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:

Class ID	Payables Threshold	Description
USA-US-I	\$0.00	
	When to Require Passwords:	Default Security
	When to Print Signatures:	Default Security
USA-US-M	\$0.00	
	When to Require Passwords:	Default Security
	When to Print Signatures:	Default Security
UTILITY	\$500.00	
	When to Require Passwords:	Always One
	When to Print Signatures:	One Signature When Under Threshold; Two if Over

Vendor Class Security configured with Legacy Checkbook ID

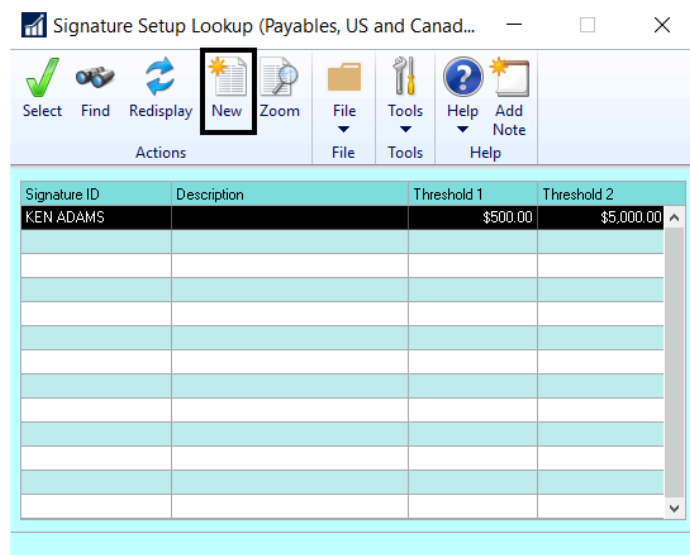
If you are using Security by Checkbook ID, the Vendor Class Security settings only influence what signatures print, and not what passwords are required. Password settings are always pulled from the Signature ID associated with the checkbook.

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: Aug 06, 2020

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 Maintenance 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**.

Password/Signature Threshold	
Payables	\$2,000,000.00
US Payroll	\$4,000.00
Canadian Payroll	\$0.00

3. Click **Save**.

Last modified: Aug 06, 2020

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** Option.

Mekorma MICR Security Setup - CS (sa)

Save Cancel Audit Log Report Additional File Tools Help Add Note

Set Passwords By: ☒ User ID ☐ Checkbook ☐ None

Payables Approval Workflow: ☒ Activate Workflow ☒ Split Batches ☐ 2nd Approval Reminders ☐ Batch Completed Notifications

Additional Security Options: ☒ Disable 'Print Blank Checks' Menu Option ☒ EFT Security ☒ DD Security

When to Require Passwords: One Password if Over Threshold; None if Under

When to Print Signatures: Always One Signature

Password/Signature Threshold:

Payables	\$2,000,000.00
US Payroll	\$4,000.00
Canadian Payroll	\$0.00

Add/Modify User Delete User

Mark All Unmark All Show All

Select a user to assign checkbooks:

User ID	Signature File	2nd	Unlimited	Max. Authorized Amount
DEBBIE	DEBBIE.JPG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$99,999,999,999,999
KAREN	KAREN.JPG	<input type="checkbox"/>	<input type="checkbox"/>	\$12,000.00
KEN	KEN.JPG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$99,999,999,999,999
RYAN	RYAN.JPG	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

Authorized checkbooks for selected users:

A	Checkbook ID	Checkbook Description

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

Last modified: Aug 06, 2020

5.7. Setup for Remote Approvals

With the release of Mekorma Build x80, PowerApprovals is our Microsoft Power Platform-based mobile application for remote payment approval. PowerApprovals allows any designated company approver within the organization to easily approve payments from their mobile device, or from any computer using a browser of choice.

Before setting up PowerApprovals, please make sure you have” met the system requirements”:#powerapprovals-system-requirements.

Requirements

Before an Approver can make use of PowerApprovals, there are a few setup tasks that must be accomplished.

Administrators

1. Secure Approval Workflow
 - Administrators must configure Secure Approval workflow under the [Task-Based model](#). Any companies still functioning using Legacy security by User ID or Checkbook security must convert to Task-Based security to take full advantage of PowerApprovals.
2. Credentials
 - In order to use the app, Approvers must have a valid email account associated with their GP User ID. *A valid email account is defined as an Office 365 account or a Azure Active Directory federated domain account.*
 - System Administrators can handle the [email setup for all Users](#), within the Approval Email Setup window.
3. Grant Access to PowerApprovals
 - An Administrator must share or give access to PowerApprovals for each Approver. For more information on sharing Power Apps applications, please consult the following Microsoft Docs documentation: [Share a canvas app in Power Apps](#)

Approvers

1. Download PowerApps
 - Your company must hold valid Power Apps licenses and have an environment to deploy PowerApprovals.

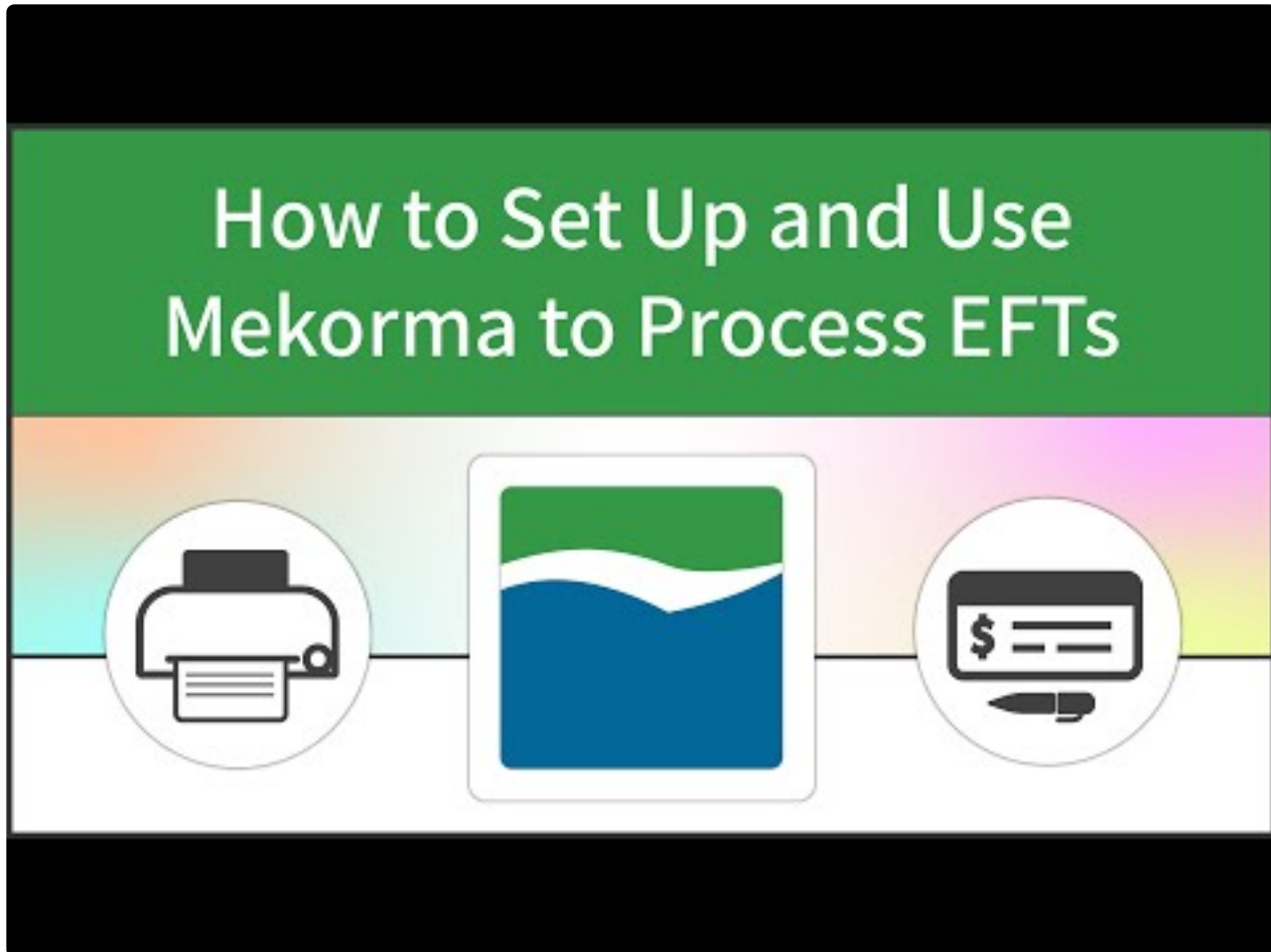
- A System Administrator must contact Mekorma to obtain a copy of PowerApprovals to be uploaded and deployed in the PowerApps environment.
- For mobile deployment, Approvers must install Power Apps on their devices. Power Apps can be obtained from the [Google Play Store](#) for Android devices or [Apple store](#) for iOS devices.
- Once an Administrator has shared PowerApprovals with a User, the application can be accessed by opening Power Apps on a mobile device.

Approvers are then ready to [use the mobile app](#) to review, reject and approve payments!

Last modified: Aug 06, 2020

5.8. 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.



<https://www.youtube.com/embed/-Shy7OwUr5Q?rel=0>

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 [EFT processing in the Action Board](#).

5.8.1. 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.

Checkbook Maintenance - TWO (sa)

Save Clear Delete Additional File Print Tools Help Add Note

Actions Additional File Tools Help

Checkbook ID FIRST BANK Inactive

Description First Bank

Currency ID Z-US\$ Current Checkbook Balance (\$1,303,988.94)

Payment Rate Type ID BUY Cash Account Balance \$1,525,703.96

Deposit Rate Type ID AVERAGE

Cash Account 000 -1100 -00 Cash - Operating Account

Next Check Number 100053 Last Reconciled Balance \$0.00

Next Deposit Number 50000001 Last Reconciled Date 0/0/0000

Company Address ID INTERNATIONAL-A

Bank Account 111333555

Bank ID FIRST BANK

User-Defined 1

User-Defined 2

Payables Options

Max Check Amount \$0.00

Password

☐ Duplicate Check Numbers

☒ Override Check Number

EFT Bank Direct Deposit

Checkbook ID

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

Checkbook EFT Bank Maintenance - TWO (sa)

OK File Tools Help Add Note

Actions File Tools Help

Checkbook ID FIRST BANK First Bank

Bank Country/Region United States Country Code US ISO Currency Code USD

Account Holder

Transit Routing Number 111111118 Bank Branch 2

Bank Account Number 111222 Bank Code 3

IBAN 1112 Bank Branch Code 4

Bank Check Digit 2

Tax Registration Number NY001

Bank Identification Number

Bank Company Name Blocking Factor 10

Company ID Number Format Code A

Small Company Name Priority Code 01

Reference

Service Class Code 200

Communication Type: Application

Application

Payables Options Receivables Options

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.

Checkbook EFT Payables Options - TWO (sa)

OK File Tools Help Add Note

Actions File Tools Help

EFT Payment Numbers:

☐ Use Check Numbers ☒ Use EFT Numbers

Next EFT Payment Number EFT000000000004

EFT Payables Options:

☐ Payables Prenote Required

Prenote Grace Period 0

File Format:

☒ Single Format PPD

☐ Based on Vendor

Business		
Corporate		
Personal		
Foreign		

Default Output Files:

Payables Domestic Payments	:C:MEKORMA FILES/EFT/FABRIKAM/Payment.txt	
Payables Foreign Payments	:C:MEKORMA FILES/EFT/FABRIKAM/Foreign Payment.txt	
Payables Prenotes	:C:MEKORMA FILES/EFT/FABRIKAM/Vendor Prenotes.txt	

Generate Prenotes

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



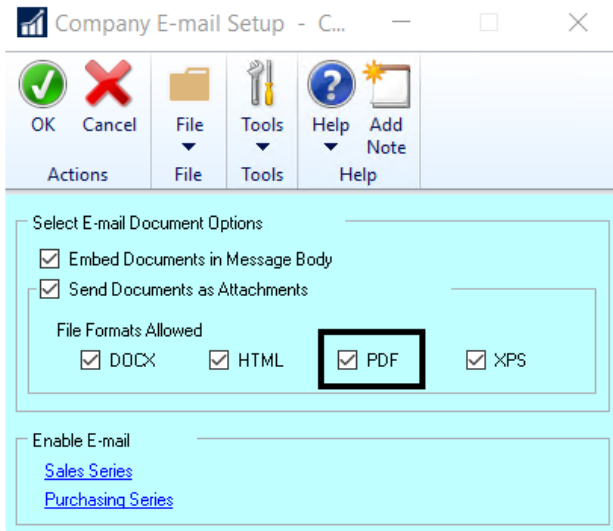
If your checkbook is configured for EFT and you print check copies to PDF, the check copies will use EFT numbers for the naming convention instead of check numbers.

Last modified: Aug 06, 2020

5.8.2. 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.

Message Setup - CS (sa)

Save Clear Delete Copy File Tools Help Add Note

Actions File Tools Help

Message ID: REMITTANCE

Description: REMITTANCE

Message Type: Standard

Series: Purchasing

Doc. Type: Vendor Remittance

Subject: EFT Remittance

Body Document Lines Validate

Please see attached EFT remittance for payment information.

Select and Insert Fields

Document Fields Workflow Fields

Field Additional fields

Insert

Have Replies Sent to

Select Names

- 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**:

Internet Information - CS (sa)

Save Clear Delete File Print Tools Help Add Note

Actions File Tools Help

Select Information for: Vendors

Vendor ID: ADVANCED0001 Advanced Office Systems

Address ID: PRIMARY 678 Sherwood Park South

E-mail Addresses

To... ken@advancedoffice.com

Cc...

Bcc...

Last modified: Aug 06, 2020

5.8.3. 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.

Mekorma MICR Checkbook Setup - CS (sa)

Save Clear Delete Integrate Additional File Tools Help Add Note Help

Checkbook ID FIRST BANK

Default Threshold ID

MICR Line Setup

Transit (ABA) Number 111111118

Check Number Pattern Routing Number Account Number

58 57 56 55 54 53 52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14

Module Purchasing

Threshold ID

Non-Negotiable Word VOID

Primary Check Format AP Check_bottom_2 Std AP Stubs.stbz

Check Copy Format Overflow_full_Std AP Stub.stbz

☐ Use Pre-Printed Check Stock

☐ Use Check Format (First page) for overflow pages

Check Overflow Format AP Check_bottom_2 Std AP Stubs.stbz

Check Copy Overflow Format Overflow_full_Std AP Stub.stbz

EFT Remittance Options

EFT Remittance Format

Dynamics GP Report Writer

Check Face / Overflow Stub

Refund Check Format EFT Remittance Format

- **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.

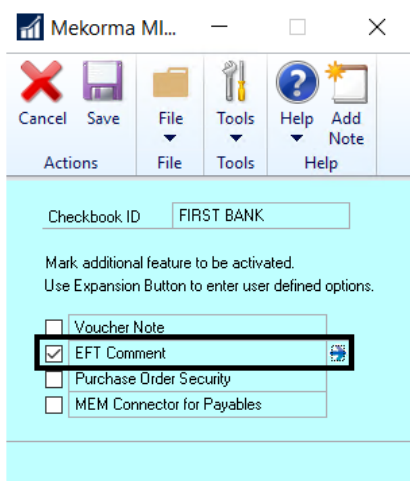
Last modified: Aug 06, 2020

5.8.4. 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.

The screenshot shows a Windows-style dialog box titled "Mekorma MICR Additional Features Options - CS (sa)". The dialog has a standard Windows title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with icons for OK (green checkmark), Cancel (red X), Delete (red X), File (folder), Tools (wrench), Help (question mark), and Add Note (notepad). Below the toolbar are three tabs: "Actions", "File", and "Tools". The "Actions" tab is selected. Inside the dialog, there are two input fields: "Checkbook ID" with the value "FIRST BANK" and "Feature" with the value "EFT Comment". Below these fields is a text area labeled "EFT Comment Text" containing the text "EFT comment for Checkbook FIRST BANK". Below the text area is a label "EFT Logo File" followed by an empty input field and a blue arrow button. At the bottom of the dialog, there is a note: "Use the Expansion Button to import a logo file."

7. Click **OK** to save.

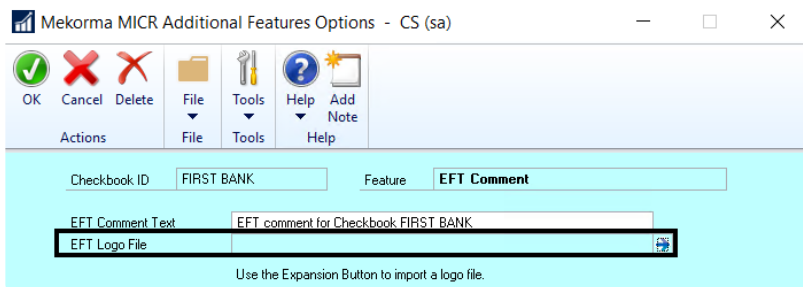
Last modified: Aug 06, 2020

5.8.5. 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: Aug 06, 2020

5.8.6. EFTs in the Action Board

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) within the Action Board.

! 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 Action Board Options window, go to the Mekorma Area Page > Transactions > Payables > Payment Hub Action Board > Options

1. Open the Action Board 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: Aug 06, 2020

5.9. Action Board Setup

The Payment Hub Action Board allows Mekorma users to perform the following actions, for multiple companies and checkbooks, all in one window:

- Build payment batches
- Process checks and EFTs
- Post payments
- Generate EFT files
- Generate SafePay files, using one centralized window.

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 you perform manually.

Please review the following pages for complete instructions on how to set up the Action Board:

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 the Action Board](#)
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 24, 2020

5.9.1. Test and Enable the Action Board

✱ To open the Action Board Setup window, go to the Mekorma Area Page > Setup > System > Action Board Setup

Test the Action Board

If you would like to test the payment process in the Action Board before going live in a production environment, you can do so by designating one or more companies as a test company.

1. Open the **Action Board Setup** window.
2. Mark the box in the column labeled **Test Company**.
3. Click **OK**.

✱ When testing the Action Board in this way, checks will print **without** a MICR line or signatures; EFT files will be in a test format that is not usable by the bank.

Enable/ Disable the Action Board per company

You can choose to enable or exclude a company from using the Action Board.

1. Open the Action Board Setup window.

Multi-Batch Management Setup - CS (sa)

OK Cancel Options Billing Activity File Tools Help Add Note

Batch Number Suffix: ☒ Per Company ☐ System-Level

Company Name	Enable for MMM	Test Company	Batch No. Suffix
Fabrikam, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
Balanced Business	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Complete Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

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

3. Click **OK**.

Last modified: Aug 06, 2020

5.9.2. Configure Printing and Posting Reports

There are certain settings that need to be in place to ensure the Action Board's automated processes are not interrupted. The following steps are required for the Action Board to perform as intended:

Automate Printer Selection

Automating the printer selection will ensure that checks and EFT remittances can print without interrupting the process – you must [set up GP Named Printers](#) or [configure Action Board printers](#).

Define Paths for Reports/ Lists

Posting Reports and edit lists should be set up so they can be generated without interfering with the Action Board's 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.

Posting Setup - TWO (sa)

Series:
 Origin:

☒ Post to General Ledger
☐ Post Through General Ledger Files

☒ Allow Transaction Posting
☐ Post Through General Ledger Files
☐ Include Multicurrency Info
☐ Verify Number of Trx
☐ Verify Batch Amounts

Create a Journal Entry Per:
☒ Transaction
☐ Batch

Posting Date From: ☒ Batch ☐ Transaction
 If Existing Batch: ☐ Append ☒ Create New

☐ Require Batch Approval
 Approval Password:

Reports:

Print	Report	Path	Send To:	File	Type	Append/Replace
<input type="checkbox"/>	Check Register		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Text file	Append
<input type="checkbox"/>	Checkbook Posting Journal		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Text file	Append
<input type="checkbox"/>	Comp Chk Distribution Detail		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Text file	Append

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

Reports:

Print	Report	Path	Send To:	File	Type	Append/Replace
<input type="checkbox"/>	Comp Chk Distribution Summary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append
<input type="checkbox"/>	Computer Check Posting Journal		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Text file	Append
<input type="checkbox"/>	EFT Payment Register		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append

Path:



In standard functioning, if you posted multiple checkbooks in the same company it would overwrite your posting journal each time. However, the Action Board will capture the path name and insert this phrase: (Checkbook id _ YYYYMMDD_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.

5.9.3. Results Reports Email Setup

After batches are built in the 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 Build Results Report to Approvers if 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 Action Board Options window, go to the Mekorma Area Page > Setup > System > Action Board Setup > Options

1. Open the Action Board 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.

Multi-Batch Options - TWO (...)

Save Cancel File Tools Help Add Note

User ID: sa

Build Payment Batches

☒ No Edit Lists or Approvals
☐ Request Approvals
☐ Print Edit Lists

Edit List Destination

☐ Printer
☐ File

Type: [v]
Path: [v]

EFT & Safe Pay

EFT Remittance Options

☐ Print Document
☒ Send Document in Email (Print if email cannot be sent)

Posting Options

☒ Post EFT immediately after Print or Send
☒ Generate EFT after Posting
☐ Generate Safe Pay files after Posting

Sort Checks By: * Company Default

All Actions

☒ Email Report After Processing

Email Address: beth@fabrikam.com

User Interface Automation Control

☒ Show Dynamics GP windows

4. Click **Save**.

Last modified: Aug 06, 2020

5.9.4. Options for Building Batches

Automated approval requests/ edit lists

When building payment batches using the Action Board, you have the choice to automate approval requests, print edit lists, or disable those options.

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

1. Open the **Action Board Options window**.
2. In the Build Payment Batches section, 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 as each batch is built.
 - **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. The Action Board will give them unique file names to help you identify them.

Multi-Batch Options - TWO (sa)

Save Cancel File Tools Help Add Note

Actions File Tools Help

User ID sa

Build Payment Batches ⓘ

☐ No Edit Lists or Approvals
☐ Request Approvals
☒ Print Edit Lists

Edit List Destination

☐ Printer
☒ File

Type Text file

Path C:\Program Files (x86)\Microsoft Dynamics\GP2018\Data\

EFT & Safe Pay ⓘ

EFT Remittance Options

☐ Print Document
☒ Send Document in Email (Print if email cannot be sent)

Posting Options

☒ Post EFT immediately after Print or Send
☒ Generate EFT after Posting
☐ Generate Safe Pay files after Posting ⓘ

Sort Checks By * Company Default

All Actions ⓘ

☐ Email Report After Processing

Email Address

User Interface Automation Control

☒ Show Dynamics GP windows

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 Action Board Setup window, go to the Mekorma Area Page > Setup > System > Action Board Setup

1. Open the Action Board 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:

Multi-Batch Management Action Board - TWO (KAREN)

Process Options Print Alignment View File Tools Help Open Note Add Note

Actions View File Tools Help

Action: Process Checks and EFTs

Show Batches: ☒ All ☐ Ready to Process ☐ With Errors

☒ Mark All ☒ Unmark All

Batch ID	Company	Checkbook ID	Payment	Check Date	GL Post Date	# Trx	Batch Total
191107-00200	Balanced Business	FIRST BANK	EFT	0/0/0000	11/7/2019	2	\$5,464.42
191107-00201	Balanced Business	FIRST BANK	EFT	0/0/0000	11/7/2019	1	\$550.82
191107-00202	Balanced Business	FIRST BANK	Check	0/0/0000	11/7/2019	3	\$7,713.95
191107-00203	Balanced Business	FIRST BANK	EFT	0/0/0000	11/7/2019	4	\$5,464.42
191107-00502	Complete Solutions	FIRST BANK	Check	0/0/0000	11/7/2019	10	\$19,193.61
270412-00100	Fabrikam, Inc.	FIRST BANK	EFT	0/0/0000	4/12/2027	2	\$5,464.42
270412-00102	Fabrikam, Inc.	FIRST BANK	Check	0/0/0000	4/12/2027	1	\$2,364.55
270412-00103	Fabrikam, Inc.	FIRST BANK	EFT	0/0/0000	4/12/2027	1	\$267.45

4. The Batch No. Suffix can be changed at any time within the Action Board Setup window.
5. Click **OK**.

Last modified: Aug 06, 2020

5.9.5. 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, the Action Board 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 > Action Board 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: Aug 06, 2020

5.9.6. 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 Action Board Process Maintenance window, go to the Mekorma Area Page > Setup > System > Action Board 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 **Action Board 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**.

Multi-Batch Management Process Maintenance - CS (sa)

Save Clear Delete Advanced File Tools Help Add Note

Actions File Tools Help

Process ID MONTHLY

Description MONTHLY

Company Name Complete Solutions

Checkbook ID FIRST BANK Payment Type ☒ Checks ☒ EFTs

Credit Card

Build ID UTILITY Currency ID Z-US\$

Copy

Insert Remove

Linked Checkbooks & Build IDs

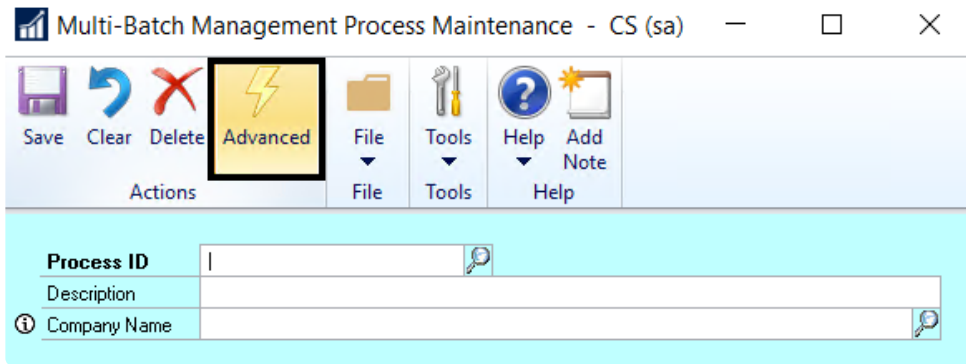
Build ID	Company	Checkbook ID	Payment	Currency
UTILITY	Complete Solutions	FIRST BANK	Check	Z-US\$
UTILITY	Complete Solutions	FIRST BANK	EFT	Z-US\$

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

Advanced

To create a Process ID that applies multiple Build IDs to multiple companies and checkbooks, use the Advanced option:

1. Open the **Action Board 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, then choose the desired **Build ID** to apply it to those checkbooks:

Multi-Batch Management Advanced Process Maintenance - CS (sa)

Save Clear Delete Basic File Tools Help Add Note

Process ID: MONTHLY
Description: MONTHLY

☒ Checkbooks ☐ Credit Card ☐ Copy

Company ^	Checkbook
Balanced Business	FIRST BANK
Balanced Business	FLEX BENEFITS
Balanced Business	PAYROLL
Balanced Business	PETTY CASH
Balanced Business	UPTOWN TRUST
Complete Solutions	FIRST BANK
Complete Solutions	FLEX BENEFITS
Complete Solutions	PAYROLL
Complete Solutions	PETTY CASH
Complete Solutions	UPTOWN TRUST
Fabrikam, Inc.	FIRST BANK
Fabrikam, Inc.	FLEX BENEFITS
Fabrikam, Inc.	PAYROLL
Fabrikam, Inc.	PETTY CASH
Fabrikam, Inc.	UPTOWN TRUST

+ Checks
+ EFTs
Remove

☒ Build IDs ☐ Currencies

Build ID	Description
✓ DEFAULT	Default criteria
⊖ DUEIN7	Pay everything due in 7 days
⊖ EMPLOYEE	EMPLOYEE
⊖ UTILITY	UTILITY

Linked Checkbooks & Build IDs

Build ID	Company ^	Checkbook ID
DEFAULT	Balanced Business	FIRST BANK
DEFAULT	Balanced Business	FLEX BENEFITS
DEFAULT	Balanced Business	FIRST BANK
DEFAULT	Balanced Business	FLEX BENEFITS
UTILITY	Complete Solutions	FIRST BANK
UTILITY	Complete Solutions	FIRST BANK
DEFAULT	Fabrikam, Inc.	FIRST BANK
DEFAULT	Fabrikam, Inc.	UPTOWN TRUST
DEFAULT	Fabrikam, Inc.	FIRST BANK
DEFAULT	Fabrikam, Inc.	UPTOWN TRUST

- Repeat this process until the Process ID contains all checkbooks, payment types and Build IDs you want to include.
- 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: Aug 06, 2020

5.9.7. 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 Action Board Options window, go to the [Mekorma Area Page > Transactions > Payables > Payment Hub Action Board > Options](#)

1. Open the Action Board 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.

Multi-Batch Options - TWO (...)

Save Cancel File Tools Help Add Note

Actions File Tools Help

User ID: sa

Build Payment Batches ⓘ

☒ No Edit Lists or Approvals
☐ Request Approvals
☐ Print Edit Lists

Edit List Destination

☐ Printer
☐ File

Type: [v]
 Path: [v]

EFT & Safe Pay ⓘ

EFT Remittance Options

☐ Print Document
☒ Send Document in Email (Print if email cannot be sent)

Posting Options

☒ Post EFT immediately after Print or Send
☒ Generate EFT after Posting
☐ Generate Safe Pay files after Posting ⓘ

Sort Checks By: [v]

All Actions ⓘ

☒ Email Report After
 Email Address: [v]

* Company Default
 Payment Number
 Name
 State - City
 ZIP Code
 Voucher Number
 * Company Default

3. Click **Save**.

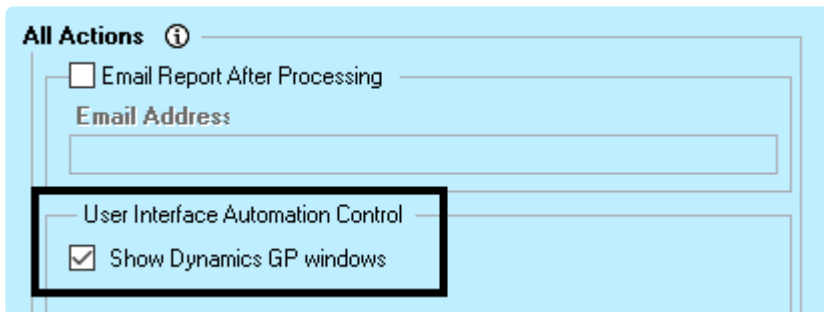
Last modified: Aug 06, 2020

5.9.8. Show/ Hide Dynamics GP Windows

While the Action Board 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 Action Board Options window, go to the Mekorma Area Page > Transactions > Payables > Mekorma Action Board > Options

1. Open the **Action Board 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.



The screenshot shows a software interface titled "All Actions" with an information icon. It contains two main sections. The first section, "Email Report After Processing", has an unchecked checkbox and a text field labeled "Email Address". The second section, "User Interface Automation Control", has a checked checkbox labeled "Show Dynamics GP windows". A black rectangular box highlights the "Show Dynamics GP windows" checkbox and its label.

3. Click **Save**.

Last modified: Aug 06, 2020

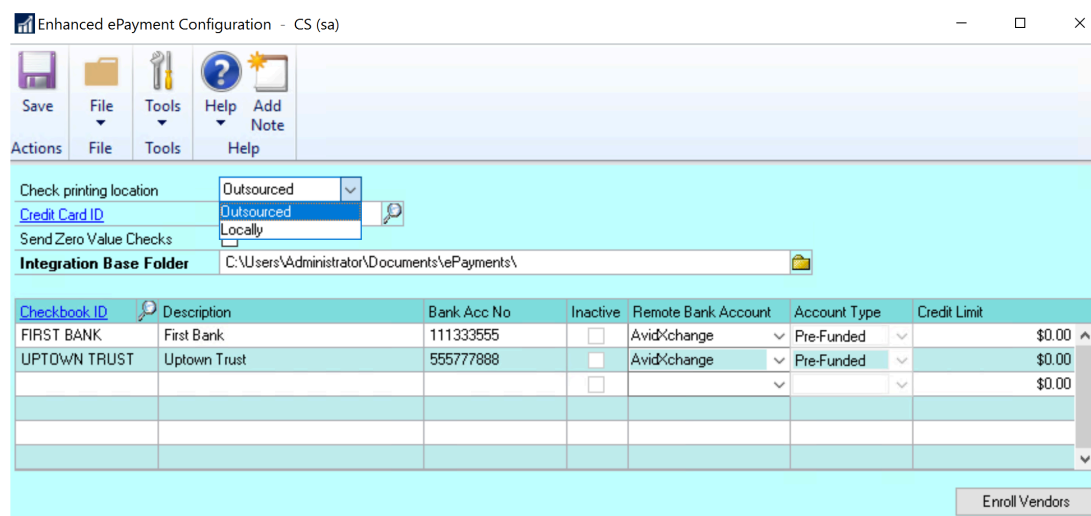
5.10. Payment Outsourcing Configuration

Mekorma and your payment outsource provider will handle the initial implementation and configuration of the ePayment connector in Dynamics GP.

Enhanced ePayment Configuration

Once Table Maintenance has been run in a given company, the Enhanced ePayment Configuration window defines how that particular company is configured for payment outsourcing.

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



Checkbook ID	Description	Bank Acc No	Inactive	Remote Bank Account	Account Type	Credit Limit
FIRST BANK	First Bank	111333555	<input type="checkbox"/>	AvidXchange	Pre-Funded	\$0.00
UPTOWN TRUST	Uptown Trust	555777888	<input type="checkbox"/>	AvidXchange	Pre-Funded	\$0.00
			<input type="checkbox"/>			\$0.00

- The **Check printing location** field determines whether your payments are processed with the ePayment service (**Outsourced**), or printed and processed in-house (**Locally**).
- The **Credit Card ID** field is only required when the ePayment connector supports bulk funding (Nvoicepay customers only)- meaning a set of GP payments are funded with a single withdrawal from the client's bank account (see below).
- The **Integration base folder** is configured to store the files sent to and received from the outsource provider. The system will automatically create the following subfolders if they do not exist:
 - OutPayments: Will store payment files *sent to* the outsource provider
 - InPayments: Will store processed payment (response) files *received from* the outsource provider
- All checkbooks that have been configured for outsourcing are listed in the Checkbook ID area. You will see the following information:
 - **Checkbook ID** and **description**
 - **Bank account number** as configured in Dynamics GP
 - **Remote Bank Account**: This field lists the name of your outsource provider (AvidXchange or

Nvoicepay)

- **Account Type:** Displays whether the checkbook is configured using the pre-funded or credit model; this refers to the method the outsource provider uses to fund your vendor payments. Only a pre-funded model is currently available – this means the outsource provider will withdraw funds from your company's bank account before generating and sending payments to vendors.

How to fund your outsourced payments?

Before the outsource provider can send payment to your vendors, they will withdraw the funds to cover the full amount of the payments. There are two ways this can be done:

- **Individual funding:** Every GP payment corresponds to a withdrawal from your company's checkbook. The withdrawals are treated like checks and each individual payment clears the checkbook.
- **Bulk funding:** A set of payments are funded by a single withdrawal from your company's checkbook. From an accounting standpoint, those payments can be treated as credit card payments. Your vendors are being paid by a 3rd party (the outsource provider) – the outsource provider is reimbursed in a single, separate, payment; only that one payment clears the checkbook.

AvidXchange customers: *Individual option only*

Nvoicepay customers: *Individual and Bulk available*



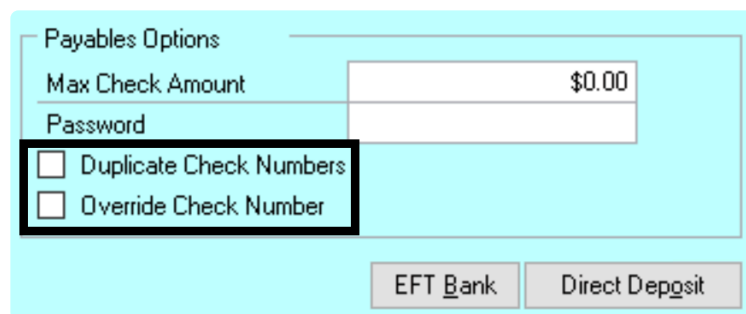
After the configuration wizard has been run successfully, ePayment settings can be managed from within the Enhanced ePayment Configuration window.

Last modified: Dec 11, 2020

5.10.1. Add Multiple Checkbooks for Payment Outsourcing

After the outsource provider has set up the first checkbook to be used for outsourced payments, additional checkbooks can be added (for a fee).

! Please disable the Duplicate Check Number and Override Check Number settings enabled in the GP Checkbook Maintenance window. Make sure these boxes are unmarked:



Step 1: Checkbook is configured in the ePayment Portal

If you would like to add an additional checkbook for ePayment processing, you will need to contact your provider (AvidXchange or Nvoicepay) and fill out the necessary paperwork. The provider will then configure the checkbook within their payment portal.

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

The new checkbook must then be added in Dynamics GP by the user.

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

1. Log in to Dynamics GP and open the **Enhanced ePayment Configuration** window.
2. Click on the next available line 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.

Enhanced ePayment Configuration - CS (sa)

Save File Tools Help Add Note

Check printing location: Outsourced

Credit Card ID: MEEP CARD

Send Zero Value Checks: ☒

Integration Base Folder: C:\MEKORMA FILES\MEEP\

Checkbook ID	Description	Bank Acc No	Inactive	Remote Bank Account	Account Type	Credit Limit
FIRST BANK	First Bank	111333555	<input type="checkbox"/>	Nvoicepay (Bulk)	Pre-Funded	\$0.00
UPTOWN TRUST	Uptown Trust	555777999	<input type="checkbox"/>	Nvoicepay (Bulk)	Pre-Funded	\$0.00
			<input type="checkbox"/>			\$0.00
			<input type="checkbox"/>			\$0.00
			<input type="checkbox"/>			\$0.00

Enroll Vendors

- Match the GP checkbook with the correct provider by using the drop-down menu under the **Remote Bank Account** column.
 - For AvidXchange customers, there will only be one choice (AvidXchange)
 - For Nvoicepay customers, you must choose between **Nvoicepay** and **Nvoicepay – Bulk**. This refers to how you want payments handled in Dynamics GP. Please see here for more information.
- Click **Save** to close the window, and from that point on the checkbook can be used to pay vendors remotely.

Last modified: Oct 27, 2020

5.10.2. Local Printing Options

There may be circumstances in which you need to print checks/payments locally that are normally sent to the outsource provider (Nvoicepay or AvidXchange) for processing. You can do this by changing a vendor, payment, checkbook, or company's status to "Local."

Change an individual vendor's status to Local Processing

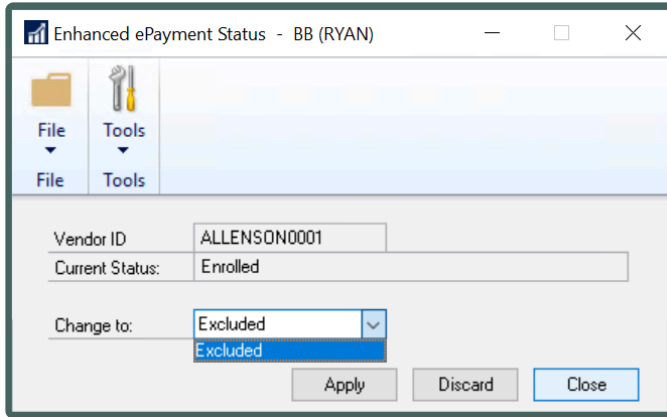
This setting allows you to exclude a vendor from the outsourcing service; all payments to that vendor will be processed locally.

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

1. Open the Vendor Maintenance window and 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 who receives payment from the outsource provider.

The screenshot shows two overlapping windows from the Mekorma software. The background window is 'Vendor Maintenance - TWO (sa)'. It has a menu bar with 'File', 'Tools', 'Help', and 'Add Note'. Below the menu is a toolbar with icons for 'Save', 'Clear', 'Delete', 'Write Letters', 'Options', 'Additional', 'All-in-One View', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. The 'Additional' menu is open, showing 'Enhanced ePayment Status' highlighted. The main area of the 'Vendor Maintenance' window displays fields for 'Vendor ID' (ALLENSON0001), 'Name' (Allenson Properties), 'Short Name' (USA-US-M), and 'Check Name' (USA-US-M). It also has sections for 'Primary Address' (Doug Allen, 543 Washington, Chicago, IL 60608, USA) and 'Vendor Account' (PRIMARY). The foreground window is 'Enhanced ePayment Status - T...'. It has a 'Vendor ID' field (ALLENSON0001) and a 'Current Status' dropdown menu set to 'Enrolled Check'. There is a 'Change to:' dropdown menu and 'Apply', 'Discard', and 'Close' buttons.

3. Use the drop-down menu in the Enhanced ePayment Status window to change the status to **Local Processing**.



4. Click **Apply**; then **Save** in the Vendor Maintenance window.

Change an individual payment's settings to Local Processing

This is a one-time action that allows you to exclude a particular payment in a batch from being sent to the outsource provider.

✿ To open the Payment Processing Options window, go to the Mekorma Area page > Transactions > Payables > Print Payments > Additional > Payment Processing Options

1. Once you've opened the Print Payments window, select a batch that contains a payment you want to switch to Local Processing.
2. Click **Additional > Payment Processing Options** to open the Payment Processing Options window.
3. Select the payment you want to print locally.
4. In the Process Type column, use the drop-down to choose **Locally** and click **OK** to apply the change.

The screenshot displays two overlapping windows from the Mekorma software. The background window is titled 'Print Mekorma Payments - BB (RYAN)' and contains fields for 'Batch ID' (2021-05-30), 'Batch Total' (\$30,673.27), 'Check Number' (100003), 'Check Date' (06082021), and a 'Sort Checks By' dropdown set to 'Payment Number'. The foreground window is titled 'Enhanced ePayment Payment Process - BB (RYAN)'. It features a toolbar with 'OK', 'Redisplay', 'File', 'Tools', and 'Help' buttons. Below the toolbar, it shows 'Batch Number' (2021-05-30), 'Batch Total' (\$30,673.27), 'Checkbook ID' (UPTOWN TRUST), and 'No fo Trx' (10). A 'Vendor Name like' search field is present. The main area contains a table with the following data:

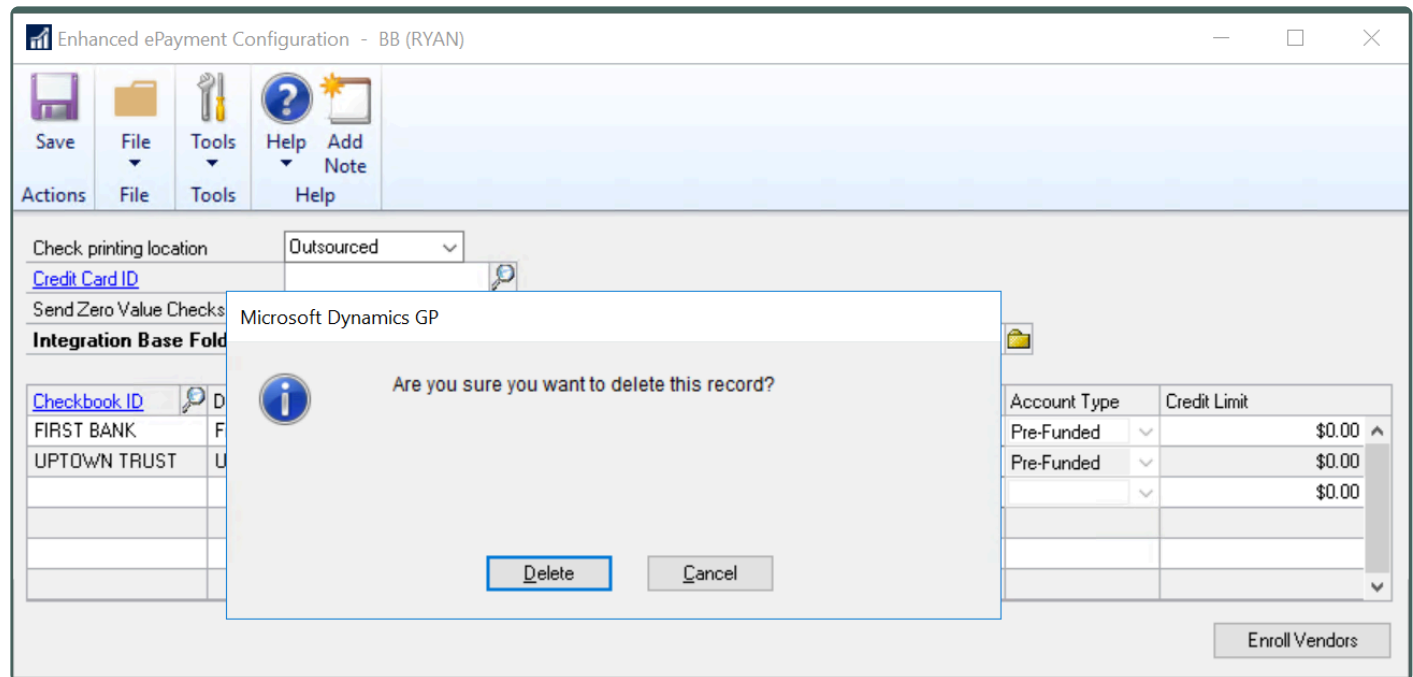
Vendor ID	Payment Number	Date	Amount	Should Send	Process Type
Vendor Name		Enrollment Status	Voucher Number	PO Number	
ACETRAVE0001	00000000000000501	6/8/2021	\$4,194.20	<input checked="" type="checkbox"/>	Default
ADVANCED0001	00000000000000502	6/8/2021	\$5,685.08	<input checked="" type="checkbox"/>	Default
ALLENSON0001	00000000000000503	6/8/2021	\$4,249.41	<input checked="" type="checkbox"/>	Locally
AMERICAN0001	00000000000000504	6/8/2021	\$534.90	<input checked="" type="checkbox"/>	Default
ASSOCIAT0001	00000000000000505	6/8/2021	\$2,364.55	<input checked="" type="checkbox"/>	Default
BEAUMONT0001	00000000000000506	6/8/2021	\$514.66	<input checked="" type="checkbox"/>	Default
EMP BONES	00000000000000507	6/8/2021	\$1,101.64	<input checked="" type="checkbox"/>	Default

Disable a checkbook that has been configured for outsourcing

This action effectively removes a checkbook from the payment provider's portal; any payments from the checkbook will be processed locally.

✿ 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. Navigate to the checkbook you want to disable, and delete the Checkbook ID and associated data.

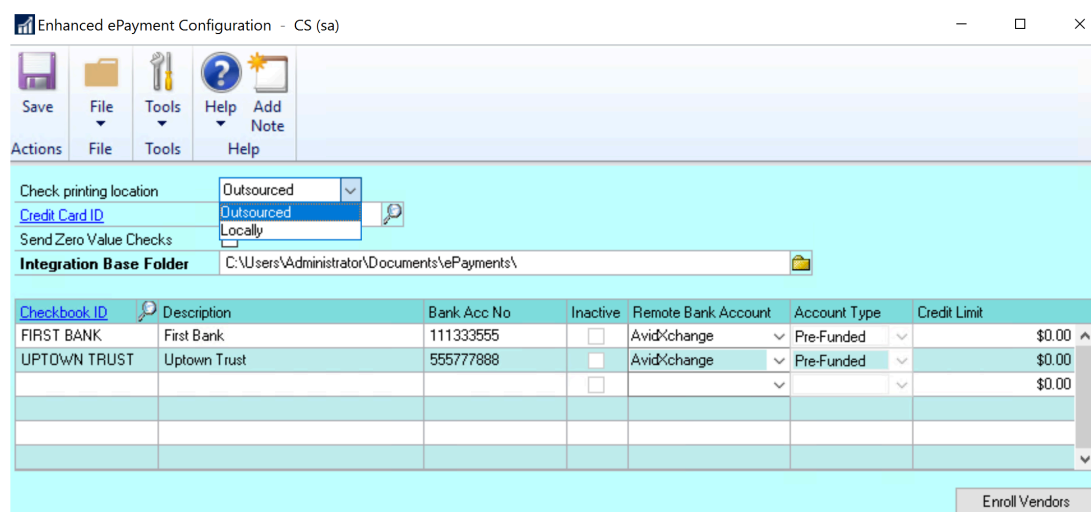


3. **Save** the changes.
4. To add the checkbook back to the ePayment configuration, [follow these steps](#).

Change an entire company's printing location

This action disables the ePayment Connector for a particular company. No payment files from this company will be sent to the outsource provider.

✿ 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. In the **Check printing location** field, use the drop-down to choose **Locally** and **Save**.

Last modified: Dec 14, 2020

5.10.3. Manage Vendor Status

If you are an Enhanced ePayments customer, the status of your vendors' enrollment can be viewed in the **Vendor Enrollment Inquiry** window:

Vendor ID	Vendor Name	Checkbook ID	Enrollment Status	Vendor Status
ACETRAVE0001	A Travel Company	FIRST BANK	Enrolled	Active
ADVANCED0001	Advanced Office Systems	FIRST BANK	Enrolled	Active
ALLENSON0001	Allenson Properties		Enrolled	Active
AMERICAN0001	AmericaCharge		Enrolled	Active
ASSOCIAT0001	Associated Insurance Inc.		Excluded	Active
UTIL_ATT	AT&T	FIRST BANK	Enrolled	Active
ATTRACTI0001	Attractive Telephone Co.		Enrolled	Active
AUSTRALIA	AUSTRALIA		Pending	Temporary
AUTOFINA0001	Auto Financing		Enrolled	Active
BEAUMONT0001	Beaumont Construction		Enrolled	Active
BERGERON0001	Bergeron Communications Sol.		Enrolled	Active
EMP_BJONES	Bill Jones	FIRST BANK	Enrolled	Active
EMP_XJONES	Bill Jones	FIRST BANK	Enrolled	Active
BLOOMING0001	Bloomington County		Enrolled	Active
BURNETT T0001	Burnett Travel Associates		Enrolled	Active
BUSINESS0001	Business Equipment Center		Enrolled	Active
BUSINESS MAG	Business Magazine		Pending	Temporary
CAPITALP0001	Capital Printed Circuits		Enrolled	Active
CARLSONS0001	Carlson Specialties		Enrolled	Active
CENTRALC0001	Central Cellular, Inc.		Enrolled	Active
CHICAGOC0001	Chicago City Tax Dept.		Enrolled	Active
CHICAGOR0001	Chicago Rent-All		Enrolled	Active



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

Enrollment Status

There are three possible Enrollment Status for your GP vendors:

- **Excluded:** This vendor's information is not sent to the outsource provider, and payments to this vendor are processed locally.
- **Enrolled:** Payments to this vendor are sent to the outsource service for processing, unless the Check Printing Option has been set to Locally in the Enhanced ePayment Configuration window.

- **Local Processing:** Payments to this vendor are processed locally in Dynamics GP as if the ePayment Connector is not installed.

Processing Type

There are two possible processing types for your GP vendors:

- **Check:** Currently all vendors will be listed in GP with a **Processing Type** of **Check**, even if the outsource provider will be paying them by other means (virtual credit card, ACH, or wire transfer). For now, you will need to log into your outsource provider's payment portal to view the actual payment type the vendor accepts. In future builds, this information will display within GP.
- **Local:** Payments to this vendor are processed locally.

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 to **Excluded** or **Local Processing**.
- From Excluded to **Enrolled** or **Local Processing**.
- From Local Payment Processing to **Enrolled** or **Excluded**.

In Mekorma Build x82, choosing the Excluded or Local Processing status has the same effect: payments will be printed locally rather than sent to the outsource provider for processing. You may choose either of these options if you'd like to temporarily or permanently pay a vendor locally. *Note: Both options exist to support a legacy version of the ePayment Connector*

✿ 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 who receives payment from the outsource provider.

The screenshot shows two overlapping windows from the Mekorma software. The background window is 'Vendor Maintenance - TWO (sa)' and the foreground window is 'Enhanced ePayment Status - T...'. In the 'Vendor Maintenance' window, the 'Vendor ID' is ALLENSON0001, 'Name' is Allenson Properties, and 'Short Name' is USA-US-M. The 'Enhanced ePayment Status' window shows the 'Vendor ID' as ALLENSON0001 and 'Current Status' as Enrolled Check. A dropdown menu for 'Change to:' is open, showing 'Excluded' and 'Excluded' as options. The 'Apply', 'Discard', and 'Close' buttons are visible at the bottom of the 'Enhanced ePayment Status' window.

- 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**.

This screenshot is a close-up of the 'Enhanced ePayment Status - BB (RYAN)' window. It shows the 'Vendor ID' as ALLENSON0001 and 'Current Status' as Enrolled. The 'Change to:' dropdown menu is open, displaying 'Excluded' and 'Excluded' as options. The 'Apply', 'Discard', and 'Close' buttons are visible at the bottom of the window.

Last modified: Nov 19, 2020

5.11. 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: Aug 06, 2020

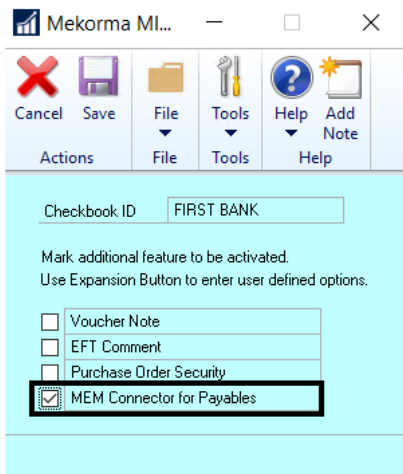
5.11.1. Enable MEM Connector for Individual Checkbooks

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

1. Open the **Mekorma 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**.

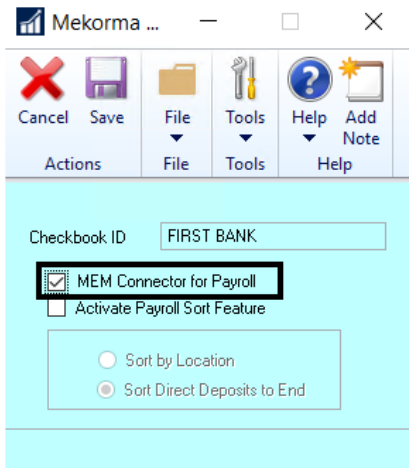


5. Click **Save** to close the window.
6. Repeat these steps for any additional checkbooks you would like to configure.

Payroll

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

1. Open the **Mekorma 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: Aug 06, 2020

5.11.2. MEM Connector for Payables

The Mekorma 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 the Mekorma Area Page > 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: Dec 08, 2020

5.11.3. 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 Password and Signature Setup window, go to Microsoft Dynamics GP > Tools > Setup > Payroll > Mekorma US Payroll > Facility Signature ID

1. Open the Mekorma 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 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.

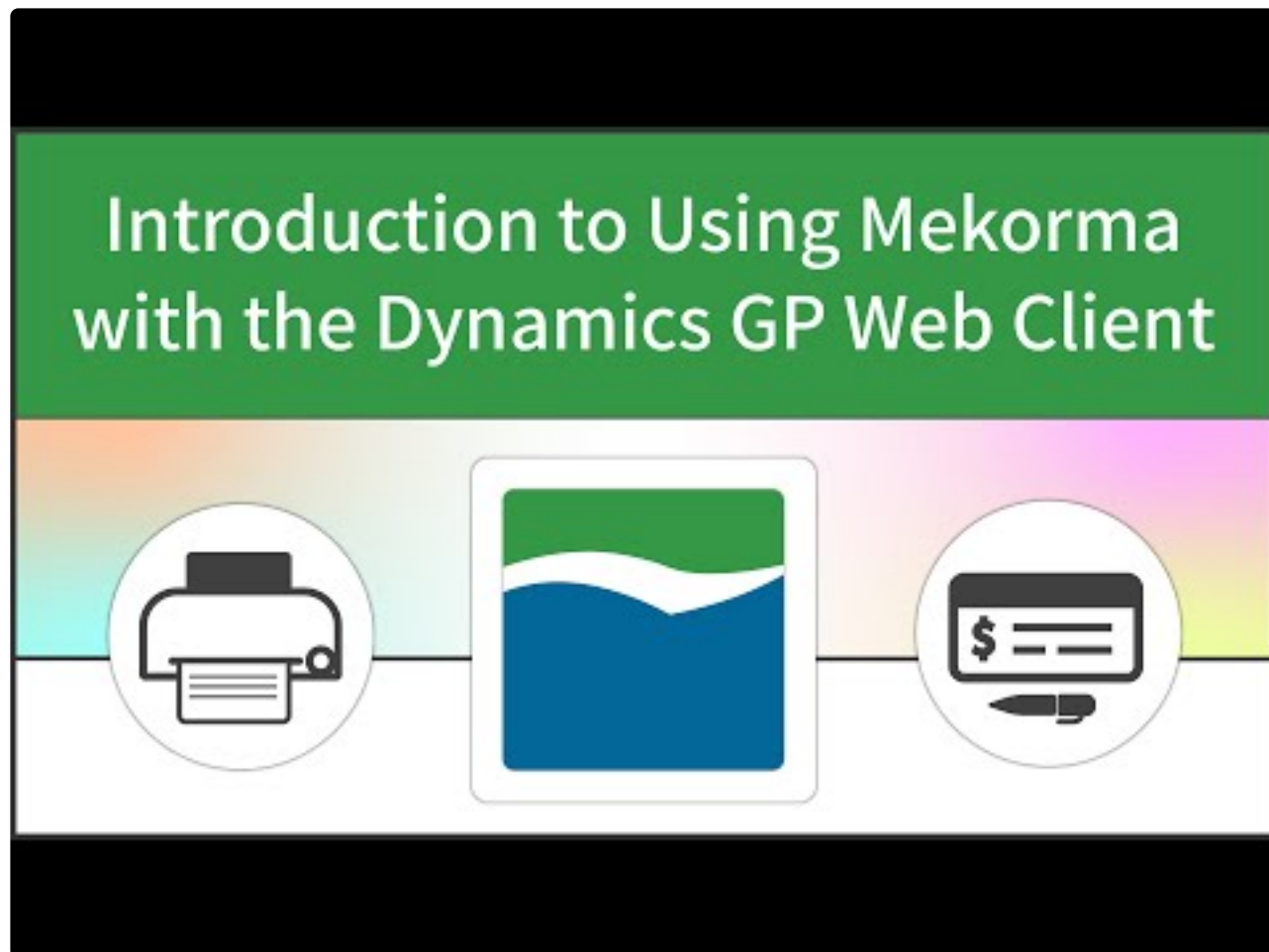
Last modified: Aug 06, 2020

5.12. 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.



https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0

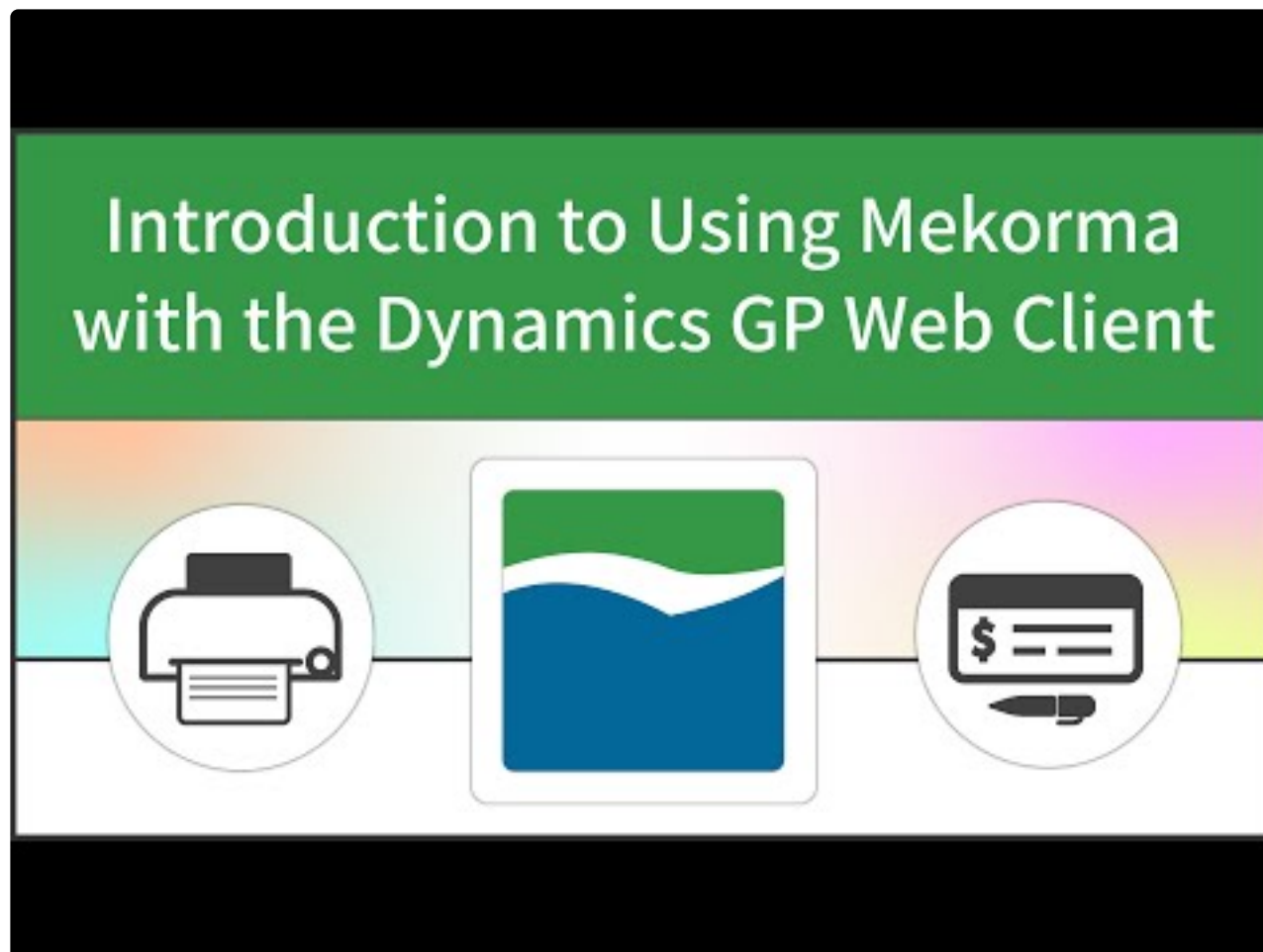
Before printing payments using the Dynamics GP web client, be sure you have completed the following installation and configuration tasks:

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

Last modified: Aug 06, 2020

5.12.1. 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.



https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0

https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0&start=208&end=314

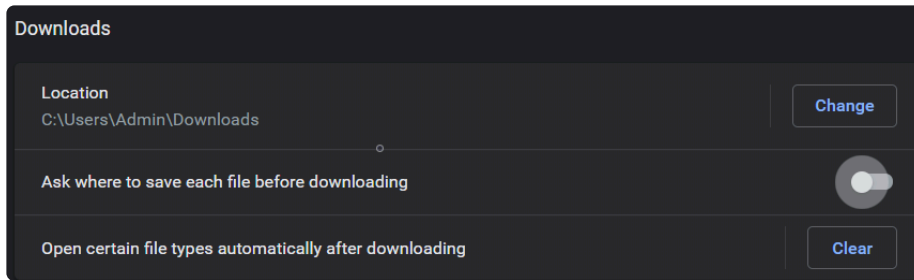
- * Mekorma recommends Google Chrome, as Chrome allows you to bypass manually opening the .mcp (Mekorma Check Print) file at print time. If you are using any other browser, you will have to choose to open the Mekorma Print Client by selecting to open the .mcp file each time it is generated.

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**.



Downloads

Location
C:\Users\Admin\Downloads Change

Ask where to save each file before downloading ☐

Open certain file types automatically after downloading Clear



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

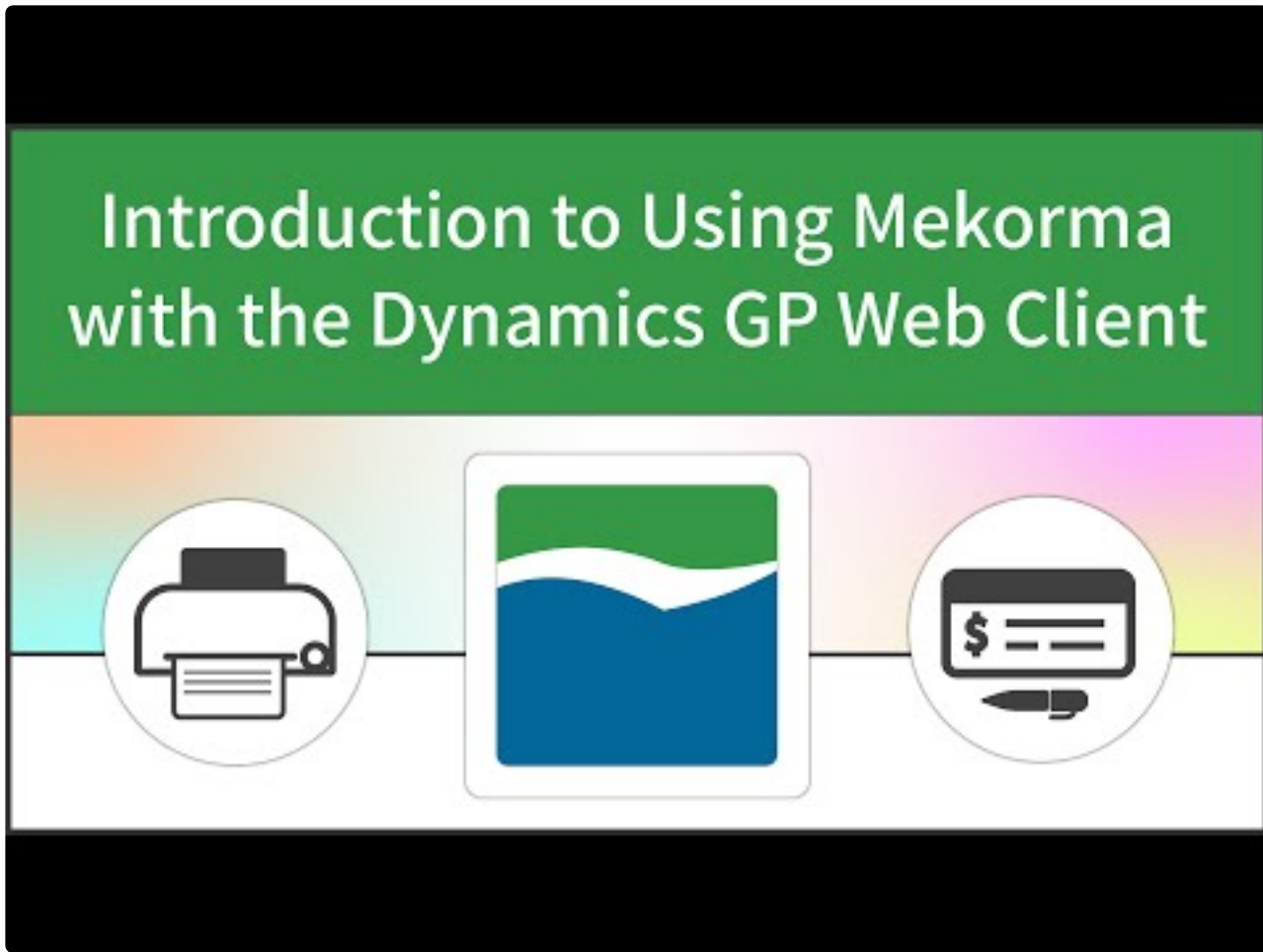
To prevent further browser dialogs when using Chrome

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: Aug 06, 2020

5.12.2. 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.



https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0

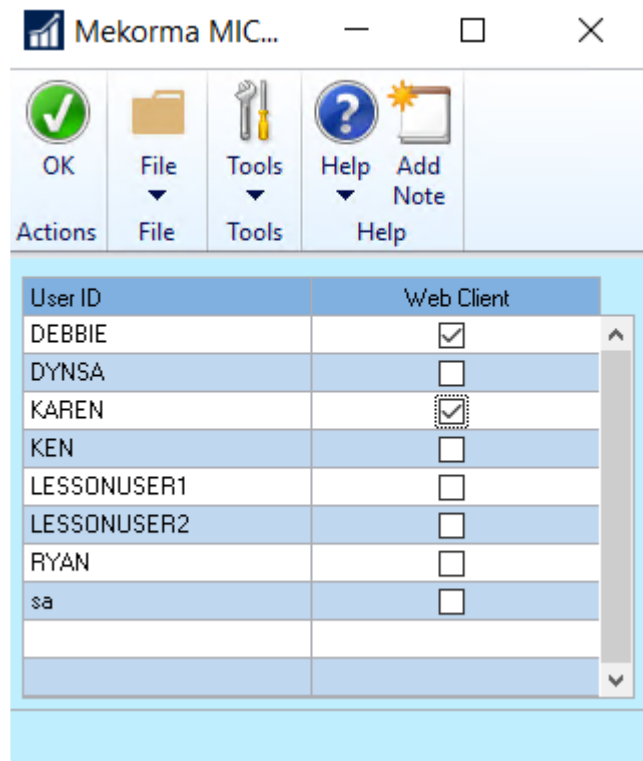
https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0&start=208&end=314

https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0&start=314&end=345



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: Aug 06, 2020

5.13. Enable Split Batches

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

- 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 that *do* require approvals are split into separate batches according to threshold level and then go through the configured approval process.

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 > Threshold Maintenance.

1. Open the **Mekorma Threshold Maintenance** window.
2. In the **Threshold ID** field, [create a new Threshold ID](#) or use the lookup to select an existing Threshold ID.
3. Mark the checkbox labeled **Split Batches**.

The screenshot shows the 'Mekorma Threshold Maintenance - CS (DEBBIE)' window. The 'Threshold ID' field contains 'TASKEXAMPLE1' and the 'Description' field contains 'TASKEXAMPLE1'. The 'Split Batches' checkbox is checked and highlighted with a red box. Other checkboxes include 'Sort Checks in Threshold Groups when printing' (checked), 'Enable Signatures Only for this Threshold ID' (unchecked), 'Override Default Signature with Approver Signature' (checked), and 'Print Default Signature if no Approver Signature found' (checked). Below the checkboxes is a table with columns: From, To, Approver 1 Task ID, Approver 2 Task ID, Default User / Signature 1, and Default User / Signature 2. The table has three rows of data.

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$1,000.00			SAMPLESIGNATURE3.BMF	
\$1,000.01	\$4,999.99	MEKORMA_APPROVER_LEVEL_2		SAMPLESIGNATURE3.BMF	
\$5,000.00	\$99,999,999,999.99	MEKORMA_APPROVER_LEVEL_2	MEKORMA_APPROVER_LEVEL_3	KAREN	KEN

The split batch functionality will now activate and your batches will split by threshold level.

To see how split batches works when processing payments, [click here](#).

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 to 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.

Mekorma MICR Security Setup - CS (sa)

Save Cancel Audit Log Report Additional File Tools Help Add Note

Actions Additional File Tools Help

Set Passwords By: ☒ User ID ☐ Checkbook ☐ None

Payables Approval Workflow: ☒ Activate Workflow ☒ Split Batches ☐ 2nd Approval Reminders ☐ Batch Completed Notifications

Additional Security Options: ☐ Disable 'Print Blank Checks' Menu Option ☒ EFT Security ☒ DD Security

When to Require Passwords: One Password if Over Threshold; None if Under

When to Print Signatures: Always One Signature

Password/Signature Threshold:

Payables	\$2,000,000.00
US Payroll	\$4,000.00
Canadian Payroll	\$0.00

Add/Modify User Delete User

Mark All Unmark All Show All

Select a user to assign checkbooks:

User ID	Signature File	2nd	Unlimited	Max. Authorized Amount
BETH	BETH.JPG	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
DEBBIE	DEBBIE.JPG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$99,999,999,999.99
KAREN	KAREN.JPG	<input type="checkbox"/>	<input type="checkbox"/>	\$12,000.00
KEN	KEN.JPG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$99,999,999,999.99
RYAN	RYAN.JPG	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

Authorized checkbooks for selected users:

A	Checkbook ID	Checkbook Description

Last modified: Nov 09, 2020

5.14. 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 Mekorma System Options, go to the Mekorma Area Page > Setup > System > System Options

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

Mekorma MICR System Options - CS (sa)

Save Additional File Tools Help Add Note

PDF File Location and Naming Convention

☒ Enable PDF Check Copies

Base Folder: C:\MEKORMA FILES\PDF Check Copies\

Use the fields in these boxes to construct the folder paths and file names for printing PDF Check Copies and Emailing Remittances. This is an optional feature that may be used in addition to the Mekorma Check Image Archive feature in the Microsoft Dynamics GP Inquiry windows.

Available Fields for Folders: Batch Number, Date, Check Number, Vendor ID or Employee ID

Fields in Folder Path: Company ID, Checkbook ID

Available Fields for Filename: Company ID, Checkbook ID, Date

Fields in Filename: Vendor ID or Employee ID, Batch Number, Check Number

Additional Printing Options

☐ Disable Check Archiving ☐ Omit \$0 checks in Payables

☐ Auto Show Inquiry Check Preview ☐ Print POP Notes

☐ Keep Print Window Open After Printing ☐ Suppress DD Remittances

Assign by Checkbooks Options

☒ 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.

User ID	Default Checkbook
DEBBIE	FIRST BANK
DYNOSA	
KAREN	
KEN	
LESSONUSER1	
LESSONUSER2	
RYAN	
sa	

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: Aug 06, 2020

5.15. 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.

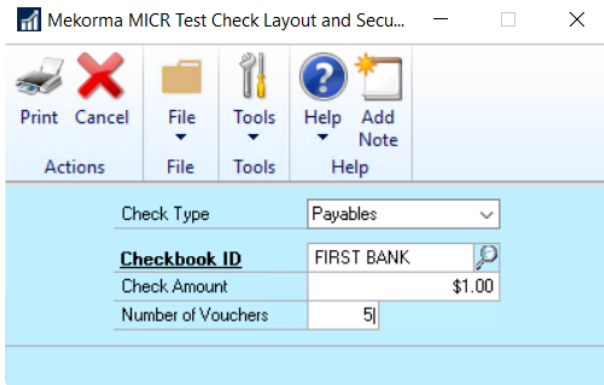
Differences in printers and operating systems can lead to size and placement variations on the printed page. The Test Check Layout is used for primary check regions, stubs, and overflow stubs. Use the MICR Gauge to confirm the placement of the MICR line.

✿ 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**).

The screenshot shows the 'Mekorma MICR Test Check Layout and Security' window. It features a menu bar with 'Print', 'Cancel', 'File', 'Tools', 'Help', and 'Add Note'. Below the menu bar, there are several fields: 'Check Type' with a dropdown menu showing 'Payables', 'Checkbook ID' with a dropdown menu, 'Check Amount', and 'Number of Vouchers' with a text box containing '1'.

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.



Mekorma MICR Test Check Layout and Security

Print Cancel File Tools Help Add Note

Check Type Payables

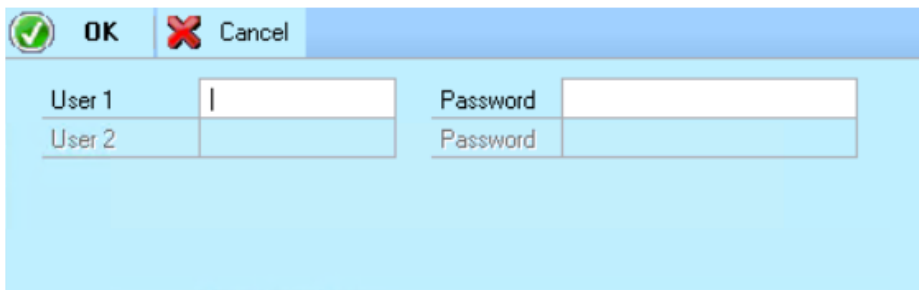
Checkbook ID FIRST BANK

Check Amount \$1.00

Number of Vouchers 5

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**.

Check Password (Payables)

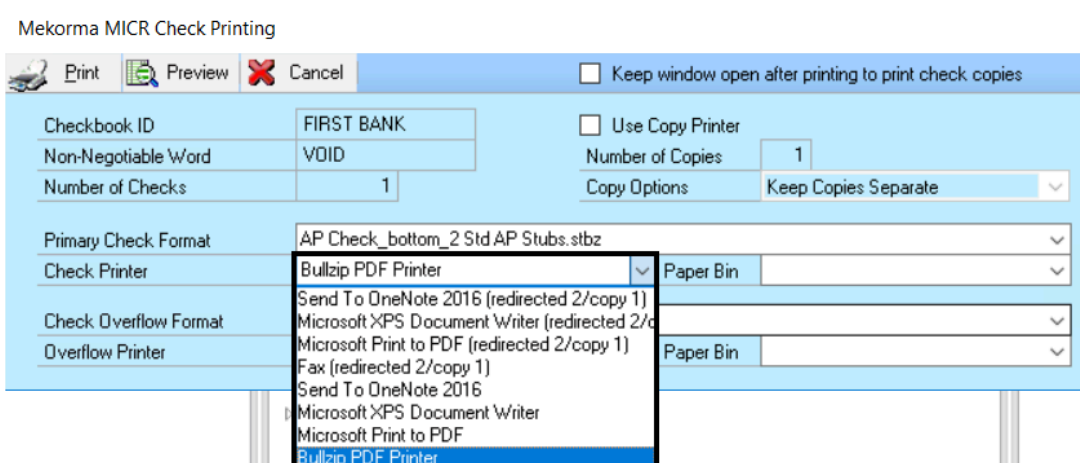


OK Cancel

User 1 Password

User 2 Password

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.



Mekorma MICR Check Printing

Print Preview Cancel

Keep window open after printing to print check copies

Checkbook ID FIRST BANK

Non-Negotiable Word VOID

Number of Checks 1

Primary Check Format AP Check_bottom_2 Std AP Stubs.stbz

Check Printer Bullzip PDF Printer

Check Overflow Format Microsoft XPS Document Writer

Overflow Printer Bullzip PDF Printer

Use Copy Printer

Number of Copies 1

Copy Options Keep Copies Separate

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: Aug 06, 2020

5.16. Automate the Selection of Printers

There are two options for automating your printer selection so you don't have to choose a printer every time a batch is printed:

- Configure GP's **Named Printers**
- Use the **Action Board printing options** when printing payments from the Action Board.

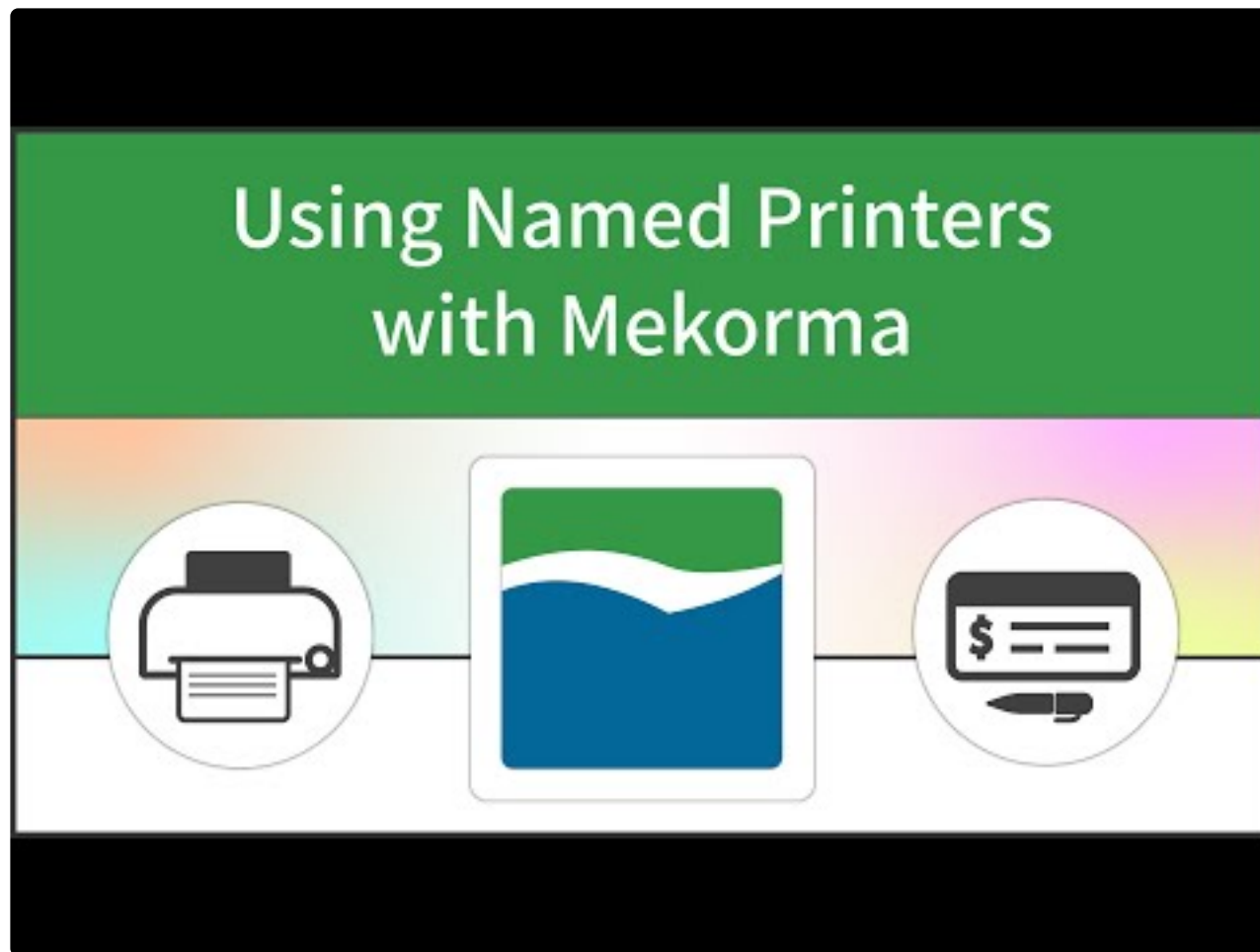
GP Named Printers

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](#)



https://www.youtube.com/embed/8_RiBvtUrG4?rel=0

Action Board Printer selection

Action Board printer selection allows you to configure, in advance, which printer you are going to use to print your MICR checks, check copies, overflows and EFT remittances. This prevents the automated actions of the Action Board from being interrupted by prompts to select your printers.

! Please be advised of the following:

- If using the Action Board to print payments, either the Action Board printers or Named Printers **MUST** be setup! The Action Board printer configuration will override Named Printers.
- Named Printers is **NOT** currently supported by Dynamics GP or Mekorma for Session or Redirected printing. Action Board printing is recommended in these circumstances.

[Follow this link](#) for instructions on how to set up your Action Board printers.

Last modified: Aug 06, 2020

5.16.1. 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 administrator.
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.

Assign Named Printers - TWO (sa)

OK File Print Tools Help Add Note

Actions File Tools Help

User ID: sa

Company Name: Fabrikam, Inc.

Machine ID: GPFULL2018US

Task Series: 3rd Party

Task Description	Printer Class	Printer ID
Mekorma MICR Checks	System	DEFAULT
Bullzip PDF Printer		
Mekorma MICR Checks Copy	System	DEFAULT
Bullzip PDF Printer		
Mekorma MICR Checks Overflow	System	DEFAULT
Bullzip PDF Printer		
Mekorma MICR Checks Copy Overflow	System	DEFAULT
Bullzip PDF Printer		
Mekorma MICR EFT Remittance	System	DEFAULT
Bullzip PDF Printer		

Redisplay Setup

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

Setup Named Printers - TWO (sa)

Save Delete File Print Tools Help Add Note

Machine ID GPFULL2018US

Printer ID CHECKS|

Printer Class System

User ID

Company Name

Printer Name

Extra Description

Assign Advanced

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

Setup Named Printers - TWO (sa)

Save Delete File Print Tools Help Add Note

Machine ID GPFULL2018US

Printer ID CHECKS|

Printer Class System

User ID

Company Name

Printer Name

Extra Description

Assign Advanced

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 06, 2020

5.16.2. 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:

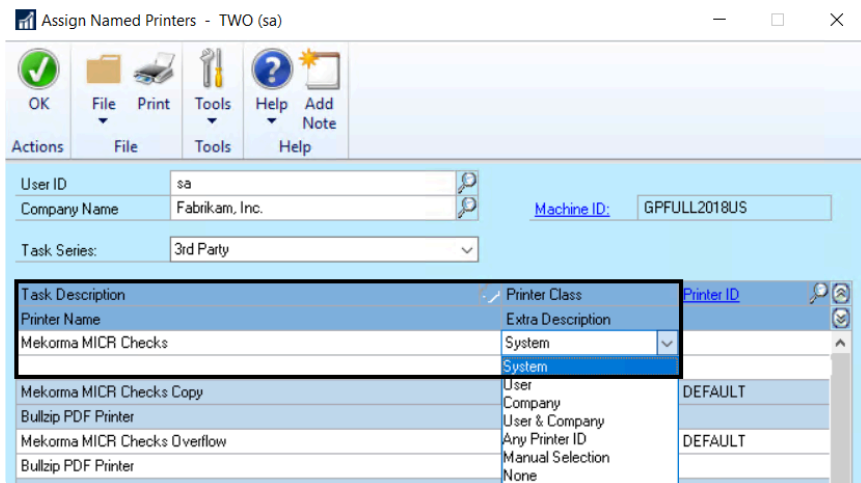
✿ To access the Assign Named Printers window, go to the Microsoft Dynamics GP drop-down menu > Setup > System > Named Printers

1. Log in as System Administrator ('sa').
2. Navigate to the Assign Named Printers window.
3. Choose **3rd Party** from the Task Series drop-down menu.

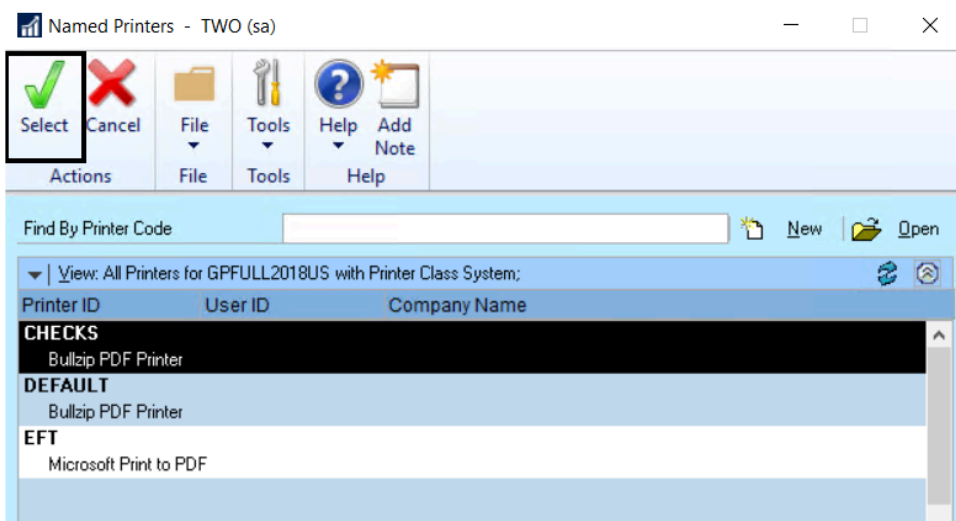
The screenshot shows the 'Assign Named Printers - TWO (sa)' window. The window has a menu bar with 'File', 'Print', 'Tools', 'Help', and 'Add Note'. Below the menu bar is a toolbar with icons for 'OK', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. The main area is divided into two panes. The left pane contains a list of tasks with columns for 'Task Description', 'Printer Name', and 'Mekorma MICR Check'. The right pane contains a list of printer assignments with columns for 'Printer Class' and 'Printer ID'. The 'Task Series' dropdown is open, showing '3rd Party' selected. The 'Printer Class' dropdown is also open, showing 'System' selected. The 'Machine ID' is 'GPFULL2018US'.

Task Description	Printer Name	Mekorma MICR Check	Printer Class	Printer ID
Financial				
Sales				
Purchasing				
Inventory				
Payroll				
Project				
System				
Company				
Processes				
3rd Party				
Manufacturing				
Field Service				
Mekorma MICR Checks Copy Overflow				
Bullzip PDF Printer				
Mekorma MICR EFT Remittance				
Bullzip PDF Printer				

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:*

Assign Named Printers - TWO (sa)

OK File Print Tools Help Add Note

Actions File Tools Help

User ID: DEBBIE
Company Name: Fabrikam, Inc. Machine ID: GPFULL2018US

Task Series: 3rd Party

Task Description	Printer Class	Printer ID
Mekorma MICR Checks	System	CHECKS
Bullzip PDF Printer		
Mekorma MICR Checks Copy		
Bullzip PDF Printer		

→ User & Company APFABRIKAM

1

Last modified: Nov 10, 2020

5.16.3. Action Board Printer Selection

As of Mekorma Build x81, you can set up print tasks on a system, company, or on a per-user basis for payments printed from the Action Board.

The Action Board's automation capabilities require that a printer is pre-defined. Where proper functioning previously depended on GP's Named Printers, now users can select / change default printers just prior to printing. This makes it particularly useful if you use redirected or session printing because printers can be selected right from the Action Board itself.

- Action Board printer selection overrides Named Printers configuration.
- When the Action Board printer selection is configured, user settings override company settings > company settings override System / Default printers.

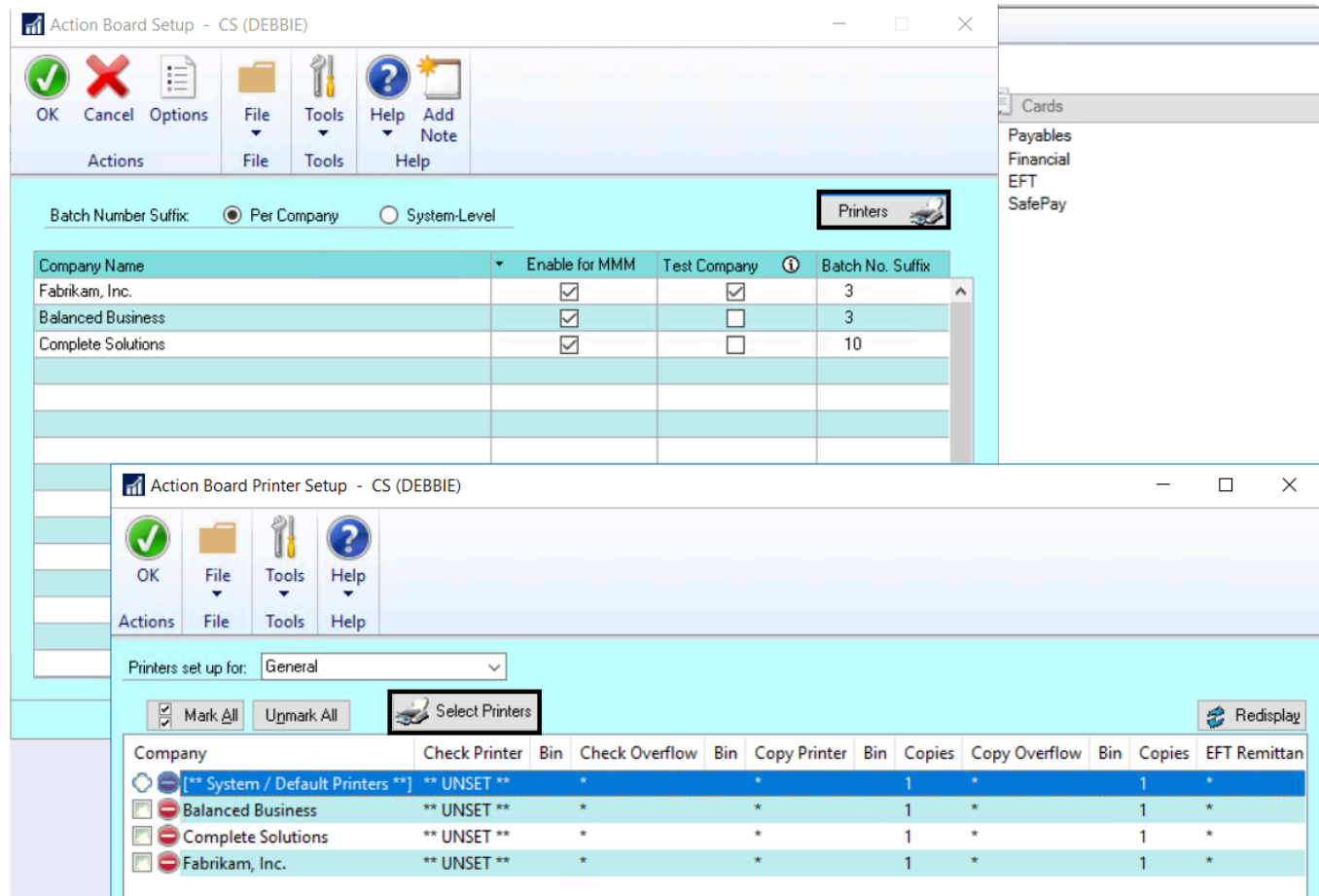
✿ If you are currently processing payments from the Action Board, and Named Printers is configured and working effectively, there's no reason to change your settings to this new option.

System / Default printer selection

To configure default Action Board printers that apply to *all* companies and for *all* users, follow these steps:

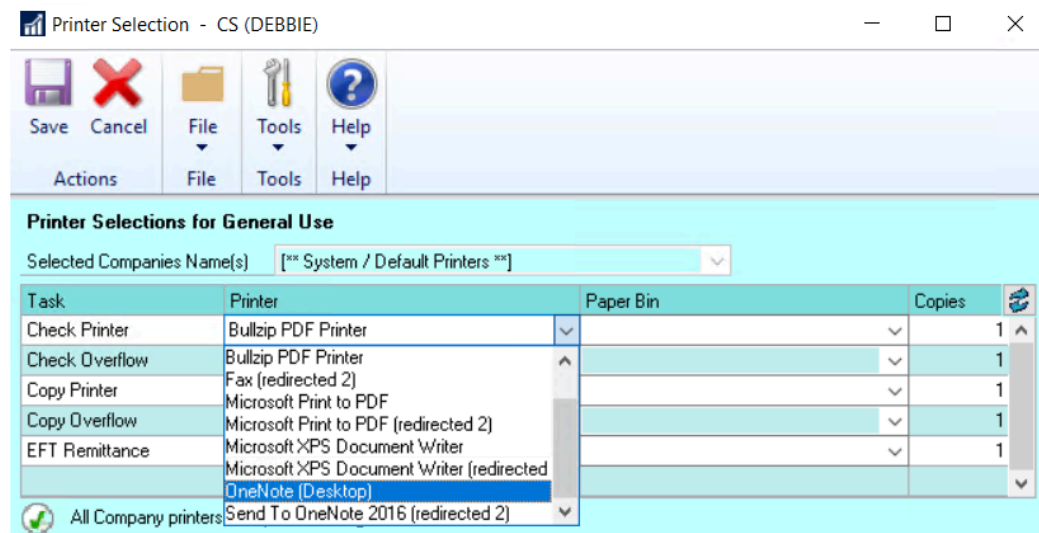
✿ To open the Action Board Setup window, go to the Mekorma Area Page > Setup > System > Action Board Setup.

1. Open the Action Board Setup window and click on the **Printers** button. This will open the Action Board Printer Setup window.



2. Select **System / Default** printers.
3. Click on the **Select Printers** button to open the Printer Selection window.
4. Using the drop-down in the column labeled **Printer**, choose the printer you'd like to designate for each needed printing task:
 - Check Printer
 - Check Overflow
 - Copy Printer
 - Copy Overflow
 - EFT Remittance

You can also assign a Paper Bin in the second column.



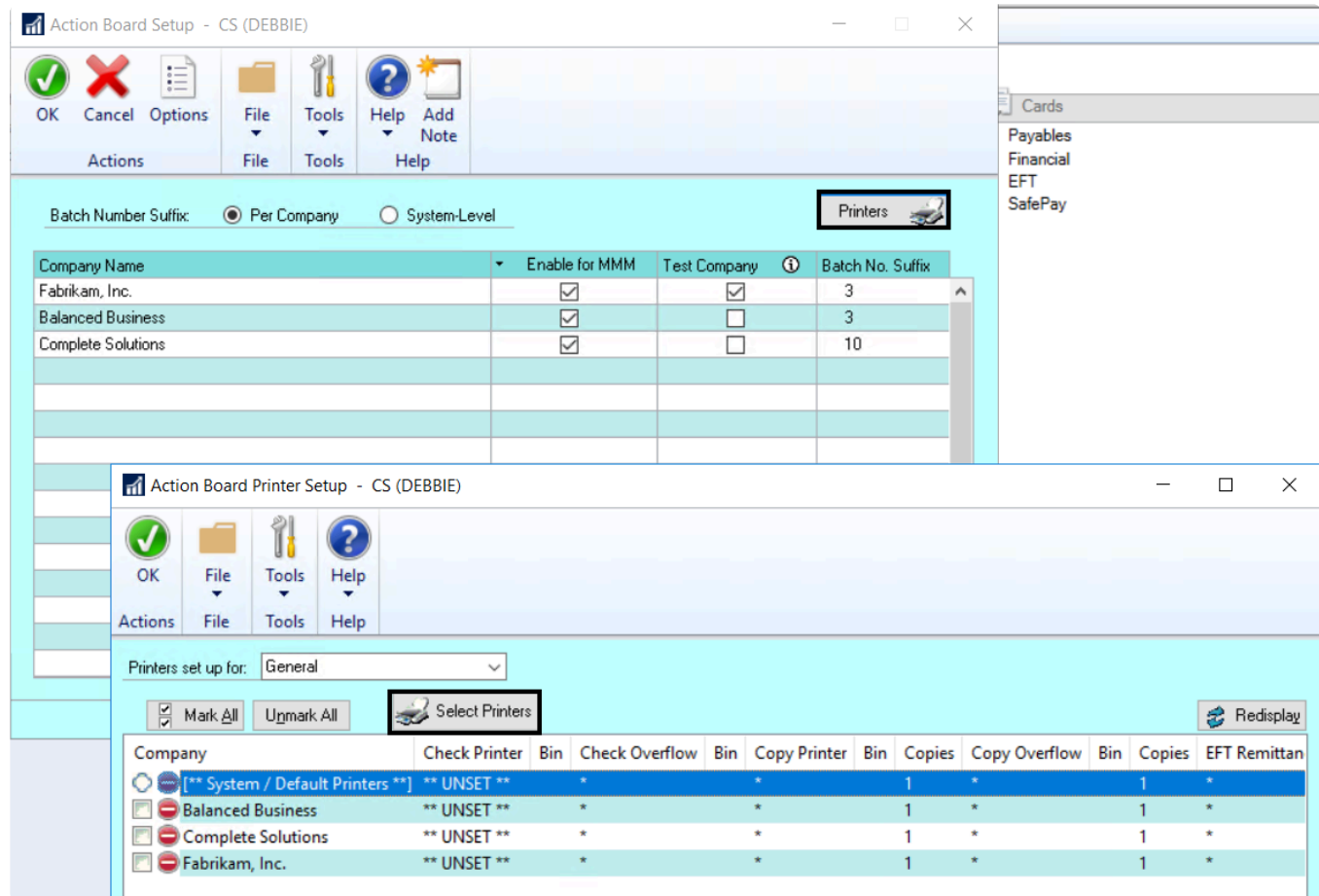
5. **Save** the settings. The default printer setting will then apply to all companies. When [processing payments from the Action Board](#), checks and EFT remittances for all companies will print from the System/ Default printer.

Company-level printer selection

To configure default Action Board printers for individual companies that apply to all users, follow these steps:

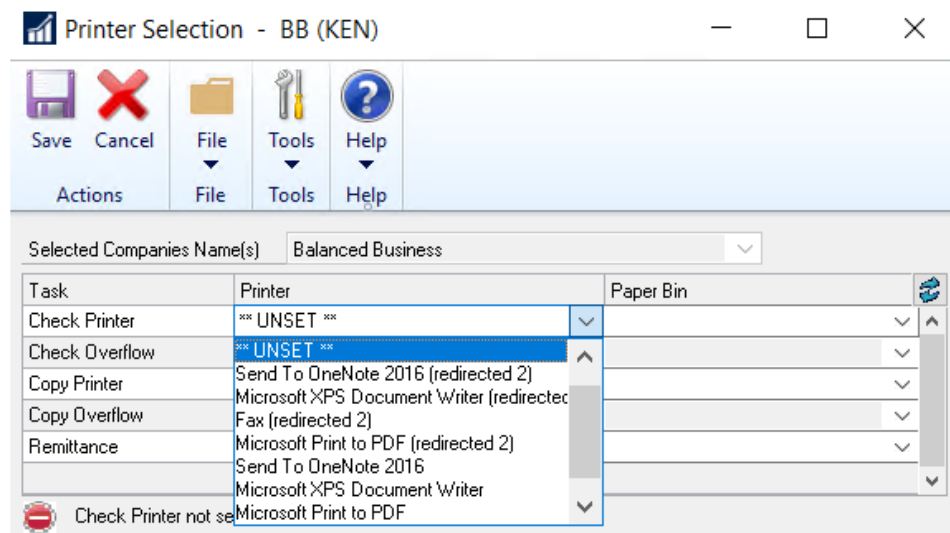
- ✿ To open the Action Board Setup window, go to the Mekorma Area Page > Setup > System > Action Board Setup.

1. Open the Action Board Setup window and click on the **Printers** button. This will open the Action Board Printer Setup window.



2. Select a company, or choose multiple companies that should have the same printer assignments.
3. Click on the **Select Printers** button to open the Printer Selection window.
4. Using the drop-down in the column labeled **Printer**, choose the printer you'd like to designate for each needed printing task:
 - Check Printer
 - Check Overflow
 - Copy Printer
 - Copy Overflow
 - EFT Remittance

You can also assign a Paper Bin in the second column.



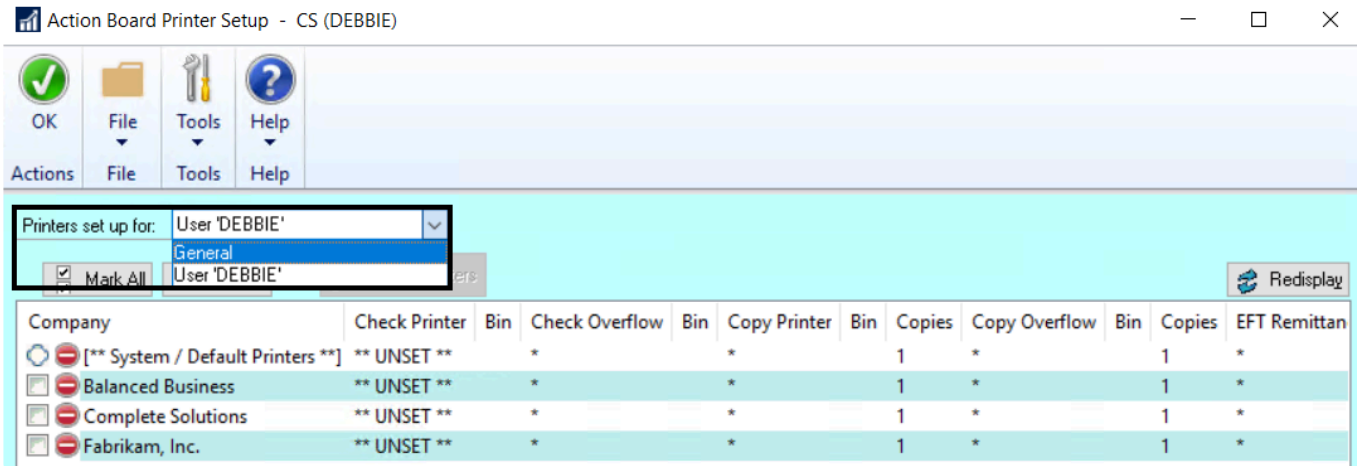
5. **Save** the settings. The printer specified will only apply to payments printed for that company, for the specific tasks configured. **Company settings will override System / Default printer settings.**

User-level printer selection

Users can configure their own printers directly from the Action Board itself, which makes it easy to choose the correct redirected or session printers prior to printing:

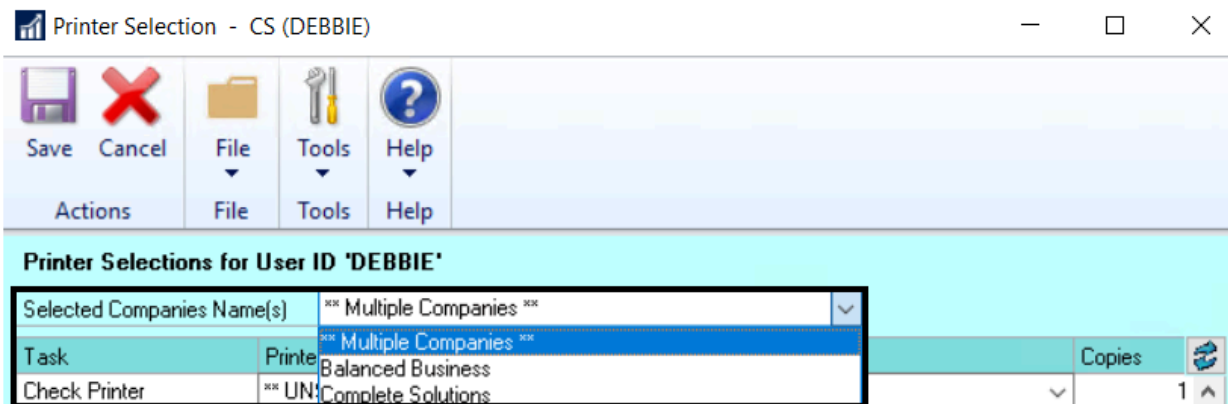
✿ To open the Action Board, go to the Mekorma Area Page > Transactions > Payables > Mekorma Action Board.

1. Open the Action Board and click on **Options** to open the Action Board Options window.
2. In the Options window, click on **Printers** to open the Action Board Printer Setup window.
3. By default, the User ID of the person currently signed in will populate the **Printers set up for**. Be sure that your User ID is selected if you want to configure your own printer settings. It's also possible to choose 'General', which will apply the printer settings to all users.



4. Choose either System / Default printer to apply your individual settings across all your GP companies. Or, choose one or multiple companies to customize the printer selection. Click the **Select Printers** button to open the Printer Selection window.

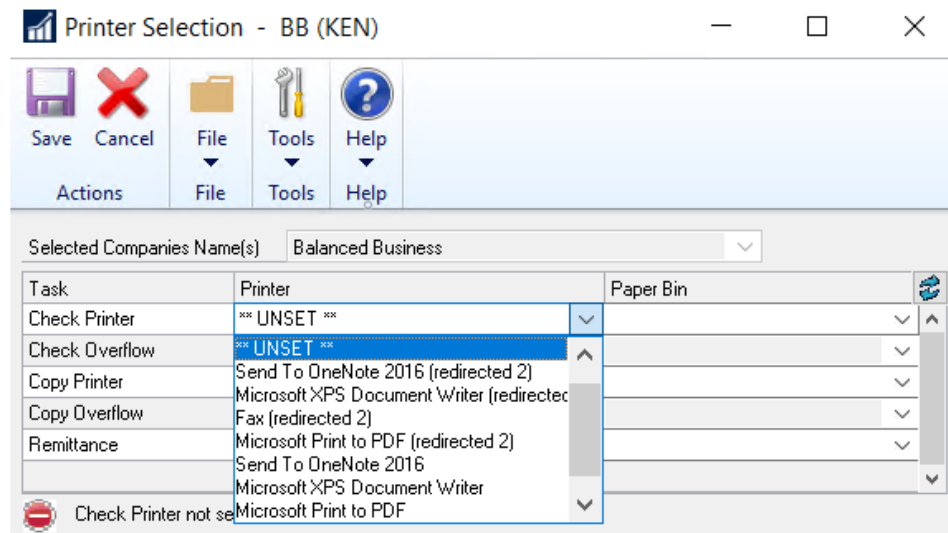
5. You can adjust the company selection using the drop-down:



6. Using the drop-down in the column labeled **Printer**, choose the printer you'd like to designate for the selected companies corresponding to each needed printing task:

- Check Printer
- Check Overflow
- Copy Printer
- Copy Overflow
- EFT Remittance

You can also assign a Paper Bin in the second column.



7. **Save** the settings. The printers specified will only apply to payments printed by that user, for the specific tasks configured. **User settings will override Company and System / Default printer settings.**

! This feature only works for Action Board processing! If you print batches on an individual basis, and want to automate the printer selection, please configure GP Named Printers instead. If there are no printers setup in this window, it will look to the printers set up in GP Named Printers.

Last modified: Aug 06, 2020

5.17. 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.

Mekorma MICR System Options - TWO (sa)

Save Additional File Tools Help Add Note

PDF File Location and Naming Convention

☒ Enable PDF Check Copies

Base Folder: \\GPFULL2018US\PDF Check Copies\

Use the fields in these boxes to construct the folder paths and file names for printing PDF Check Copies and Emailing Remittances. This is an optional feature that may be used in addition to the Mekorma Check Image Archive feature in the Microsoft Dynamics GP Inquiry windows.

Available Fields for Folders: Batch Number, Date, Check Number, Vendor ID or Employee ID

Available Fields for Filename: Company ID, Checkbook ID, Date

Fields in Folder Path: Company ID, Checkbook ID

Fields in Filename: Vendor ID or Employee ID, Batch Number, Check Number

Additional Printing Options

☐ Disable Check Archiving ☐ Omit \$0 checks in Payables

☒ Auto Show Inquiry Check Preview ☐ Print POP Notes

☐ Keep Print Window Open After Printing ☐ Suppress DD Remittances

Assign by Checkbooks Options

☒ Enable Assign by Checkbook

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: Aug 06, 2020

5.18. 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**.

Mekorma MICR System Options - TWO (sa)

Save Additional File Tools Help Add Note

PDF File Location and Naming Convention

☒ Enable PDF Check Copies

Base Folder C:\MEKORMA FILES\PDF Check Copies\

Use the fields in these boxes to construct the folder paths and file names for printing PDF Check Copies and Emailing Remittances. This is an optional feature that may be used in addition to the Mekorma Check Image Archive feature in the Microsoft Dynamics GP Inquiry windows.

Available Fields for Folders: Batch Number, Date, Check Number, Vendor ID or Employee ID

Fields in Folder Path: Company ID, Checkbook ID

Available Fields for Filename: Company ID, Checkbook ID, Date

Fields in Filename: Vendor ID or Employee ID, Batch Number, Check Number

Additional Printing Options

☒ Disable Check Archiving

☐ Auto Show Inquiry Check Preview

☐ Keep Print Window Open After Printing

☐ Omit \$0 checks in Payables

☐ Print POP Notes

☐ Suppress DD Remittances

Assign by Checkbooks Options

☒ Enable Assign by Checkbook

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**.

Mekorma MICR System Options - TWO (sa)

Save Additional File Tools Help Add Note

PDF File Location and Naming Convention

☒ Enable PDF Check Copies

Base Folder: C:\MEKORMA FILES\PDF Check Copies\

Use the fields in these boxes to construct the folder paths and file names for printing PDF Check Copies and Emailing Remittances. This is an optional feature that may be used in addition to the Mekorma Check Image Archive feature in the Microsoft Dynamics GP Inquiry windows.

Available Fields for Folders	Fields in Folder Path
Batch Number	Company ID
Date	Checkbook ID
Check Number	
Vendor ID or Employee ID	

Available Fields for Filename	Fields in Filename
Company ID	Vendor ID or Employee ID
Checkbook ID	Batch Number
Date	Check Number

Additional Printing Options

☐ Disable Check Archiving

☒ Auto Show Inquiry Check Preview

☐ Keep Print Window Open After Printing

☐ Omit \$0 checks in Payables

☐ Print POP Notes

☐ Suppress DD Remittances

Assign by Checkbooks Options

☒ Enable Assign by Checkbook

Last modified: Aug 06, 2020

5.19. 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**:

The screenshot shows the 'Mekorma System Options - CS (sa)' window. The 'Additional Printing Options' section is expanded, showing several checkboxes. The checkbox 'Omit \$0 checks in Payables' is checked and highlighted with a red rectangle. Other options include 'Disable Check Archiving', 'Auto Show Inquiry Check Preview', 'Keep Print Window Open After Printing', 'Using Flow + Powerapps for notifications emails', 'Print POP Notes', and 'Suppress DD Remittances'. The 'PDF File Location and Naming Convention' section is also visible, showing the 'Base Folder' as 'C:\MEKORMA FILES\PDF Check Copies\' and various field selection options for folders and filenames.

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

Last modified: Aug 06, 2020

6. Process Payments

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

Last modified: Aug 06, 2020

6.1. Build Batches with Mekorma

Payment batches can be created using the standard Microsoft Dynamics GP procedures on a per company basis. Use this method if you are not able to identify any repeatable payment rules for pulling invoices into your batches. The following windows can be used to manually build a payment batch:

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

Automate your batch-building with the Mekorma Action Board

The Action Board can be used in place of standard GP procedures, and will allow you to build batches across companies using multiple checkbooks.

By defining and storing payment rules, then applying those rules when you're ready to build batches, the Action Board will allow you to automate the process. Before you can build batches using the Action Board, you need to create at least one [Build ID](#) and use it to create a [Process ID](#). Then you are ready to [build batches in the Action Board](#).

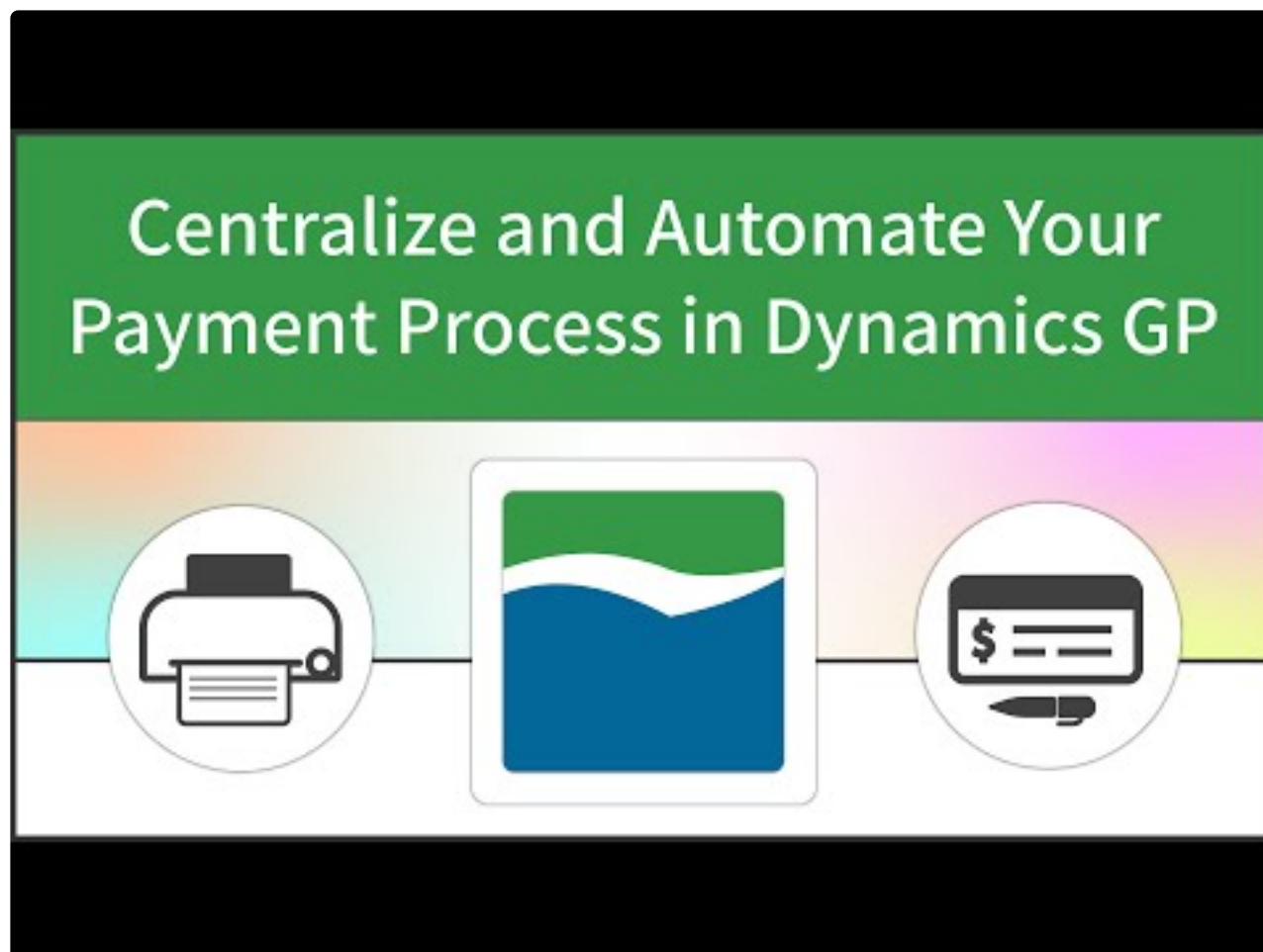
Building batches for payment outsourcing (Mekorma Enhanced ePayments)

Batches intended to be processed by now of the outsource providers can be created using standard Dynamics GP procedures, or using the cross-company automation functionality of the Action Board. Payments must originate as a Computer Check (aka Payment in GP 2016 and later).

! Manual payments and payments directly entered in a voucher cannot be processed by the outsource providers.

Last modified: Nov 17, 2020

6.1.1. Build Multiple Batches at Once



<https://www.youtube.com/embed/k19Brfw8Uww?rel=0&start=79&end=157>

* To open the Action Board, go to the Mekorma Area Page > Transactions > Payables > Mekorma Action Board

1. Open the Mekorma 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.

Mekorma Action Board - CS (sa)

Process Options View File Tools Help Add Note

Actions View File Tools Help

Action: Build Payment Batches Process ID: EDW Description: End of Week Payment

Mark All Upmark All Redisplay

Build ID	Batch Number	Company	Checkbook	Type	Currency	Reason Batch will not be created
<input checked="" type="checkbox"/> UTILITY	<PENDING-00001>	Fabrikam, Inc.	FIRST BANK	EFT	Z-US\$	
<input checked="" type="checkbox"/> EMPLOYEE	<PENDING-00002>	Fabrikam, Inc.	FIRST BANK	EFT	Z-US\$	
<input checked="" type="checkbox"/> DUEIN7	<PENDING-00003>	Fabrikam, Inc.	FIRST BANK	Check	Z-US\$	
<input checked="" type="checkbox"/> DUEIN7	<PENDING-00004>	Fabrikam, Inc.	FIRST BANK	EFT	Z-US\$	
<input checked="" type="checkbox"/> UTILITY	<PENDING-00005>	Balanced Business	FIRST BANK	EFT	Z-US\$	
<input checked="" type="checkbox"/> EMPLOYEE	<PENDING-00006>	Balanced Business	FIRST BANK	EFT	Z-US\$	
<input checked="" type="checkbox"/> DUEIN7	<PENDING-00007>	Balanced Business	FIRST BANK	Check	Z-US\$	
<input checked="" type="checkbox"/> DUEIN7	<PENDING-00008>	Balanced Business	FIRST BANK	EFT	Z-US\$	
<input checked="" type="checkbox"/> UTILITY	<PENDING-00009>	Complete Solutions	FIRST BANK	EFT	Z-US\$	
<input checked="" type="checkbox"/> EMPLOYEE	<PENDING-00010>	Complete Solutions	FIRST BANK	EFT	Z-US\$	
<input checked="" type="checkbox"/> DUEIN7	<PENDING-00011>	Complete Solutions	FIRST BANK	Check	Z-US\$	
<input checked="" type="checkbox"/> DUEIN7	<PENDING-00012>	Complete Solutions	FIRST BANK	EFT	Z-US\$	

- During the process, each company login window will display as the Action Board 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**.

Processing, pleas...

File Edit Tools Help 8/12/2019 >>

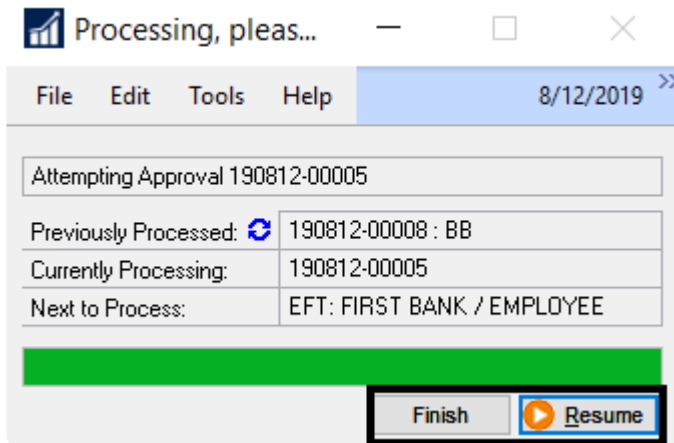
Resuming processing...

Previously Processed: 270412-00007

Currently Processing: 270412-00008

Next to Process: EFT: FIRST BANK / EMPLOYEE

Pause



Action Board Build Results Report

- When all batches have been built, the 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:

Report Destination

Report Information

Name: MMM Build Results Report
Option:

Destination

Report Type: Standard

☐ Screen
☐ Printer
☒ File

File Name:

File Format:

☒ Append ☐ Replace

OK Cancel

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
[REMOVED-0008]	0	FIRST BANK	EFT	UTILITY	\$0.00
[REMOVED-0009]	0	FIRST BANK	EFT	EMPLOYEE	\$0.00
[REMOVED-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	
Start	11/11/2019	3:33:06 PM	\$54,183.74
End	11/11/2019	3:34:58 PM	
1 Minute 52 Seconds			



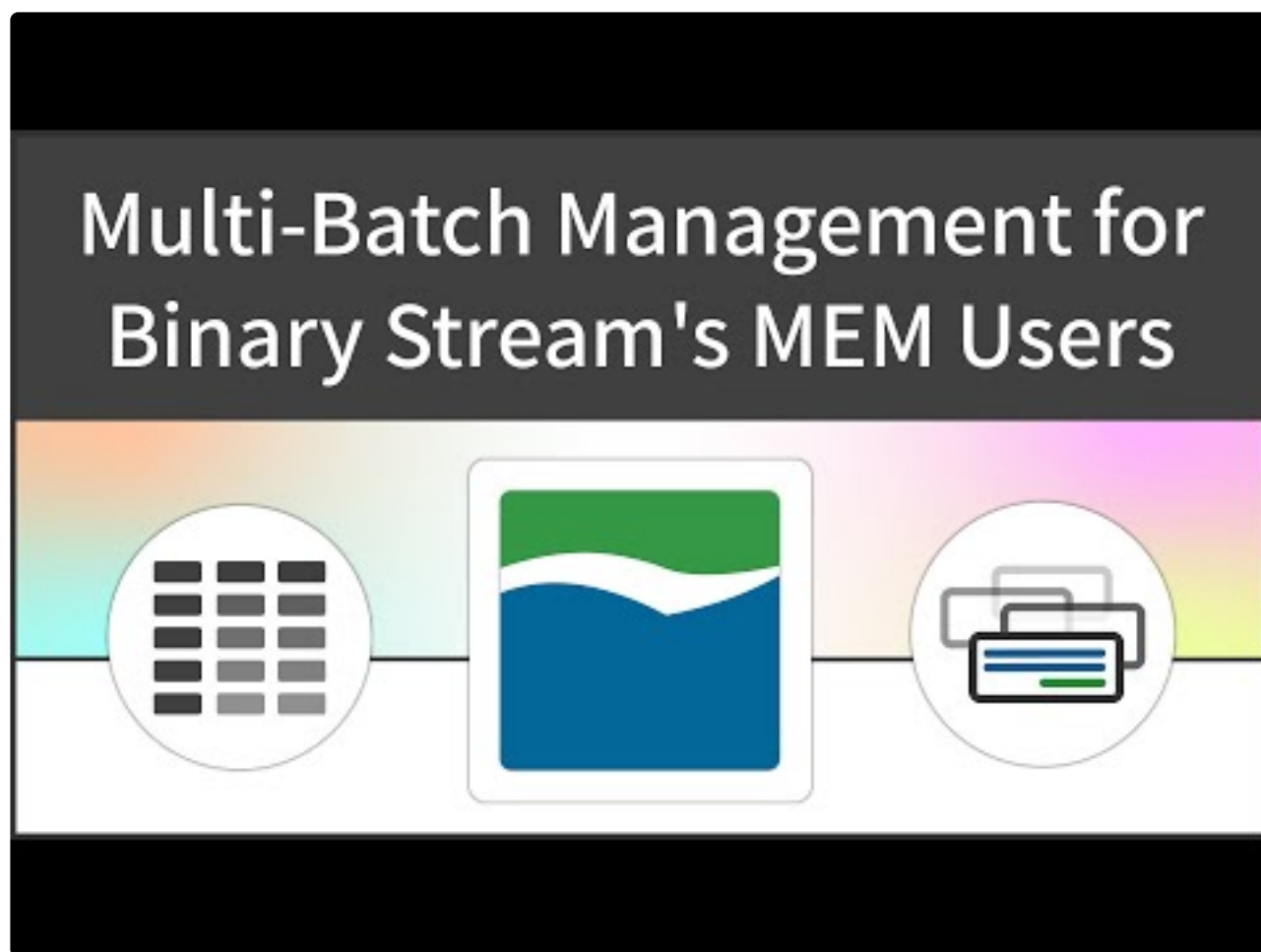
If you are using the MEM Connector in conjunction with the Action Board, you can [build batches for Centralized and Decentralized processes](#) at the same time.

Last modified: Aug 06, 2020

6.1.2. Using the Action Board with Multi-Entity Management

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

- MEM must be activated for all entities you want to process with the Action Board.
- All users must have a default entity assigned. That entity ID will be pulled by default from the Payables Batch Entry window when the Action Board 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 Action Board processes, you will be notified through a warning message.



<https://www.youtube.com/embed/0S48R6wKMv0?rel=0>

When using the Action Board, you can [Centralize or Decentralize](#) your process when you are building a [Process ID](#).

Build Batches

✿ To open the **Mekorma Process Maintenance** window, go to the Mekorma Area Page > Setup > System > Mekorma Process Maintenance

1. Open the **Mekorma 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.

Last modified: Dec 30, 2020

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](#)

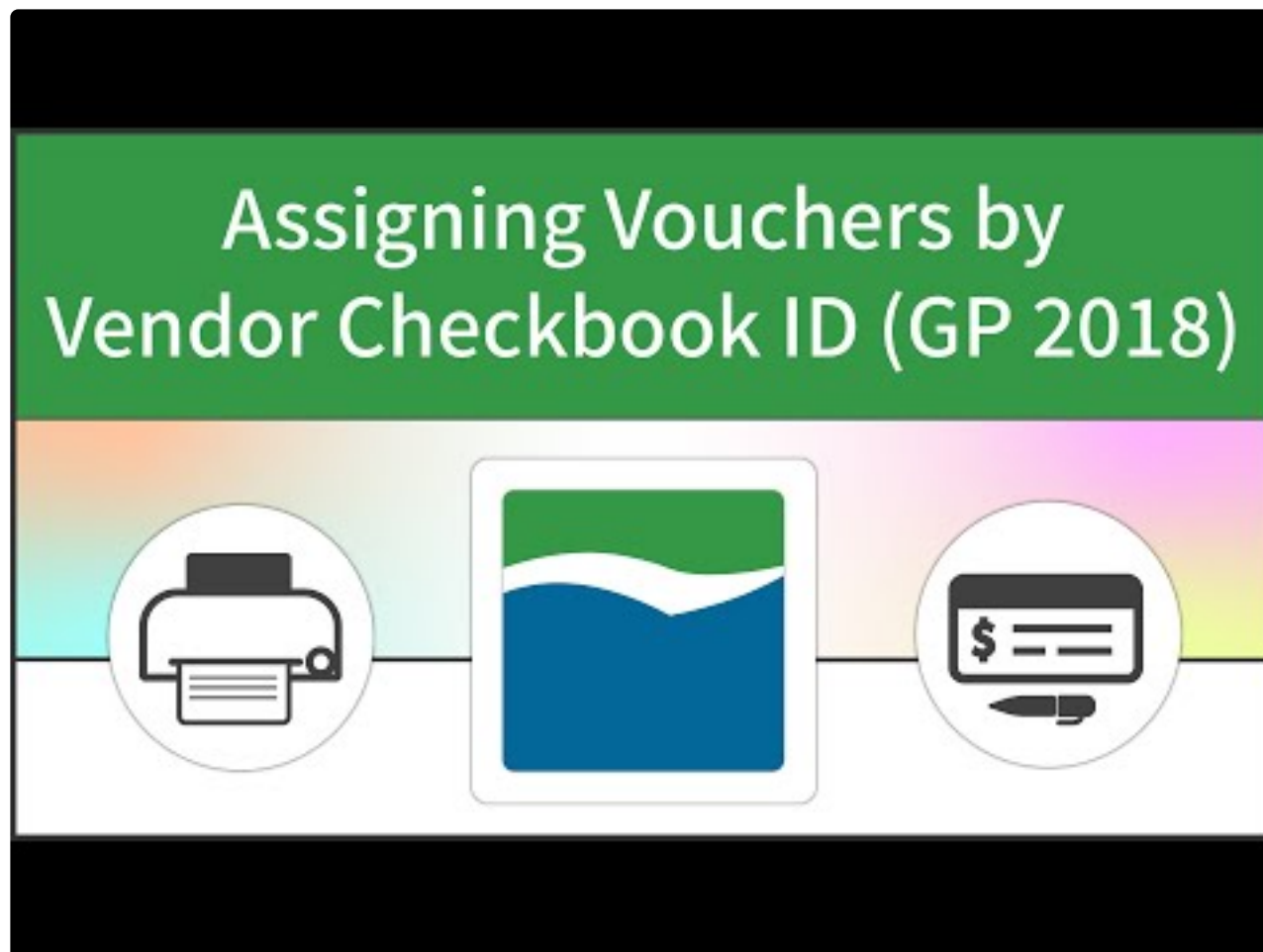
After assigning checkbooks, you can use the feature to select invoices by [vendor](#) or [voucher](#) when building batches. This process can be automated by [integrating the feature](#) into your Action Board process.

Last modified: Aug 06, 2020

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.



https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=84&end=111

✿ To open the **Payables 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.

Payables Transaction Entry - CS (sa)

Save Delete Post AA Options Additional File Print Print Tools Help Add Note Help

Payables Transaction Language Assign By Checkbook PAYABLES BATCH

Voucher No. 0000000000000457 Document Type: Invoice Doc. Date 4/21/2027

Description PM

Vendor ID ACETRAVE0001 Name A Travel Company Currency ID Z-US\$

Address ID PRIMARY Document Number DOCUMENT 1

Remit-To ID Shipping Method OVERNIGHT

Payment Terms Net 30 Tax Schedule ID COMPANYPUR

Purchases	\$50.00	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$50.00	On Account	\$50.00

Apply Distributions Print Check

by Batch ID Status Unposted

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

Assign by Checkbook Entry - ...

OK Cancel File Tools Help Add Note Help

Voucher Number 0000000000000457

Vendor ID ACETRAVE0001

Vendor Name

Checkbook ID UPTOWN TRUST

Checkbook Name Uptown Trust

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

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

Payables Transaction Inquiry - Vendor - CS (sa)

OK Redisplay View Additional All-in-One View File Print Tools Help Add Note

Assign By Checkbook

Vendor ID: ACETRAVE0001
Name: A Travel Company

Documents: by Document Number ☒ All ☐ From: To:

Sort by: Document Number Ascending

Include: ☒ Work ☒ Open ☒ History

Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
Voucher/Payment Number		Due Date	Disc. Date	Transaction Description	Currency ID	
OPEN	<input type="checkbox"/>	00000000000000469	INV	12/16/2017	\$1,206.87	\$1,206.87
OPEN	<input type="checkbox"/>	00000000000000473	INV	1/27/2018	\$890.23	\$890.23
OPEN	<input type="checkbox"/>	1000	INV	6/26/2023	\$657.68	\$57.68
HIST	<input type="checkbox"/>	1000.3	PMT	8/1/2023	\$600.00	\$0.00
OPEN	<input type="checkbox"/>	1001	INV	7/9/2023	\$553.81	\$153.81
HIST	<input type="checkbox"/>	1001.3	PMT	8/15/2023	\$400.00	\$0.00
HIST	<input type="checkbox"/>	1002	INV	8/20/2023	\$430.72	\$0.00
HIST	<input type="checkbox"/>	1002.2	PMT	9/26/2023	\$200.00	\$0.00

by Vendor ID

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.*

Assign by Checkbook Inquiry - ...

OK Cancel File Tools Help Add Note

Voucher Number: 00000000000000469
Vendor ID: ACETRAVE0001
Vendor Name: A Travel Company

Checkbook ID: FIRST BANK
Checkbook Name: First Bank

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

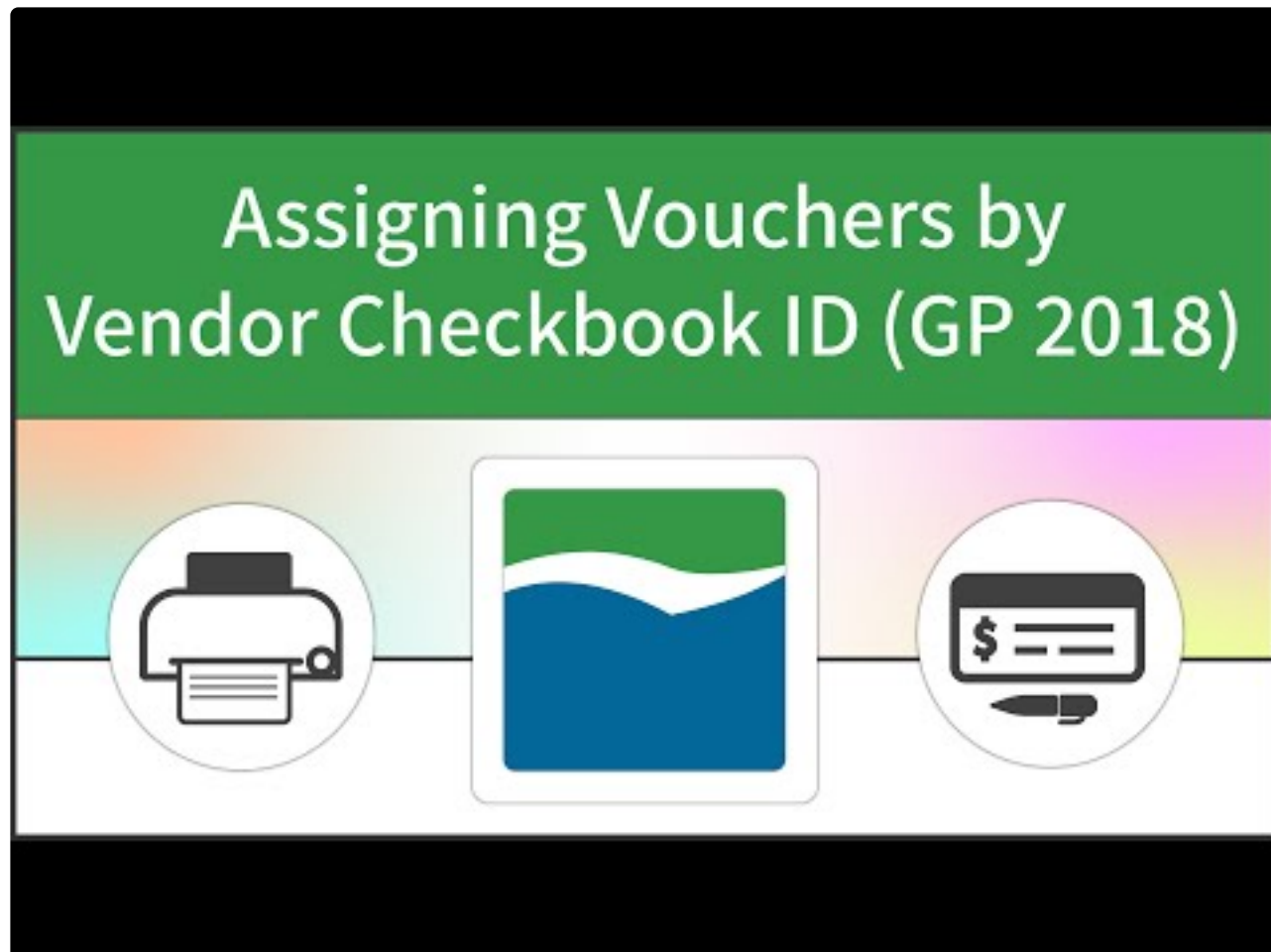
5. Click **OK** on the **Payables Transaction Inquiry by Vendor** or **Payables Transaction Inquiry by Document** window to save.

Last modified: Dec 30, 2020

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.



https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=84&end=111

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=58&end=83

✿ 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.

Payables Batch Entry - CS (sa)

Save Clear Delete Post Additional File Print Tools Help Add Note

Batch ID: PAYABLES BATCH Origin: Payables Trx Entry

Comment: Payables Invoice

Frequency: Single Use Posting Date: 4/21/2027

☐ Use last day of the month Check Date: 0/0/0000

Recurring Posting: 0

Days to Increment: 0

Checkbook ID: UPTOWN TRUST

Currency ID:

Last Date Posted:

Times Posted:

	Control	Actual
Transactions		2
Batch Total	\$0.00	\$125.00

☐ Approved User ID: Approval Date:

Transactions

Navigation: < < > >

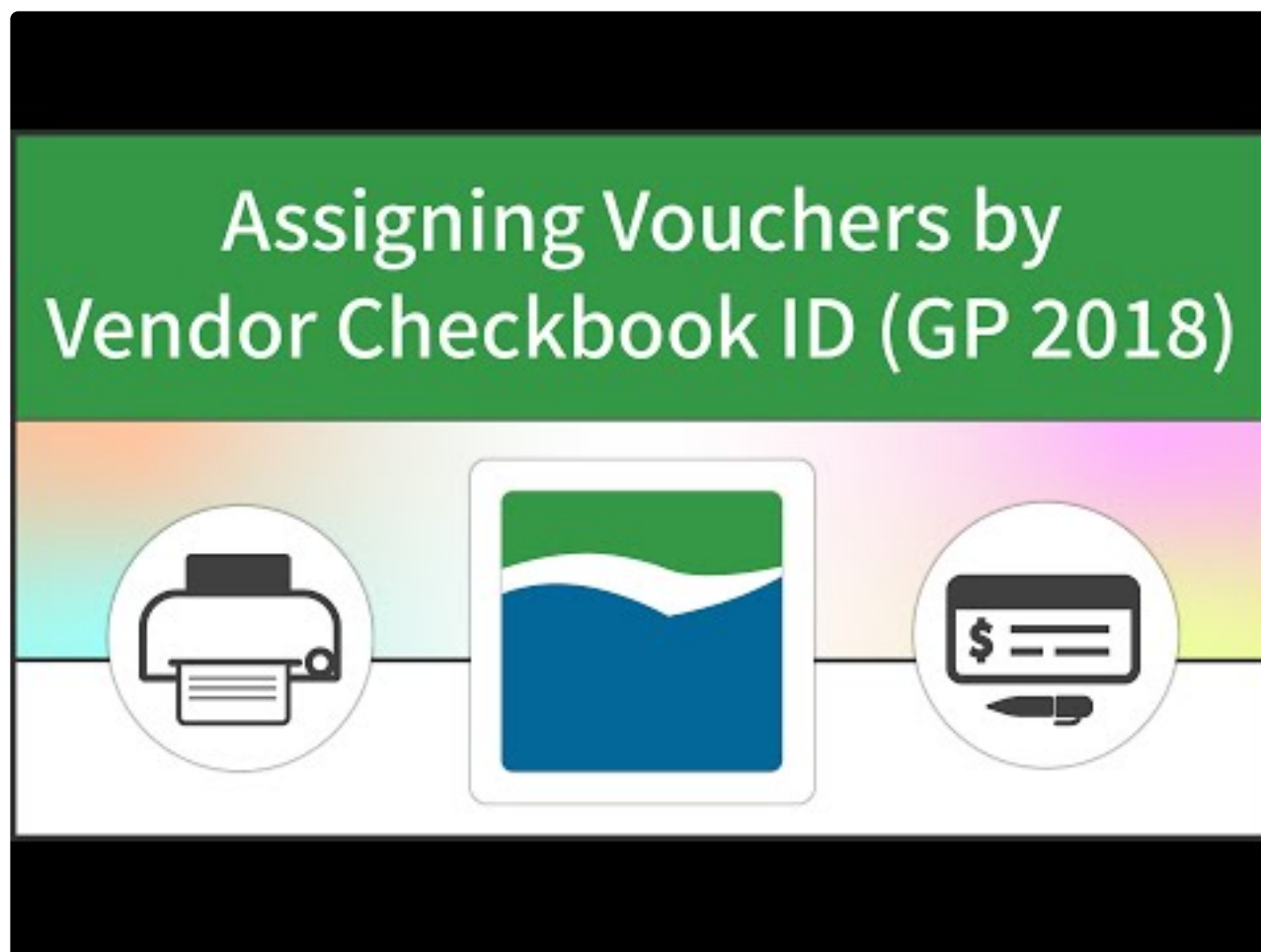
4. Click **Save**.

Last modified: Dec 30, 2020

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.



https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=84&end=111

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=58&end=83

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=112&end=130



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.

- Click on the **Additional** menu > **Assign by Checkbook** to open the **Assign by Checkbook Entry** window.

Purchase Order Entry - TWO (sa)

Save Blanket Actions AA Options View Additional File Print E-mail Tools Help Add Note

Assign By Checkbook

Type: Drop-Ship ☐ Hold

PO Number: P00997

Buyer ID:

Date: 04/10/2024

☐ Allow Document Commitments

Vendor ID: ADVANCED0001

Name: Advanced Office Systems

Currency ID: Z-US\$

Line	Unit Cost	Project Number	Cost Cat. ID	Item	U of M	Quantity Ordered	Quantity Canceled	Extended Cost
1	\$90.25			PHON-ATT-53BK	Each	1	0	\$90.25
				WAREHOUSE				0.00
0	\$0.00						0.00	\$0.00

Remaining PO Subtotal: \$90.25

Subtotal: \$90.25

Trade Discount: \$0.00

Freight: \$0.00

Miscellaneous: \$0.00

Tax: \$0.00

Total: \$90.25

Tax Schedule ID:

Comment ID:

PO Number: PO Status: New Revision: 0

- Use the look-up to choose the appropriate **Checkbook ID**.
- Click **OK**.
- 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:

Receivings Transaction Entry - TWO (sa)

Save Delete Void Post Auto-Rcv Reports AA Options View Additional File Tools Help

Assign By Checkbook

Type: Shipment
 Receipt No. RCT1161
 Vendor Doc. No. 825
 Date 4/21/2027
 Batch ID RECEIVING ENTRY

Vendor ID FABRIKAM0001
 Name Fabricam, Inc.
 Currency ID Z-US\$

PQ Number	Project Number	Cost Category ID	Item	Qty Shipped	Unit Cost	U of M	Site ID	Quantity Ordered
PO1002			PHON-GTE-5043	2	\$81.25	Each	WAREHOUSE	10
				0	\$162.50			10
				0.00	\$0.00			0.00
				0.00	\$0.00			0.00

1099 Amount \$0.00
 Payment Terms
 Landed Cost Func. Total \$0.00
 Amount Received \$0.00

Subtotal \$162.50
 Trade Discount \$0.00
 Freight \$0.00
 Miscellaneous \$0.00
 Tax \$0.00
 Prepayment \$0.00
 Total \$162.50

Tax Schedule ID

Landed Cost Distributions User-Defined

Receipt Number

Or you can assign it when you match the invoice:

Purchasing Invoice Entry - TWO (sa)

Save Delete Void Post Auto-Invoice Reports AA Options View Additional File Print Tools Help Add Note

Assign By Checkbook

Receipt Number RCT1160
 Vendor Doc. Number 825
 Invoice Date 4/21/2027
 Batch ID ENTER/MATCH

Vendor ID ADVANCED0001
 Vendor Name Advanced Office Systems
 Currency ID Z-US\$

LC	PQ Number	Project Number	Cost Category ID	Item	Quantity Invoiced	Unit Cost	U of M	Matched to Shipment	Extended Cost
<input type="checkbox"/>	PO0999			ACCS-CRD-12w/H	1	\$3.29	Each	RCT1009	\$3.29
<input type="checkbox"/>	PO0999			ANSW-PAN-1450	2	\$50.25	Each	RCT1009	\$100.50
<input type="checkbox"/>					0.00	\$0.00			\$0.00

1099 Amount \$0.00
 Payment Terms Net 30
 Amount Received \$0.00

Subtotal \$103.79
 Trade Discount \$0.00
 Freight \$0.00
 Miscellaneous \$0.00
 Tax \$0.00
 Prepayment \$0.00
 Total \$103.79

Purch Addr Tax Sched

Distributions

Receipt Number

Last modified: Dec 30, 2020

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:

✿ To open the **Vendor Maintenance** window, go to the Mekorma Area Page > Cards > Payables > Vendor.

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**.

Vendor Maintenance Options - CS (sa)

OK Options Additional File Tools Help Add Note

Vendor ID: ACETRAVE0001
Name: A Travel Company

Currency ID: 2-USD Tax ID:
Rate Type ID: AVERAGE Tax Registration:
Payment Terms: Net 30 **Checkbook ID: FIRST BANK**
Discount Grace Period:
Due Date Grace Period:
Payment Priority: 1 Type: Other Expenses
Minimum Order: User-Defined 2:
Trade Discount: Tax Type: Not a 1099 Vendor
FOB: None
Language: None

One Payment Per: ☒ Vendor ☐ Invoice
Minimum Payment: ☒ No Minimum ☐ Percent ☐ Amount \$0.00
Maximum Invoice Amt: ☒ No Maximum ☐ Amount \$0.00
Credit Limit: ☐ No Credit ☒ Unlimited ☐ Amount \$0.00
Writeoffs: ☒ Not Allowed ☐ Unlimited ☐ Maximum \$0.00
☒ Revalue Vendor Post Results To: ☒ Payables/Discount Acct ☐ Purchasing Offset Acct

Maintain History:
☒ Calendar Year ☒ Transaction
☒ Fiscal Year ☒ Distribution

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

Last modified: Dec 30, 2020

6.2.5. Select Vouchers by Vendor Checkbook ID

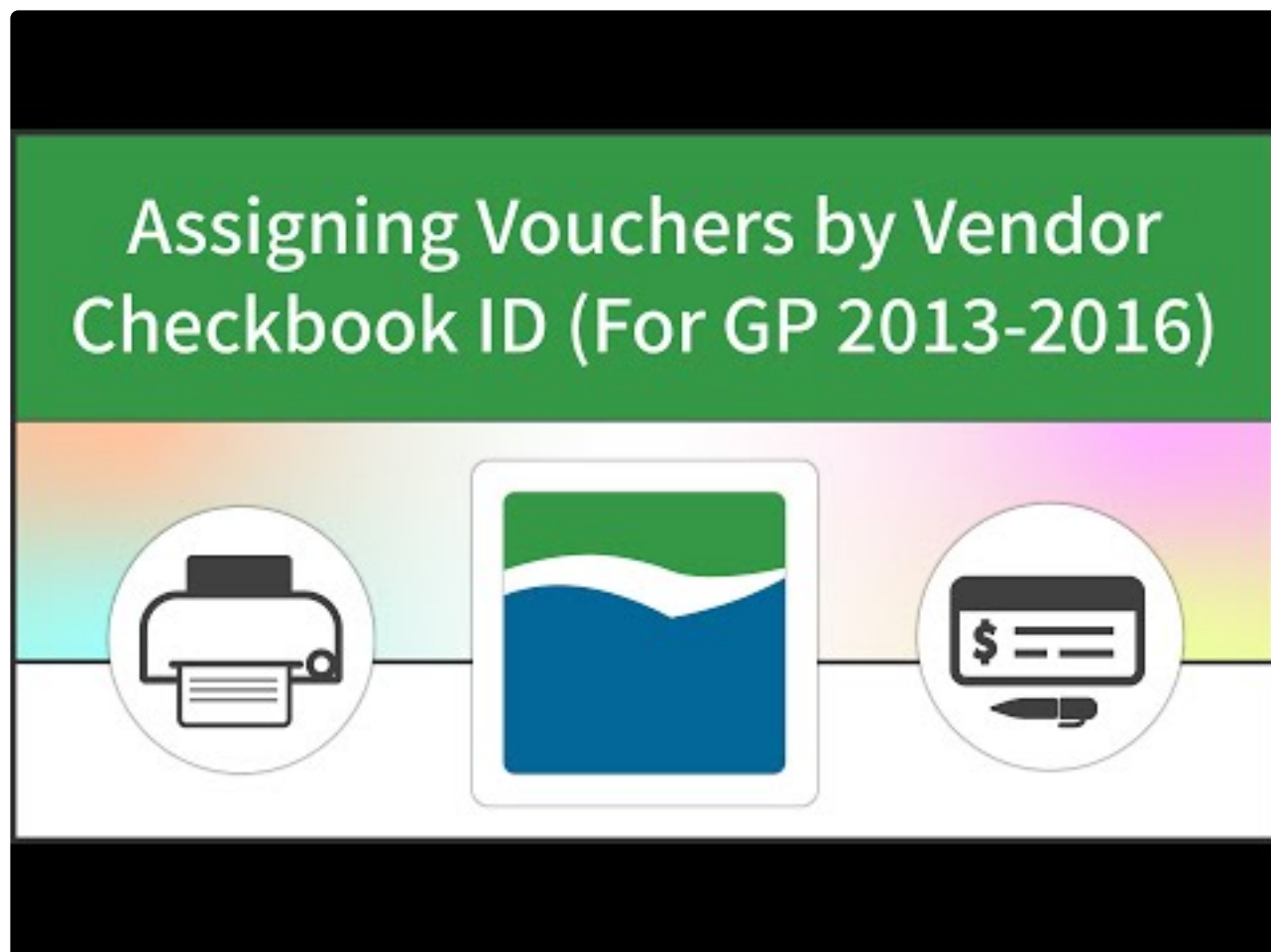
Assigning a payment by vendor Checkbook ID is most useful when you want to pay a certain type of vendor from a particular checkbook.

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.

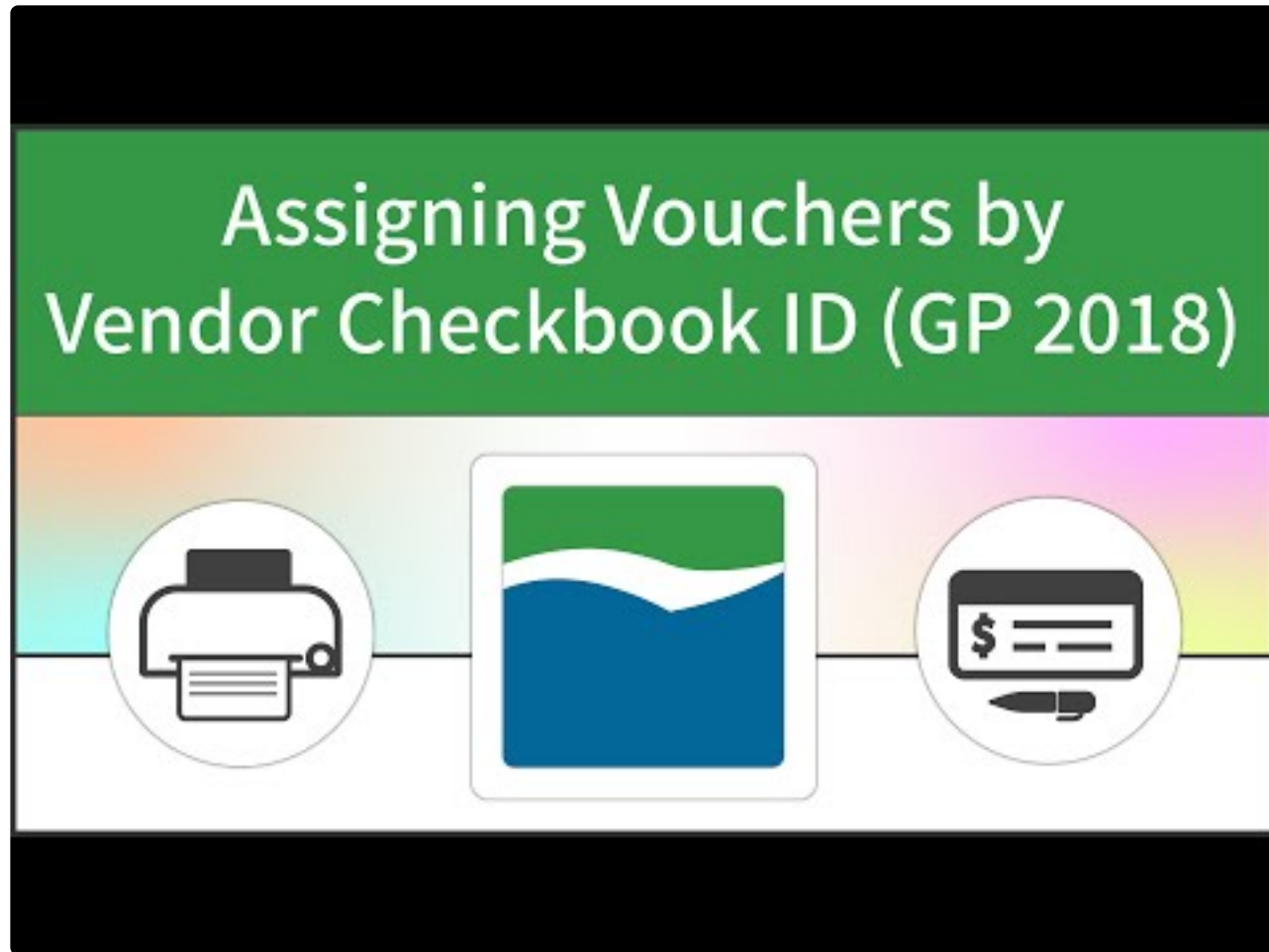
Once a checkbook has been [assigned to a vendor](#), you can build check batches using the Assign by Checkbooks feature in the **Build Payment Batch** (Select Payables Checks) window. *The Assign by Checkbooks feature cannot be used with the Edit Payment Batch (Edit Payables Checks) functionality.*

Video tutorial for GP2013-2016



https://www.youtube.com/embed/Yjqs8HKL_WY?rel=0

Video tutorial for GP2018



https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=84&end=111

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=58&end=83

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=112&end=130

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=190&end=260

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: Dec 30, 2020

6.2.6. Select Vouchers by Voucher Checkbook ID

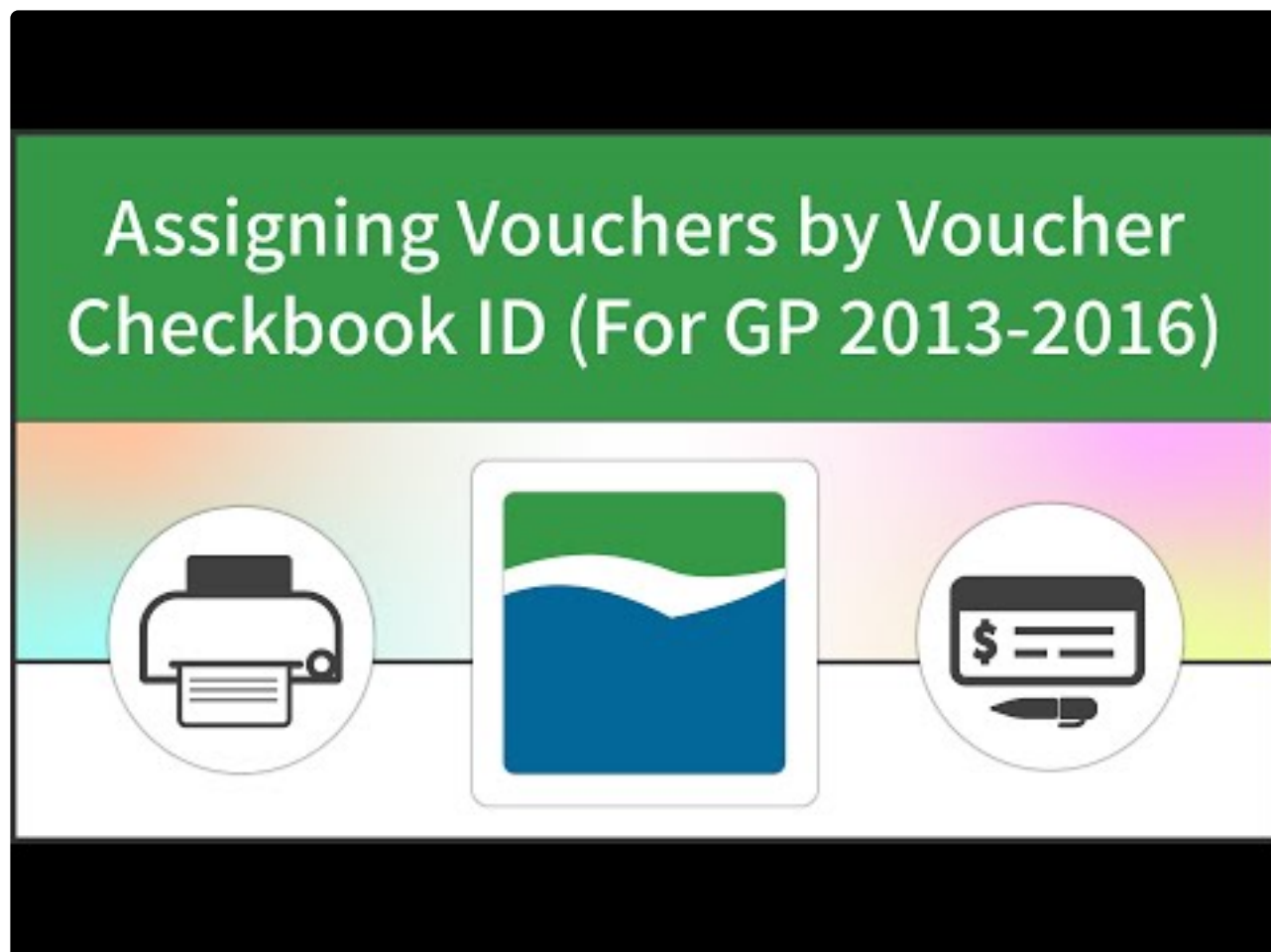
Assigning a payment by voucher checkbook ID is most useful when you want to pay a certain type of voucher from a particular checkbook.

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.

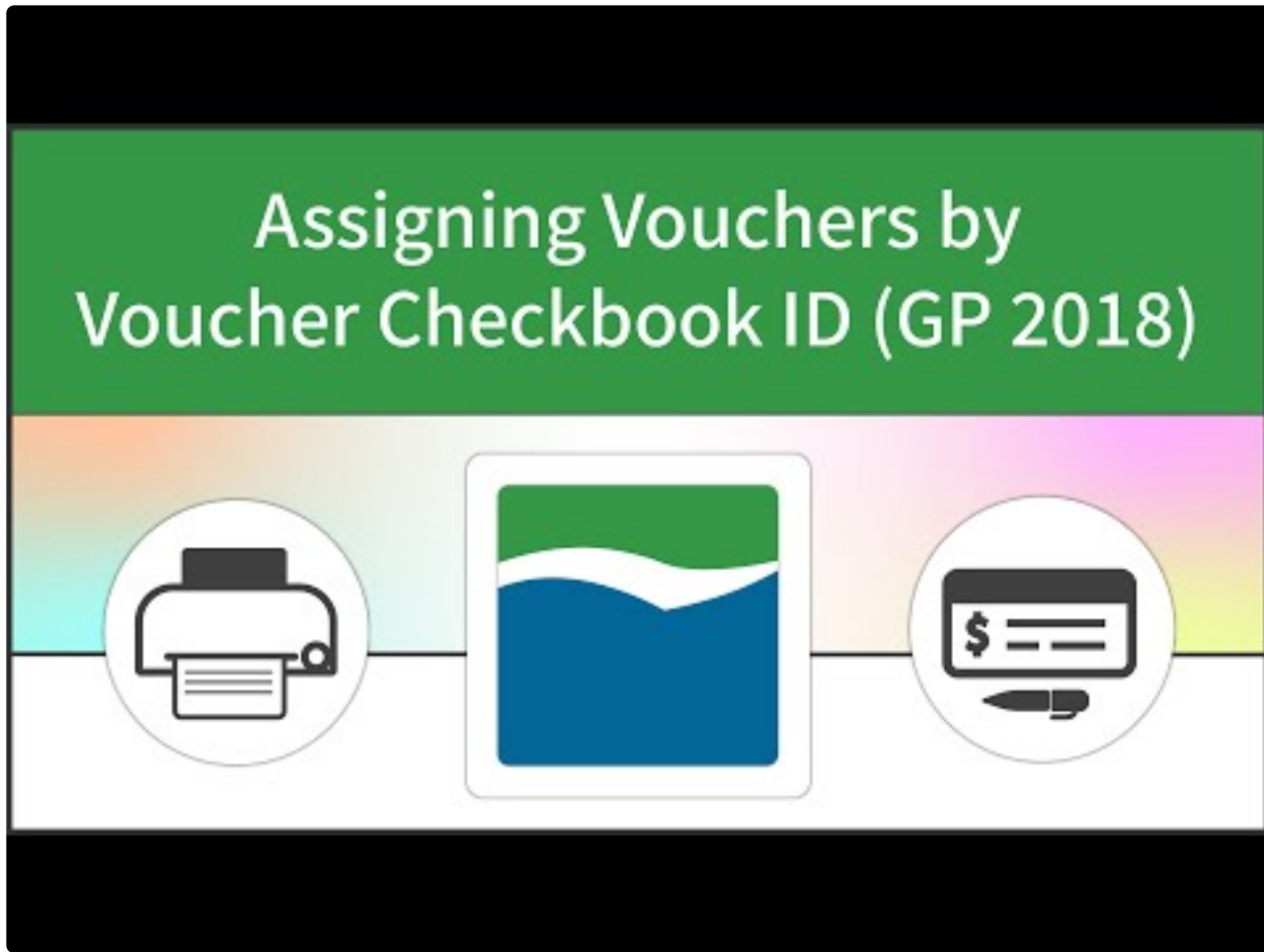
Once a checkbook has been [assigned to an invoice](#), you can build check batches using the Assign by Checkbooks feature in the Build Payment Batch (Select Payables Checks) window. *The Assign by Checkbooks feature cannot be used with the Edit Payment Batch (Edit Payables Checks) functionality.*

Video tutorial for GP2013-2016



<https://www.youtube.com/embed/vyYhx6svE24?rel=0>

Video tutorial for GP2018



<https://www.youtube.com/embed/tLt4TewtyBc?rel=0>

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

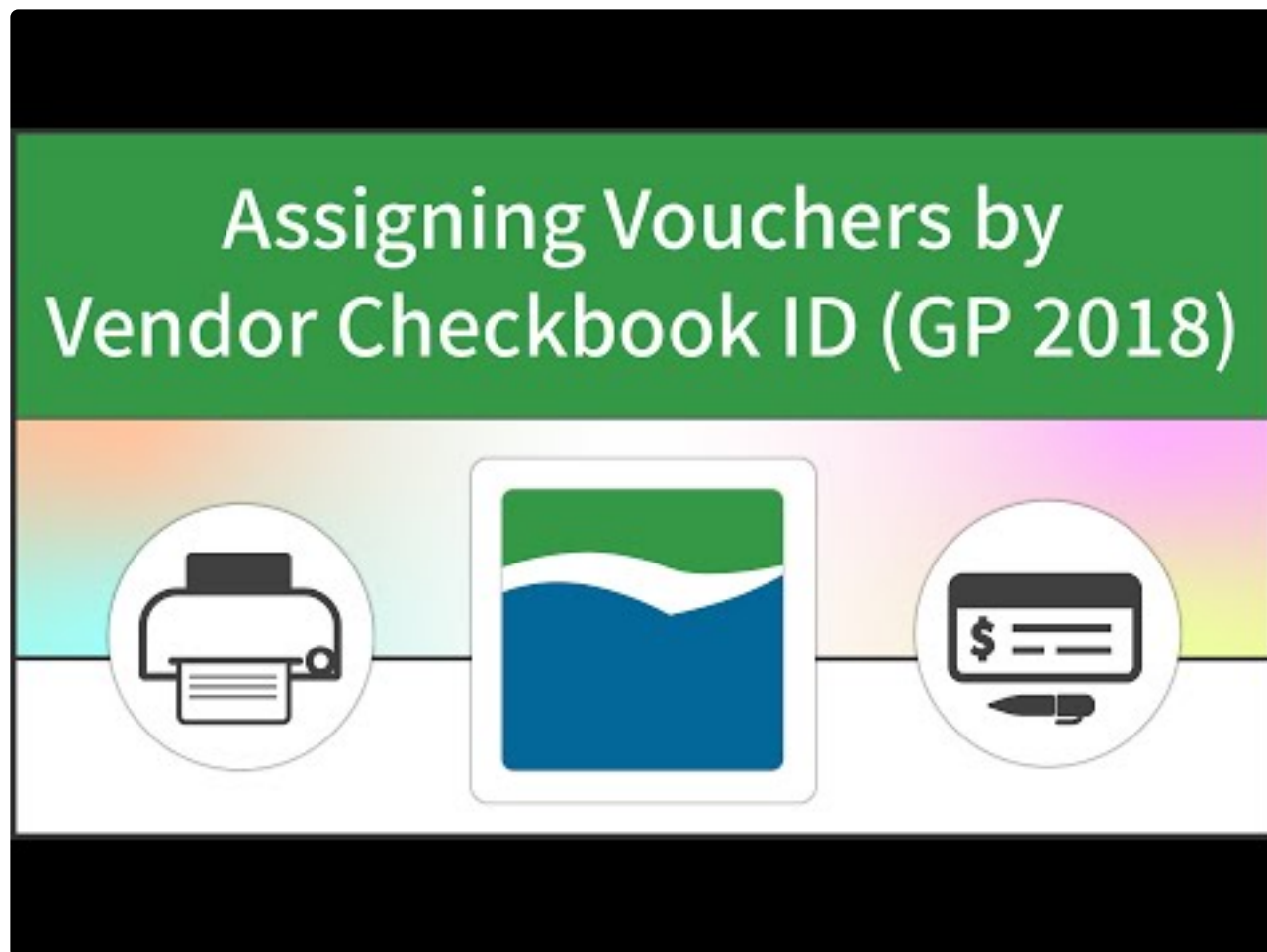
this Checkbook ID will be selected.

Last modified: Aug 06, 2020

6.2.7. Select Vouchers Using the Action Board

To use the Assign by Checkbooks feature when automating the batch building process in the Action Board, 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:



https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=84&end=111

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=58&end=83

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=112&end=130

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=190&end=260

https://www.youtube.com/embed/BtB5CR_v6Uk?rel=0&start=263&end=381

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: Aug 06, 2020

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: Aug 06, 2020

6.3.1. Request Approval or Authorization

After batches are built, a user must request approval for each batch to initiate the workflow. Regardless of the security model you have configured (Task-Based approvals or Legacy Security by User ID), approval or authorization requests can be accomplished in the same way:

Automate Approval Requests

When using the Action Board to build payment batches, approval requests can be sent automatically as the batches are built. This completely eliminates the need to manually request approval. [See here](#) for how to enable automatic approval requests.

Manually Request Approvals

1. After [building a payment batch](#) using standard GP procedures, Requestors can alert the appropriate users that their approval or authorization is needed. The **Request Approval** (or **Request Authorization**) button can be selected from any one of the windows listed below.
 - Build Payment Batch (under Additional)
 - Edit Payment Batch (under Additonal)
 - Edit Payments (under Additional)
 - Print Payments (replaces Print button)
 - Mekorma Payment Batch Status List

Build Payment Batch - TWO (sa)

Batch ID: WEEKLY Checkbook ID: UPTOWN TRUST
 Batch Total: \$16,867.71 Currency ID: Z-US\$

Payment Option ID: Description:
 Select: Vendor ID:

☒ All ☐ From:
 To:

Restrictions:

One Payment Per: Use Vendor Option

Automatically Apply Existing Unapplied:
☒ Payments ☒ Credit Memos ☒ Returns
☒ Functional Currency Only ☐ All Currencies

☐ Take Non-Qualifying Discounts
☐ Pay Only Minimum
 Apply Date: 4/12/2027

Remittance:
 List Documents: All Documents ☒ Print Previously Applied Documents
 Sort Documents by: Date ☐ Use Due Date Cutoff

Microsoft Dynamics GP

Home ► Mekorma ► Mekorma Payment Batch Status List

Transactions ► Inquiry ► Reports ► Cards ► Microsoft Dynamics GP

Mekorma MICR Check Batch Status (read only)

Batch ID	Status	Status History	Submitted By	Total # Transactions	Total Batch Amount
<input checked="" type="checkbox"/> WEEKLY	OPEN FOR EDITING			12	\$787,560.29

- An email or text message will be sent to all eligible Approvers that they have transactions needing their review, according to each Approver's notification settings.

✿ Notifications are configured differently depending on the security model you are using: if processing with the Legacy Security model, go to the [Mekorma Security Maintenance window](#). If using Task-Based security, go to the [Mekorma Preferences window](#).

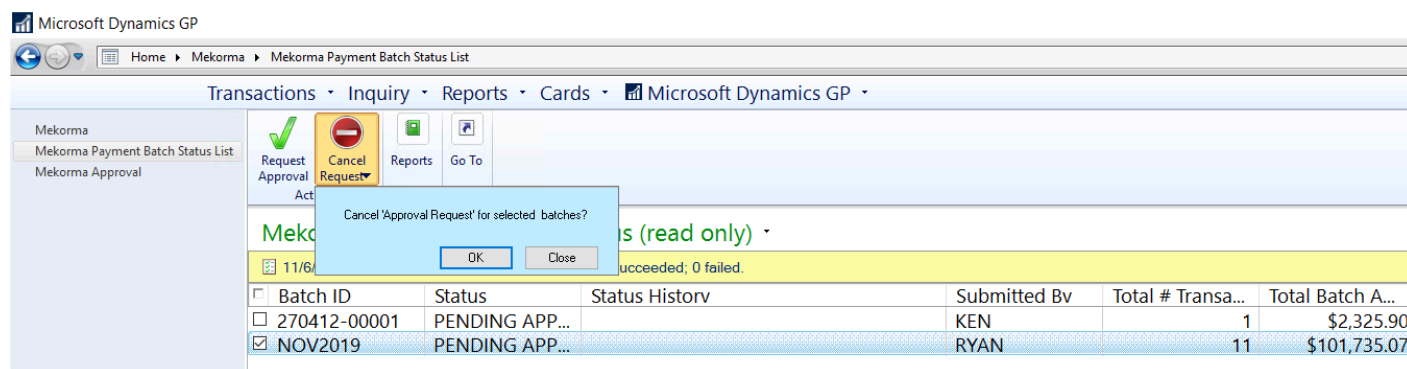
Last modified: Aug 06, 2020

6.3.2. Cancel Approval or Authorization Request

Once a request for approval or authorization has been sent for a particular batch, that batch will be locked and can no longer be edited. To unlock the batch for editing purposes, the request itself can be canceled.

✿ To open the Mekorma Payment Batch Status List, go to the Mekorma Area Page > click on Mekorma Payment Batch Status List in the upper left-hand menu.

1. Go to the **Mekorma Payment Batch Status List**.
2. Check the box next to the batch(es) you would like to unlock.
3. Click **Cancel Request**.
4. Choose **OK** to confirm cancellation or **Close** if you *do not* want to cancel.



5. The batch(es) can now be edited as needed.

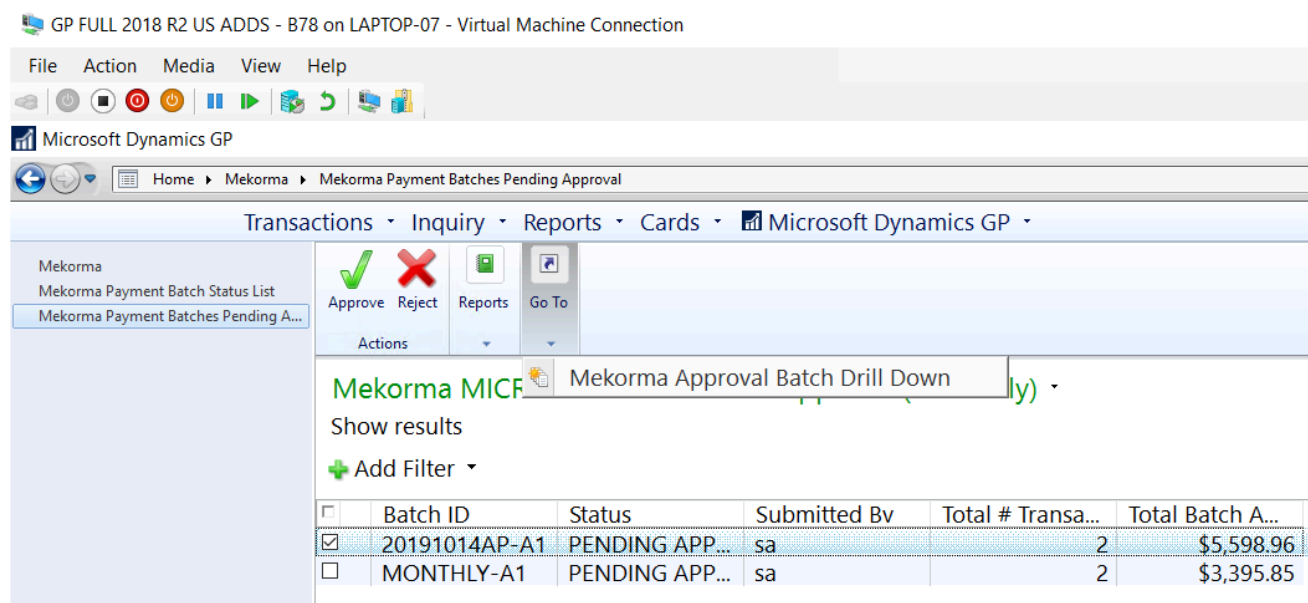
Last modified: Aug 06, 2020

6.3.3. 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.*

GP FULL 2018 R2 US ADDS - B78 on LAPTOP-07 - Virtual Machine Connection



Microsoft Dynamics GP

Home > Mekorma > Mekorma Payment Batches Pending Approval

Transactions > Inquiry > Reports > Cards > Microsoft Dynamics GP >

Mekorma

Mekorma Payment Batch Status List

Mekorma Payment Batches Pending A...

Approve Reject Reports Go To

Actions

Mekorma MICF Mekorma Approval Batch Drill Down

Show results

+ Add Filter

	Batch ID	Status	Submitted By	Total # Transa...	Total Batch A...
<input checked="" type="checkbox"/>	20191014AP-A1	PENDING APP...	sa	2	\$5,598.96
<input type="checkbox"/>	MONTHLY-A1	PENDING APP...	sa	2	\$3,395.85

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, 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.

Mekorma Approval Batch Drill Down - CS (DEBBIE)

Batch ID	20191014AP-A1	Checkbook ID	UPTOWN TRUST
Currency ID	Z-US\$	Checkbook Currency ID	Z-US\$
Batch Total	\$5,598.96	Balance before checks	\$39,778.80
Apply Date	10/15/2019	Balance after checks	\$34,179.84

Vendors

Vendor ID	Total Amount Paid
<input checked="" type="checkbox"/> ACETRAVE0001	\$2,756.42
<input type="checkbox"/> ADVANCED0001	\$2,842.54

Select the documents you would like to pay for vendor:

ACETRAVE0001 A Travel Company

Voucher Number	Due Date	Amount Remaining	Amount Paid
0000000000000004	1/15/2018	\$0.00	\$1,206.87
0000000000000004	2/26/2018	\$0.00	\$890.23
0000000000000004	11/7/2019	\$0.00	\$659.32

Indicates that a credit document is applied.

Reason for Rejection

Vendor Name	A Travel Company	Payment Date	10/14/2019
Voucher #	Various (3 payments)	Payment Amount	\$2,756.42

- After reviewing and/or rejecting transactions in the batch, select **OK** to close the window.
- To approve additional payments in the navigation list, mark the batch and choose **Approve**.
- 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: Aug 06, 2020

6.3.4. Review Payments with Task-Based Workflow

If Task-based secure approval workflow has been configured, Mekorma Approvers must approve transactions within their designated threshold levels before checks/ EFTs can be printed and processed.



https://www.youtube.com/embed/aV_IONtVQLM?rel=0&start=194&end=352

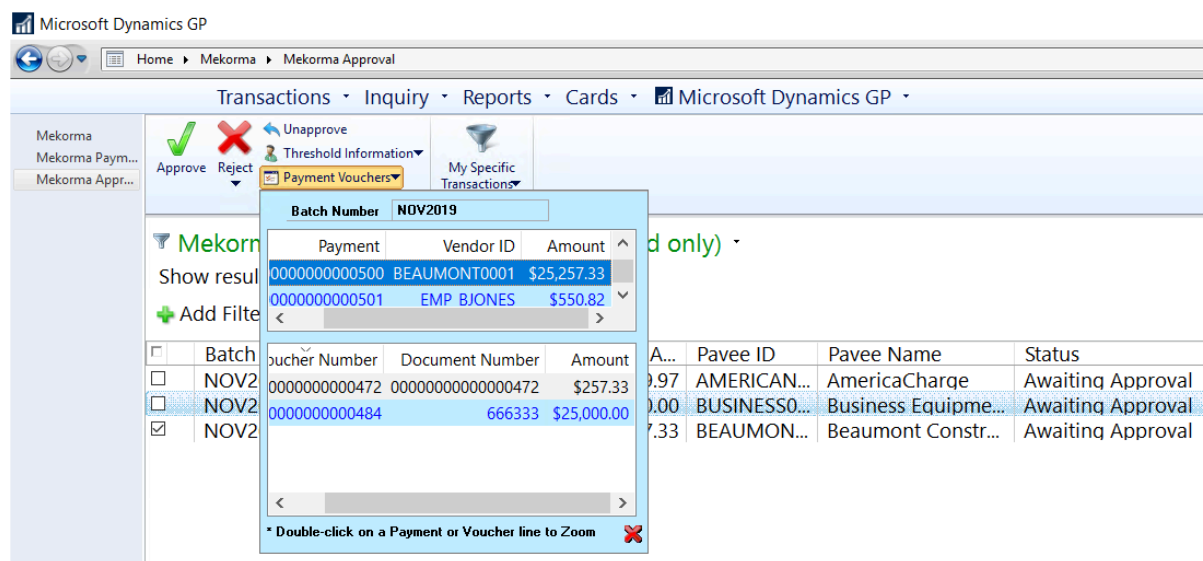
Review Payment Transactions

✿ To open the Mekorma Approval navigation list, go to the Mekorma Area Page > click on Mekorma Approval in the upper left-hand menu.

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 the user has permissions to approve, grouped together by batch.
3. Review payments by clicking the box next to a payment, then on the **Payment Vouchers** button. This will display all vouchers that make up that vendor payment in the bottom section of the drop-down window. *Please note, when the Payment Vouchers window is open, all payments by vendor for that batch are listed in the top section; clicking on a payment will display all vouchers that make up that vendor payment in the bottom section.*



4. Double-click on the desired payment in the upper section of the window. This will open the **Mekorma Approval Batch Drill Down** window.
5. In the Vendors section, click on a vendor payment and a list of vouchers included in that payment will display on the right-hand side.

Mekorma Approval Batch Drill Down - TWO (KEN)

OK
 Redisplay
 Additional
 File
 Print
 Tools
 Help
 Add Note

Actions Additional File Tools Help

Batch ID	NOV2019	Checkbook ID	FIRST BANK
Currency ID	Z-US\$	Checkbook Currency ID	Z-US\$
Batch Total	\$101,735.07	Balance before Payments	(\$1,303,988.94)
Apply Date	4/12/2027	Balance after Payments	(\$1,405,724.01)

Vendors Columns

<input checked="" type="checkbox"/> Vendor ID	Total Amount Paid
<input checked="" type="checkbox"/> ACETRAVE0001	\$2,097.10
<input checked="" type="checkbox"/> ADVANCED0001	\$2,842.54
<input checked="" type="checkbox"/> ALLENSON0001	\$4,249.41
<input checked="" type="checkbox"/> AMERICAN0001	\$17,059.97
<input checked="" type="checkbox"/> ASSOCIAT0001	\$2,364.55
<input checked="" type="checkbox"/> BEAUMONT0001	\$25,257.33
<input checked="" type="checkbox"/> BERGERON0001	\$3,874.84
<input checked="" type="checkbox"/> BUSINESS0001	\$39,200.00
<input checked="" type="checkbox"/> EMP_BJONES	\$550.82
<input checked="" type="checkbox"/> EMP_EJONES	\$1,099.99
<input checked="" type="checkbox"/> UTIL_ATT	\$3,138.52

Select the documents you would like to pay for vendor: BEAUMONT0001 Beaumont Construction Columns

<input checked="" type="checkbox"/> Voucher Number	Due Date	Amount Remaining	Amount Paid
<input checked="" type="checkbox"/> 000000000000000472	4/9/2027	\$0.00	\$257.33
<input checked="" type="checkbox"/> 000000000000000484	5/12/2027	\$0.00	\$25,000.00

Indicates that a credit document is applied.

- Double-click on any individual voucher to open the Payables Transaction Entry Zoom window. 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 by selecting the note for a voucher, the relevant image, then **Preview**.
- You can [reject vendor payments](#), or [reject individual vouchers](#) once reviewed.

Last modified: Aug 06, 2020

6.3.4.1. Approve or Reject Vendor Payments

1. 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.
2. 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.
3. Type in a reason for the rejection if desired, or choose a pre-determined rejection reason by clicking on the drop-down by the **Insert a 'Quick' Reason** field. [Follow this link](#) to learn how to set up your Quick Reasons.

The screenshot shows the 'Mekorma Approval Batch Drill Down - TWO (KEN)' window. It features a toolbar with icons for OK, Redisplay, Additional, File, Print, Tools, Help, and Add Note. Below the toolbar, there are fields for Batch ID (NOV2019), Currency ID (Z-US\$), Batch Total (\$101,735.07), and Apply Date (4/12/2027). To the right, there are fields for Checkbook ID (FIRST BANK), Checkbook Currency ID (Z-US\$), Balance before Payments (\$1,303,988.94), and Balance after Payments (\$1,405,724.01).

On the left, there is a table of vendors with columns for Vendor ID and Total Amount Paid. The vendors listed are:

Vendor ID	Total Amount Paid
ACETRAVE0001	\$2,097.10
ADVANCED0001	\$2,842.54
ALLENSON0001	\$4,249.41
AMERICAN0001	\$17,059.97
ASSOCIAT0001	\$2,364.55
BEAUMONT0001	\$25,257.33
BERGERON0001	\$3,874.84
BUSINESS0001	\$39,200.00
EMP_BJONES	\$550.82
EMP_EJONES	\$1,099.99
UTIL_ATT	\$3,138.52

On the right, there is a 'Reason for Rejection' dialog box. It has a 'Select the document' section with a dropdown menu showing 'BERGERON0001'. Below this, there is a 'Voucher Number' section with a dropdown menu showing '0000000000'. The main area of the dialog box is titled 'Reason for Rejection' and contains a large text area for entering a reason. At the bottom, there is a section for 'Insert 'Quick' Reason' with a dropdown menu showing 'Not due yet' and 'Voucher entry error'. The dialog box also has 'OK' and 'Cancel' buttons.



Please note, when a payment is rejected from a batch, it isn't deleted from the system, but simply moved to the MICR Reject Batch for further handling. As of build x81, you can view all rejected payments in the Mekorma Rejections navigation list.

4. 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](#).

Last modified: Aug 06, 2020

6.3.4.2. Approve or Reject Vouchers

As of Mekorma build x80, Approvers have the ability to reject specific vouchers in the same way that vendors may be selected for rejection. Approvers no longer have to reject the entire vendor payment if only one of the invoices should not be included. This feature is only available if you are using Task-Based security.

The following steps outline how a designated Approver can reject a payment voucher:

1. Navigate to the **Mekorma Approval** list.
2. Check the box next to the batch you'd like to review.
3. Select the drop-down next to **Payment Vouchers** (in top menu bar). This will open a window that lists the batch's vendor payments in the top pane. When you click on any particular vendor payment, the bottom pane will list the vouchers that make up that payment.

The screenshot shows the Microsoft Dynamics GP interface with the Mekorma Approval window open. The window has a top pane showing a list of vendor payments and a bottom pane showing the details of a selected payment, including a list of vouchers.

Payment	Vendor ID	Amount
000000000000000502	BERGERON0001	\$2,080.25
000000000000000503	BUSINESS0001	\$578.85
000000000000000504	INTERNAT0002	\$1,494.42

Voucher Number	Document Number	Amount
000000000000000477	000000000000000477	\$321.66
000000000000000480	000000000000000480	\$1,758.59

Below the voucher list, there is a table with the following data:

Pavee Name	Status
Bergeron Commu...	Awaiting Approval

4. Double-click a vendor payment in the top pane to open the Mekorma Approval Batch Drill Down window. This window will list all vendor payments on the left-hand side. By clicking on a vendor payment, you will see a list of the vouchers contained in that payment on the right-hand side.

Mekorma Approval Batch Drill Down - CS (KEN)

Batch ID 20200302AP **Checkbook ID** FIRST BANK
Currency ID Z-US\$ **Checkbook Currency ID** Z-US\$
Batch Total \$4,153.52 **Balance before Payments** (\$1,311,556.45)
Apply Date 3/9/2020 **Balance after Payments** (\$1,315,709.97)

Vendors

<input checked="" type="checkbox"/> Vendor ID	Total Amount Paid
<input checked="" type="checkbox"/> BERGERON0001	\$2,080.25
<input checked="" type="checkbox"/> BUSINESS0001	\$578.85
<input checked="" type="checkbox"/> INTERNAT0002	\$1,494.42

Select the documents you would like to pay for vendor: BERGERON0001 Bergeron Communications Sol.

<input checked="" type="checkbox"/> Voucher Number	Due Date	Amount Remaining	Amount Paid
<input checked="" type="checkbox"/> 000000000000000477	1/23/2018	\$0.00	\$321.66
<input checked="" type="checkbox"/> 000000000000000480	1/13/2018	\$0.00	\$1,758.59

5. To remove a voucher from the batch, unmark the box next to that voucher. The Reason for Rejection window will open. You can type in a reason, or insert a Quick Reason (if Quick Messages have been configured for the company you are working in.)



Please note, the voucher rejection will not appear on the Payment Batch Rejection report.

Mekorma Approval Batch Drill Down - CS (KEN)

Batch ID 20200302AP **Checkbook ID** FIRST BANK
Currency ID Z-US\$ **Checkbook Currency ID** Z-US\$
Batch Total \$4,153.52 **Balance before Payments** (\$1,311,556.45)
Apply Date 3/9/2020 **Balance after Payments** (\$1,315,709.97)

Vendors

<input checked="" type="checkbox"/> Vendor ID	Total Amount Paid
<input checked="" type="checkbox"/> BERGERON0001	\$2,080.25
<input checked="" type="checkbox"/> BUSINESS0001	\$578.85
<input checked="" type="checkbox"/> INTERNAT0002	\$1,494.42

Select the documents you would like to pay for vendor: BERGERON0001 Bergeron Communications Sol.

<input type="checkbox"/> Voucher Number	Due Date	Amount Remaining	Amount Paid
<input type="checkbox"/> 000000000000000477	1/23/2018	\$0.00	\$321.66
<input checked="" type="checkbox"/> 000000000000000480	1/13/2018	\$0.00	\$1,758.59

Reason for Rejection

Reason for Rejection

wrong payment amount
 not due yet
 renegotiating cost
 incorrect vendor information
 duplicate payment

6. Click **OK** on the Reason for Rejection window, then **OK** on the Mekorma Batch Drill Down window to save.
7. Rejecting a voucher will result in:
 - The rejection reason will be attached to the note of the voucher (invoice) and the voucher will return to an Open state.
 - The user who originally requested approval on the batch will receive an email notification.
 - When reviewing the voucher, if there are notes on both the Voucher and the Voucher Reject table, two separate notes windows will appear when the Voucher Notes window is opened.

Last modified: Aug 06, 2020

6.3.4.3. Review, Edit and Move Rejected Payments

As of Mekorma Build x81, a new navigation list was added so users can see all the payments that were rejected during the approval process (and subsequently placed in the MICR_REJECT batch). The **Mekorma Rejected Payments** navigation list allows authorized users to work with rejected payments in the following ways:

1. **Review** all rejected payments: drill into payment details and reasons for rejection.
2. Drill into an individual payment by choosing the **Edit Payment** option: delete it entirely from the MICR_REJECT batch, sending the payment vouchers back to Open status.
3. Move individual rejected payments into a new batch by choosing the **Move Payment** option.

Microsoft Dynamics GP

Home » Mekorma » Mekorma Rejected Payments

Microsoft Dynamics GP » Transactions » Inquiry » Reports » Cards »

Mekorma
Mekorma Batch Status
Mekorma Approval
Mekorma Rejected Payments

Edit Payment Move Payments Show Rejection Notes Payment Vouchers Reports

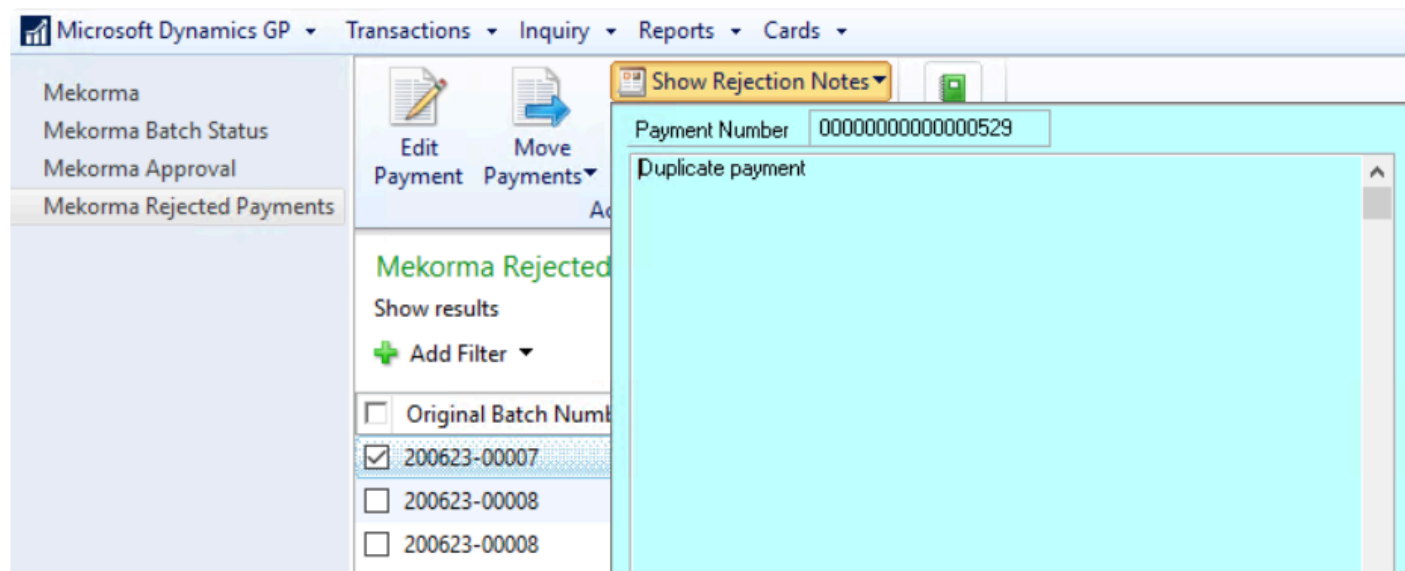
Mekorma Rejected Payments (read only) Show results Add Filter

Original Batch Number	Payment Number	Payment Amount	Vendor ID	Vendor Name	Vendor Pay Method	Status
<input type="checkbox"/> 200623-00006	00000000000000527	\$550.82	EMP_BJONES	Bill Jones	EFT	
<input type="checkbox"/> 200623-00007	00000000000000532	\$5,000.00	BUSINESS0001	Business Equipment Center	Check	
<input type="checkbox"/> 200623-00007	00000000000000537	\$1,000.00	CRUGEREN0001	Cruger Engineering Company	Check	

Review Rejected Payments

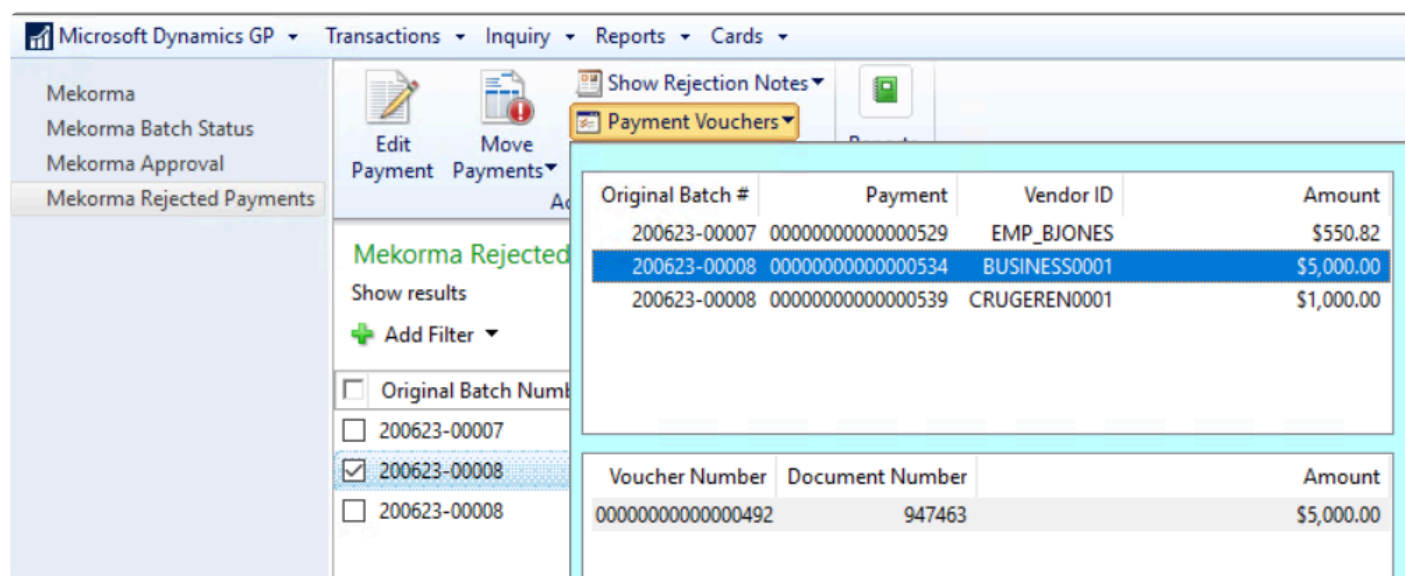
To view the reason a payment was rejected:

1. On the navigation list, check the box next to a payment.
2. Click on **Show Rejection Notes**.



To view payment / voucher details:

1. On the navigation list, check the box next to a payment.
2. Click on **Payment Vouchers**. A window will open to display all listed payments (top section). By clicking on a payment, vouchers included in that payment will display in the lower section.
3. Double-click on a voucher to open the **Payables Transaction Entry Zoom** window for more details.



Edit Payments

You can open the GP Edit Payments window to view the rejected payment. You have the option to delete the payment from the MICR_REJECT batch.

1. Select a payment and click **Edit Payment**. The Edit Payment window will open.

Original Batch Number	Payment Number	Payment Amount	Vendor ID	Vendor Name	Vendor Pay Method	Status
<input checked="" type="checkbox"/> 200707-00006	00000000000000528	\$2,325.90	UTIL_VERIZON	Verizon	EFT	
<input type="checkbox"/> 200707-00008	00000000000000530	\$2,842.54	ALLENSON0001	Allenson Properties	Check	
<input type="checkbox"/> 200707-00009	00000000000000549	\$267.45	AMERICAN0001	AmericaCharge	EFT	

- Click **Delete** to remove the payment from the MICR_REJECT batch and all vouchers will be returned to Open status.

Move Payments

From the Rejection navigation list, you can select one or more payments and move them out of the MICR reject batch to existing payment batches for further processing.

Depending on the original payment method of each payment, you can move them to an EFT and / or a check batch.

- Payments that were EFTs in the original (but rejected) batch can be moved to either a check or an EFT batch. You will see a blue arrow icon on the Move Payments button to indicate the payments being moved are all EFTs; both check and EFT batches will be available on the batch drop-down menu.

Original Batch Number	Payment Number	Payment Amount	Vendor ID	Vendor Name	Vendor Pay Method	Status
<input checked="" type="checkbox"/> 200623-00007	00000000000000529	\$550.82	EMP_BJONES	Bill Jones	EFT	
<input type="checkbox"/> 200623-00008	00000000000000534	\$5,000.00	BUSINESS0001	Business Equipment Center	Check	
<input type="checkbox"/> 200623-00008	00000000000000539	\$1,000.00	CRUGEREN0001	Cruger Engineering Company	Check	

- Checks can *only* be moved to a check batch, because the associated vendors may not be set up in GP for EFT processing. If you choose check payments from the list, or a combination of check and EFT payments, you will see a red information warning on the Move Payments button. The batch drop-down will *only* display available check batches.

Microsoft Dynamics GP

Home ► Mekorma ► Mekorma Rejected Payments

Microsoft Dynamics GP ► Transactions ► Inquiry ► Reports ► Cards ►

Mekorma
Mekorma Batch Status
Mekorma Approval
Mekorma Rejected Payments

Edit Payment
Move Payments
Show Rejection Notes
Payment Vouchers
Reports

Move to Batch Number: DEMOBATCH1
TASKBTESTING
TESTBATCH

☒ Check Batches
☐ EFT Batches

Cancel OK

<input type="checkbox"/> Original Batch Number	Payment Number	Payment Amount	Vendor ID	Vendor Name	Vendor Pay Method
<input type="checkbox"/> 200623-00007	00000000000000529	\$550.82	EMP_BJONES	Bill Jones	EFT
<input checked="" type="checkbox"/> 200623-00008	00000000000000534	\$5,000.00	BUSINESS0001	Business Equipment Center	Check
<input type="checkbox"/> 200623-00008	00000000000000539	\$1,000.00	CRUGEREN0001	Cruger Engineering Company	Check

- When a MEM payment has been rejected, those payments can only be moved to a batch associated with the same entity. If the selected Payments have different Entity IDs, you will see an “X” icon on the Move Payments button, and an error message will display.

Microsoft Dynamics GP

Home ► Mekorma ► Mekorma Rejected Payments

Debug Transactions ► Inquiry ► Reports ► Cards ► Microsoft Dynamics GP ►

Mekorma
Mekorma Batch St...
Mekorma Approval
Mekorma Rejected...

Edit Payment
Move Payments
Show Rejection Notes
Payment Vouchers
Reports

Mekorma Rejected Payments (read only)

Entity ID's must be the same in order to move payments to a new batch.

OK

	Vendor Name	Vendor Pay Method	Entity ID
<input type="checkbox"/> 4444	A Travel Company	Check	300
<input checked="" type="checkbox"/> ACCT	Burnett Travel Associates	Check	200
<input type="checkbox"/> ACCT	Multinational Communicati...	Check	200
<input checked="" type="checkbox"/> COMPU	Beaumont Construction	Check	100
<input type="checkbox"/> DEMO	A Travel Company	Check	100
<input type="checkbox"/> DEMO	Advanced Office Systems	Check	100
<input type="checkbox"/> DEMO	Business Equipment Center	Check	100
<input type="checkbox"/> REGION	Attractive Telephone Co.	Check	300
<input type="checkbox"/> REGION	Dolecki Catering	Check	300

Last modified: Aug 06, 2020

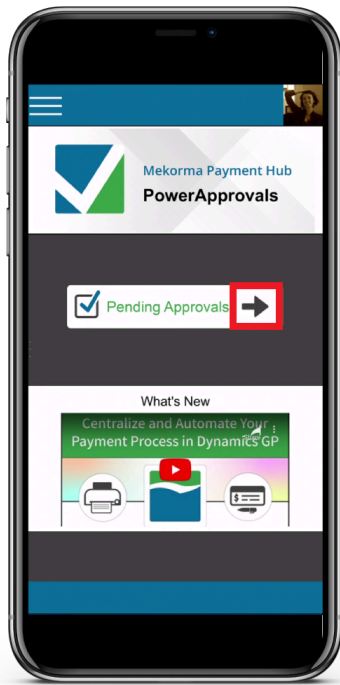
6.4. Remote Approvals with PowerApprovals App

As of Mekorma Build x80, Approvers can perform their tasks outside of Dynamics GP using the PowerApprovals application. After the [system requirements](#) have been met, and the [necessary setup](#) has been completed, designated Users can perform approvals in the following way:

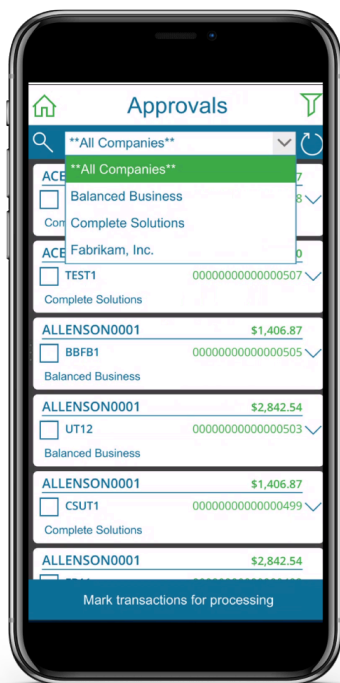
1. Open the **PowerApprovals** application on a mobile device.



2. Once the home screen loads, click **Pending Approvals**.

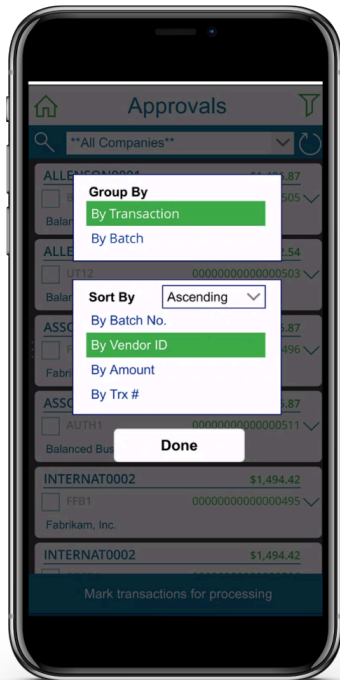


3. Payments pending approval will display, based on the [threshold assignments](#) as configured with Mekorma [task-based secure approval workflow](#). Approvers will only be able to see payments they have the authority to approve, in the companies they have access to. Using the drop-down menu, you can choose to view payments for **All Companies**, or on an individual company basis.



- Click on the filter icon in the top right-hand of the screen to customize your view:
 - Group By** Transaction or Batch.

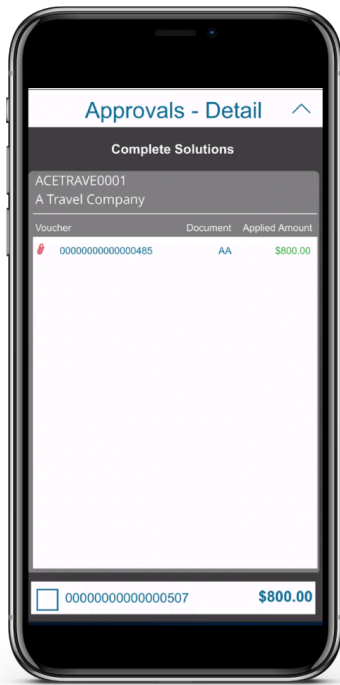
- **Sort By** Batch Number, Vendor ID, Amount or Transaction Number.



5. Drill in to see payment detail by clicking on the drop-down for an individual payment:



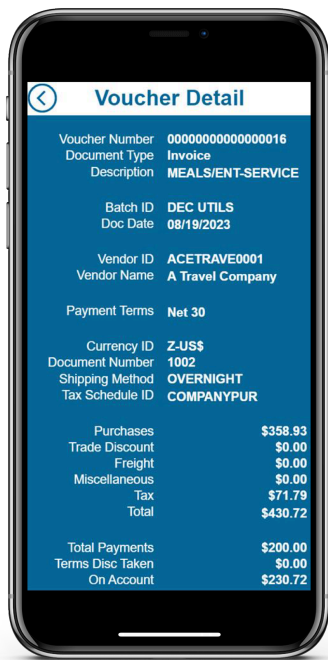
6. The payment detail screen will list all vouchers that make up that payment. If a voucher has an invoice attached to it, that can be viewed by clicking on the attachment icon. *Please note, invoices in PDF and image formats will be accessible in the PowerApprovals app.*



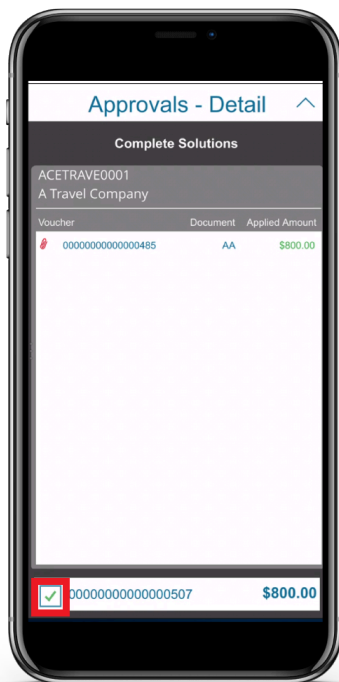
7. To view the attachment, use the drop-down to choose the correct file from the list of all available invoices.



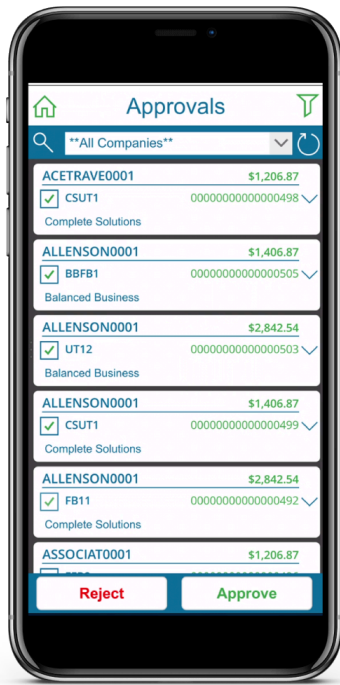
8. To drill into an individual voucher, click on a hyperlinked voucher number to open the Voucher Detail screen:



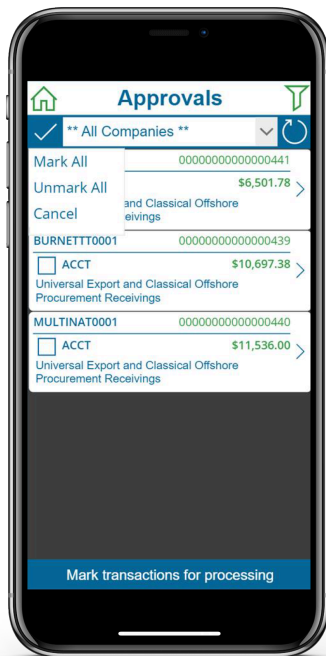
9. Once back on the detail screen, check the box at the bottom of the screen. This will mark that payment so you can take further action, just as you would on the Mekorma Approval list in Dynamics GP. You will automatically be brought back to the Approval list to either reject or approve.



10. Back on the list of transactions, click **Reject** or **Approve** at the bottom of the screen. Dynamics GP will be updated in real-time, and approval Requestors will receive notifications so the batches can go on to be processed.



11. Please note, you are not required to drill into the payment details. You can select multiple payments, or Mark All / Unmark All on the approval list to reject or approve as needed.



Last modified: Aug 06, 2020

6.5. Processing Batches with Split Batches Enabled

Processing Split Batches Using Task-Based Security with Approvals

Split batches are **enabled** on a per checkbook basis by **assigning a Threshold ID** to that checkbook. When a batch goes through the approval workflow and approvals are requested, the batches will be split based on the Threshold ID logic applied to the checkbook.

When the batches are split, the naming convention changes and the original batch name is appended to include “_01,” “_02”, and so forth, depending on configured threshold logic included within the Threshold ID.

Threshold IDs can be applied to a Vendor Class and they can be applied to a Checkbook. If you have Vendor Class security configured, here is how those Vendor Class and Checkbook security configurations interact:

1. A Vendor Class is assigned a Threshold ID with split batches enabled: Any payments associated with this Vendor class will be split from the original batch *regardless* of whether the Checkbook’s Threshold ID has Split Batch enabled.
2. A Vendor Class is assigned a Threshold ID that *does not* have Split Batches enabled: Payments associated with that vendor class will default to the rules applied to the Checkbook’s Threshold ID.

Example of Split Batch Feature in Action

In the example below, the Threshold ID named “TASKEEXAMPLE1” is configured with 3 different threshold levels:

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$1,000.00			SAMPLESIGNATURE3.BMF	
\$1,000.01	\$4,999.99	MEKORMA_APPROVER_LEVEL_2		SAMPLESIGNATURE3.BMF	
\$5,000.00	\$99,999,999,999.99	MEKORMA_APPROVER_LEVEL_2	MEKORMA_APPROVER_LEVEL_3	KAREN	KEN

When a batch is created and processed with this Threshold ID logic applied, the batches are split in this way:

Batch ID	Status	Submitted By	Total # Transactions	Total Batch Amount	Pay Method
APBATCH	FULLY APPROVED		1	\$890.23	Check
APBATCH_01	PENDING APPROVAL	DEBBIE	1	\$1,435.67	Check
APBATCH_02	PENDING APPROVAL	DEBBIE	1	\$21,542.23	Check

- Transactions in the first Threshold Level (from \$0.01 to \$1,000.00) remain in the first batch with the name “APBATCH” staying the same.
- Transactions in the second Threshold Level (from \$1,000.01 to \$4,999.99) are split into the next batch named “APBATCH_01.”
- Transactions in the third Threshold Level (from \$5,000.00 to \$999, 999, 999, 999, 999.99) are split into the next batch named “APBATCH_02.”

This pattern continues depending on the number of threshold levels you have in your Threshold ID logic.

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: Nov 23, 2020

6.6. 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 06, 2020

6.6.1. 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.

The screenshot displays the 'Payables Transaction Entry - TWO (sa)' window. The top menu bar includes 'Save', 'Delete', 'Post', 'AA', 'Options', 'Additional', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. The main form contains fields for 'Voucher No.' (0000000000000509), 'Document Type' (Invoice), 'Description', 'Vendor ID' (ACETRAVE0001), 'Name' (A Travel Company), 'Address ID' (PRIMARY), 'Remit-To ID' (PRIMARY), 'Payment Terms' (Net 30), 'Currency ID' (Z-US\$), and a table for 'Purchases' (\$2,400.36), 'Trade Discount' (\$0.00), 'Freight' (\$0.00), 'Miscellaneous' (\$0.00), 'Tax' (\$0.00), and 'Total' (\$2,400.36). A 'Payables ...' sub-window is open, showing the 'Actions' menu with 'OK' selected, and fields for 'Checkbook ID' (FIRST BANK), 'Check Number' (1112), 'Date', and 'Payment Number'. The status bar at the bottom indicates 'by Batch ID' and 'Status: Unsaved'.

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 06, 2020

6.6.2. 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**.

Print Mekorma MICR Payables Checks - TWO (KEN)

Request Approval | Clear | Options | Additional | File | Tools | Help | Add Note

Batch ID	WEEKLY	Checkbook ID	UPTOWN TRUST
Batch Total	\$16,867.71	Currency ID	Z-US\$
Check Number	100003		
Check Date	01/22/2022		
Check Comment			
Sort Checks By:	Payment Number		

Navigation: <<<>>>>

4. Once approved or authorized, the batch can be printed by clicking on **Print**.

Action Board Printing

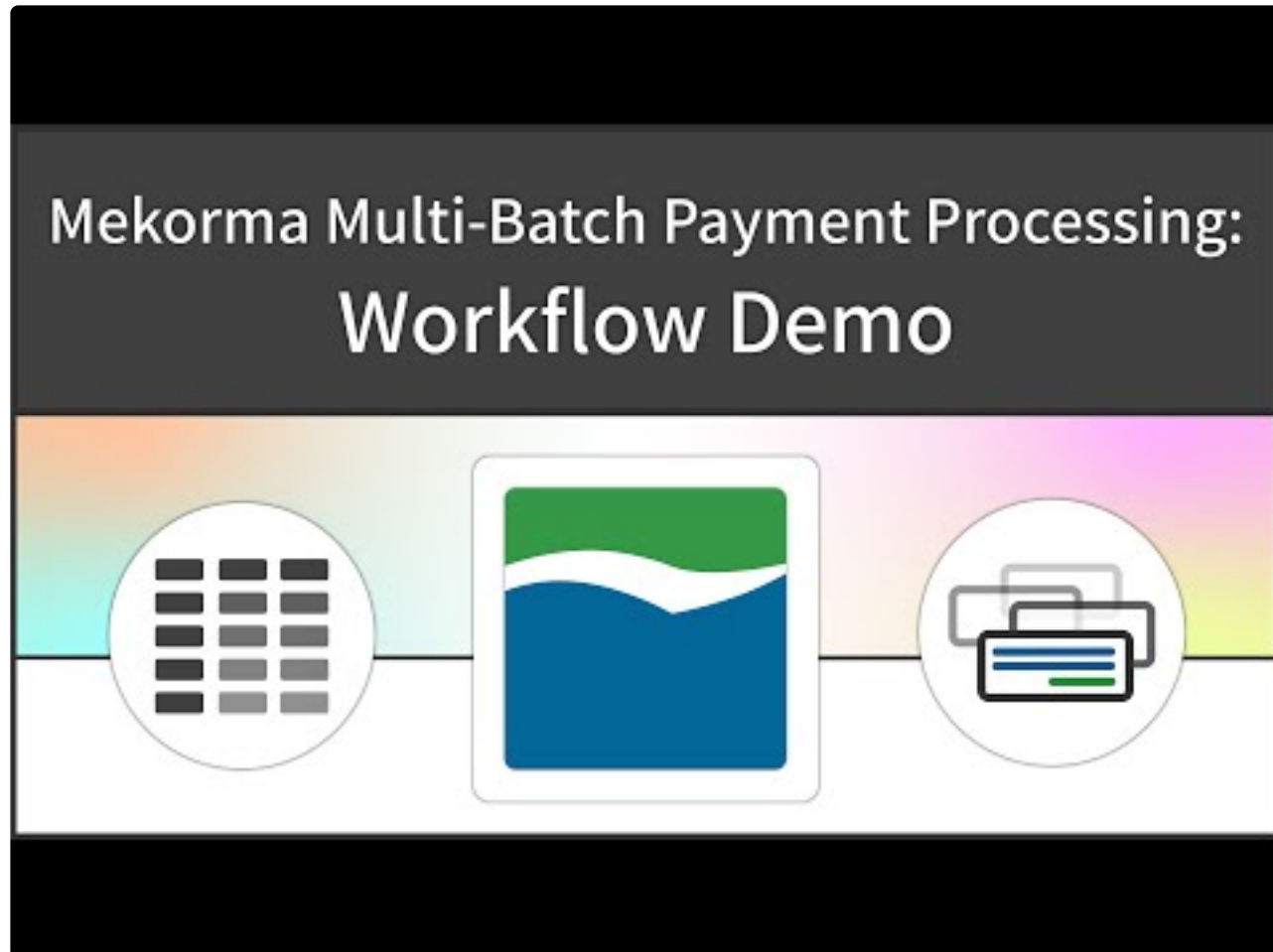
Within the Mekorma Action Board, check batches from multiple companies being paid with multiple checkbooks can be printed all at once. [Follow this link](#) for instructions.

Last modified: Aug 06, 2020

6.6.3. Print Multiple Batches at One Time

The Action Board provides an ability to automate the printing and posting of payables batches across multiple companies and checkbooks.

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.



<https://www.youtube.com/embed/p79YFJkErrQ?rel=0&start=242&end=300>

* To open the Action Board, go to the Mekorma Area page > Transactions > Payables > Mekorma Action Board

1. Open the Mekorma Action Board.
2. Select the action **Process Checks and EFTs** from the drop-down menu. This will display all batches ready to be processed.

- 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.
- Click **Process**.

Multi-Batch Management Action Board - TWO (KEN)

Process Options Print Alignment View File Tools Help Add Note

Action: Process Checks and EFTs

Show Batches: ☒ All ☐ Ready to Process ☐ With Errors

☒ Mark All ☐ Unmark All Redisplay

Batch ID	Company	Checkbook ID	Payment	Check Date	GL Post Date	# Trx	Batch Total
190812-00001	Balanced Business	FIRST BANK	EFT	0/0/0000	8/12/2019	2	\$5,464.42
190812-00001	Complete Solutions	FIRST BANK	EFT	0/0/0000	8/12/2019	2	\$5,464.42
190812-00002	Balanced Business	FIRST BANK	EFT	0/0/0000	8/12/2019	1	\$550.82
190812-00002	Complete Solutions	FIRST BANK	EFT	0/0/0000	8/12/2019	1	\$550.82
190812-00003	Balanced Business	FIRST BANK	Check	0/0/0000	8/12/2019	3	\$7,713.95
190812-00003	Complete Solutions	FIRST BANK	Check	0/0/0000	8/12/2019	2	\$5,349.40
190812-00004	Balanced Business	FIRST BANK	EFT	0/0/0000	8/12/2019	4	\$5,464.42
190812-00004	Complete Solutions	FIRST BANK	EFT	00000000	8/12/2019	2	\$524.78
20190805UTIL	Fabrikam, Inc.	UPTOWN TRUST	Check	0/0/0000	4/12/2027	3	\$7,238.96
20190812AP	Fabrikam, Inc.	FIRST BANK	Check	4/12/2027	4/12/2027	2	\$1,957.69

! Either the Action Board Printer Selection or 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 17, 2020

6.6.4. 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.

The screenshot shows the 'Process Payables Remittance' window. The title bar reads 'Process Payables Remittance - CS (sa)'. The menu bar includes 'Options', 'File', 'Tools', 'Help', and 'Add Note'. The 'Batch ID' field contains '20191013EFT'. The 'Process' section has three radio buttons: 'Remittance Alignment Form', 'Remittance Form' (which is selected), and 'Post'. The 'Destination' section has two checkboxes: 'Print Document' (checked) and 'Send Document in E-mail (Print if mail cannot be sent.)' (unchecked). At the bottom, there are 'Process' and 'Process Later' buttons.

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: Aug 06, 2020

6.6.5. 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: Aug 06, 2020

6.6.6. 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: Aug 06, 2020

6.6.7. 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**.

Miscellaneous Check - CS (sa)

Print Check and Post | Post | Print Alignment Form | Additional | File | Tools | Help | Add Note

Checkbook ID: FIRST BANK | Balance Before Check: (\$1,300,076.79) | Balance After Check: (\$1,300,526.79)

Check No. 100051
Date: 9/4/2019

Pay to: John Smith \$450.00
Four Hundred Fifty Dollars and 00 Cents

Address: 123 Main St
Denver CO 80242

Memo

Account	Description	Debit	Credit
000 - 1100 - 00	Cash - Operating Account	\$0.00	\$450.00
000 - 6780 - 00	Miscellaneous Expense	\$450.00	\$0.00
- -		\$0.00	\$0.00
Total		\$450.00	\$450.00
Difference			\$0.00

4. After entering any required User IDs and/or Passwords, the Mekorma MICR Check Printing window will open.

5. Click **Print**.

Last modified: Aug 06, 2020

6.6.8. 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.

Print Blank Che...

Print Cancel File Tools Help Add Note

Checkbook ID FIRST BANK

Number of Checks 3

Starting Check Number 100051

Number of Signature Lines on checks:

☐ None ☒ One ☐ Two

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: Aug 06, 2020

6.6.9. 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: Aug 06, 2020

6.6.10. 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 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: Nov 17, 2020

6.6.11. 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 06, 2020

6.6.12. 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: Aug 06, 2020

6.6.13. Print Payments Electronically

When processing payments using one of our outsource providers, you can let the service handle the printing and mailing of your vendor checks. Once batches have been built using standard Dynamics GP functionality or the Mekorma Payment Hub Action Board, the payment information is [sent to the outsource provider platform](#) for processing.

You may still want to print certain checks locally using [Payment Hub](#) functionality or [the Payment Hub Action Board](#). You can choose to [exclude some of your vendors](#) from the outsourcing process as needed.

Last modified: Oct 27, 2020

6.6.14. Pay a Vendor Manually When Using ePayments

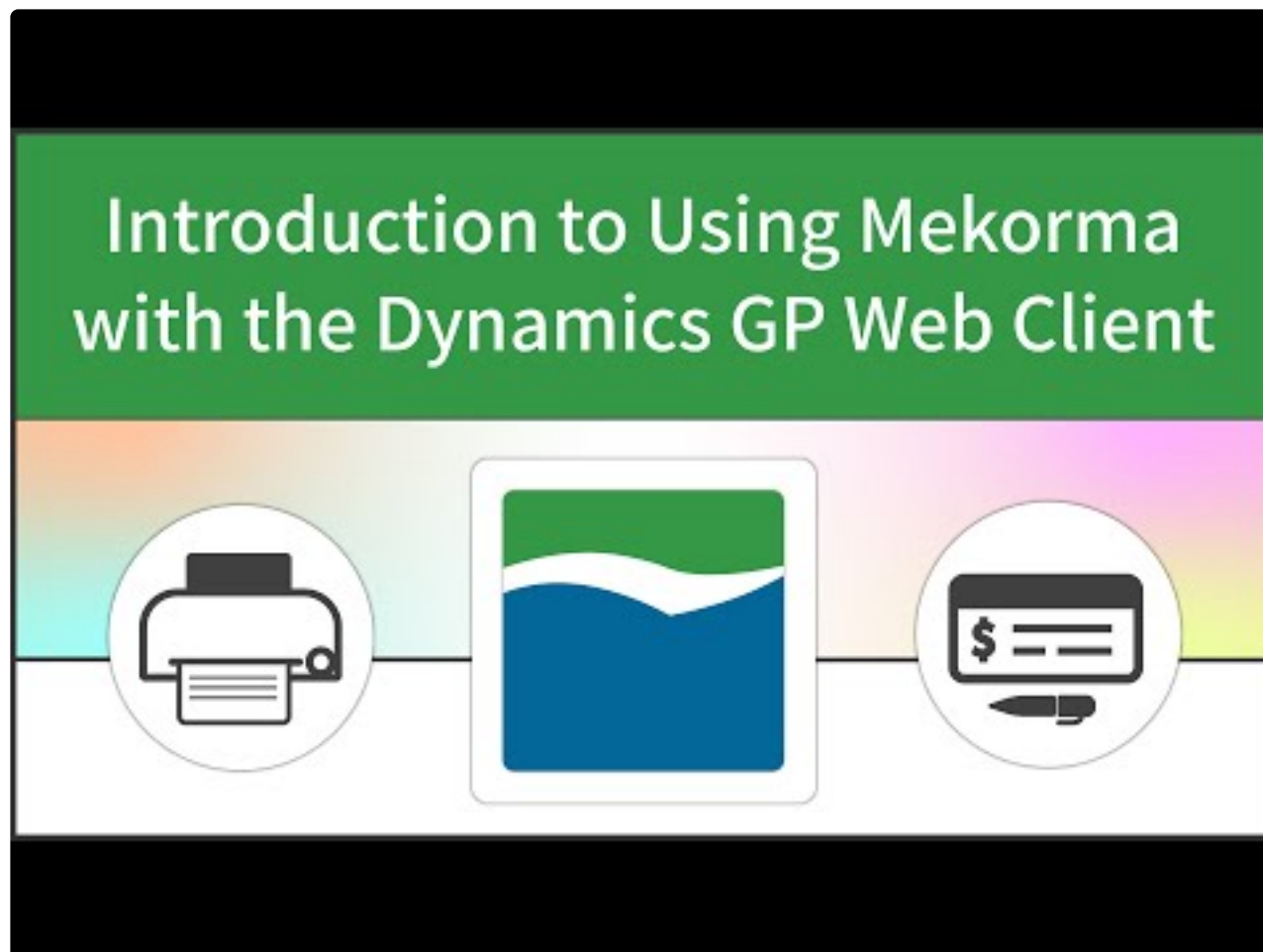
When using Mekorma Enhanced Electronic Payments, if you have selected to have the ePayment service print your vendor checks off-site, there may be times when you need to print a check manually using Mekorma MICR. There are two ways to accomplish this task:

1. [Change the vendor's status](#) to Local Processing.
2. Pay the vendor with a checkbook that is NOT configured for ePayments.

Last modified: Aug 06, 2020

6.6.15. 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.



https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0

https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0&start=208&end=314

https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0&start=314&end=345

https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0&start=346&end=474

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: Aug 06, 2020

6.7. Payment Outsourcing Process

The Mekorma Enhanced ePayments service is designed to handle all your vendor payments – send a single file for all payment types and the outsource provider (AvidXchange or Nvoicepay) will send payments on your behalf via virtual credit card, check, EFT (ACH) or wire transfer.

You will be able to build batches, send payments for processing, and post payments within Dynamics GP; some actions and post-processing inquiries must be handled within your outsource provider's online portal, which an admin will gain access to during the implementation process.

Once you have signed a contract with one of our payment outsource providers and at least one checkbook has been configured within your Dynamics GP work environment, you are ready to send payments for outsourced processing!



You can continue to [print checks locally](#) for select vendors, or by temporarily disabling the ePayment connector by company, checkbook or payment.

Last modified: Nov 19, 2020

6.7.1. Build ePayment Batches

In standard GP processing, separate batches must be built for each payment type. One of the benefits the Enhanced ePayment 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

When creating a batch for payment outsourcing:

- Choose **Check** as the payment method. Payments sent for outsourcing must originate as a Computer Check. *Please note that manual payments and payments directly entered in a voucher will not be processed by the ePayment service.*
- Select a [checkbook](#) that is configured for Enhanced ePayments.
- 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.

You can also use the automation functionality of the [Mekorma Payment Hub Action Board](#).

✿ 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: Nov 23, 2020

6.7.2. Send Batches via the ePayment Connector

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 Mekorma Payment Hub [Action Board](#).

Each payment is processed in Dynamics GP as it normally is when printing checks or processing EFT payments. A Document Number (“Check Number”) is assigned to each payment. The Document Number will be the identifying Payment ID in your outsource provider portal, and will serve as a Check Number when the provider prints a physical check.

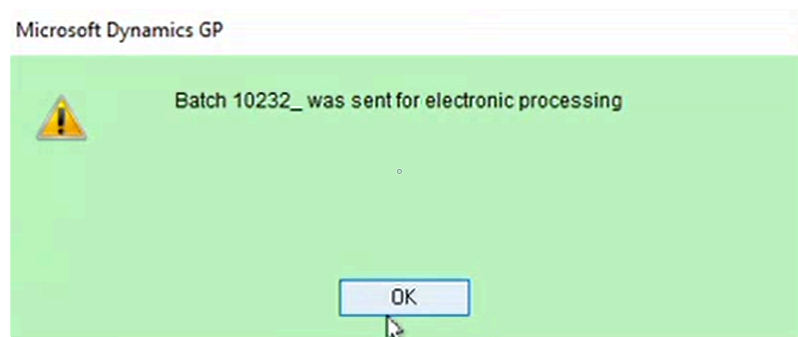
! Please note that for Enhanced ePayments customers who would like to use Mekorma security, you **MUST** configure secure approval workflow in either the Legacy or Task-Based models so that payments are approved before sending to the ePayment service. **DO NOT** configure Legacy Checkbook ID or Task-Based Authorization, as payments can be sent for processing to the ePayment service without going through an approval process.

Last modified: Nov 24, 2020

6.7.2.1. Manual Processing in the Print Payments Window

* To open the Print Payments window, go to the Mekorma Area Page > Transactions > Payables > Print Payments

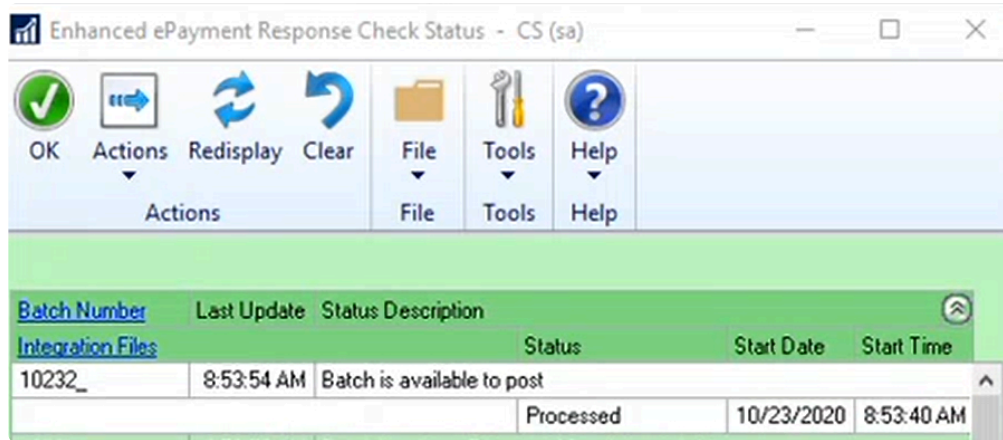
1. Open the **Print Payments** window. *If secure approval workflow is configured, the payments must have gone through the designated approval process before printing is possible.*
2. Use the look-up to select a fully approved ePayment batch (ie., *a batch that is tied to a checkbook configured for ePayments, that also contains transactions for vendors enrolled in the service. The batch can contain transactions for vendors enrolled in payment outsourcing and those that are not enrolled. EFT batches, Credit Card batches and batches tied to a checkbook that has not been configured with the outsource provider will not be sent for electronic processing.*)
3. Click **Print**.
4. A window will open indicating that the batch was sent for electronic processing. This means that a file containing all the payment information has been generated and was sent to the outsource provider platform. Click **OK** to close.



If the original batch contained a blend of payments for vendors enrolled with the outsource provider, along with payments intended for local processing, the ePayment batch will be split so that an underscore is added to the original batch name. Local payments will remain in the original batch. For example, in the screenshot above, the original batch name was 10232. The payments sent to the outsource provider are now contained in a batch named 10232_.

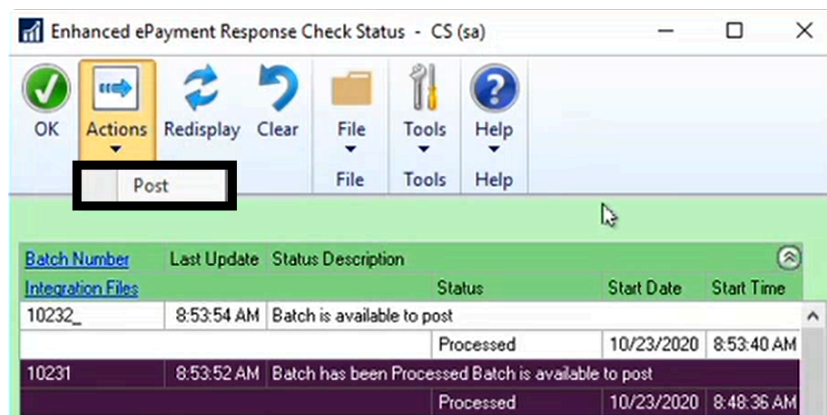
5. The **Enhanced ePayment Response Check Status** window will also open to display the batch status. Initially the status will read **Batch Check in Progress**. *GP is fully accessible while the system is processing.*
6. When the provider has completed processing, the following response will be sent back to the

Enhanced ePayment Response Check Status window:



- If the ePayment batch contains **individually funded payments**, it is released for posting. The batch status description updates to **Batch is available to post**, and the status displays as **Processed**.
- If the ePayment batch contains **bulk funded payments** (*only available if processing with Nvoicepay*), the batches will be split and processed in this way:
 - If you are running GP2015, payments are moved to a Manual Payments batch. The Batch ID will be the original Batch ID with a '_V' suffix.
 - If you're running GP2016+, payments are moved to a new Credit Card batch – the associated [credit card can be viewed](#) in the Enhanced ePayment configuration window.
 - This Batch ID will be the original batch name with a '_V' suffix.
 - In addition, a new payment is added to the original batch to pay the outsource provider.
 - Batch_V is then released for further processing, and the batch status description updates to **Batch is available to post**, and the status displays as **Processed**.

7. Batches can then be posted by clicking on the **Actions menu > Post** in the **Enhanced ePayment Response Check Status** window.



8. If the original batch included payments for vendors not enrolled or set to 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.

Post Payments - CS (sa)

Clear Options File Tools Help Add Note

Batch ID: 10232

Posting Date: 10/23/2020

Process: Post Payments

Chequebook ID: UPTOWN TRUST

Name: Uptown Trust

Currency ID: Z-US\$

Payment Date: 10/23/2020

Void or Reprint Range: ☒ All ☐ From: To:

Starting Payment Number: 757011

Process Process Later



To process multiple batches at once using the automation functionality of the Payment Hub Action Board, [follow this link](#).

Last modified: Nov 20, 2020

6.7.2.2. Automated Processing with the Action Board

✿ To open the Payment Hub Action Board, go to the Mekorma Area page > Transactions > Payables > Mekorma Action Board

1. Open the Action Board.
2. Choose **Process Checks and EFTs** from the Action drop-down menu.

The screenshot shows the 'Mekorma Action Board - CS (sa)' window. The top menu bar includes 'Process', 'Options', 'Print Alignment', 'View', 'File', 'Tools', 'Help', and 'Add Note'. The 'Action' dropdown menu is set to 'Process Checks and EFTs'. Below this, there are radio buttons for 'Show Batches: All', 'Ready to Process', and 'With Errors'. To the right are buttons for 'Mark All', 'Unmark All', and 'Redisplay'. The main table displays a list of batches with columns: Batch ID, Company, Checkbook ID, Payment, Check Date, GL Post Date, # Trx, and Batch Total. The first row shows Batch ID 'DOCNO5', Company 'Complete Solutions', Checkbook ID 'UPTOWN TRUST', Payment 'Check', Check Date '0/0/0000', GL Post Date '10/26/2020', # Trx '4', and Batch Total '\$2,880.00'.

Batch ID	Company	Checkbook ID	Payment	Check Date	GL Post Date	# Trx	Batch Total
DOCNO5	Complete Solutions	UPTOWN TRUST	Check	0/0/0000	10/26/2020	4	\$2,880.00

3. Select one or more fully approved batches and click **Process**. You can process batches that contain payments for vendors enrolled in payment outsourcing, in addition to those *not* included in the service. In the example above, batch **DOCNO5** contains 3 transactions for enrolled vendors, and 1 transaction for a locally processed vendor.
4. The Action Board will then generate payment files (1 per batch) and send them to the outsource provider, and those payments designated as local processing will print on your printer.
5. When all selected batches have finished processing – ie., outsourced payment files sent to the provider platform and local payments printed – the Results Report will be available:

Screen Output - MMM Print Process Results Report

File Edit Tools Find Help sa Complete Solutions 10/26/2020

Print Send To Modify 100% Completed 1 Page Page 1

10/26/2020 3:51:58 PM **Action Board Print Process Results Report** Page: 1

Complete Solutions

Batch Number	No. of Trx	Batch Total Currency	Multicurrency Information Amount Comment
DOCNO5	1	\$430.00 Z-US\$	\$2,880.00
DOCNO5_	3	\$2,450.00 Z-US\$	\$2,450.00 ePayment: Processed
Total Batches:	2	\$2,880.00	

* Indicates batch was posted during this operation
^ Indicates batch was in use or was not processed by MMM

Action	Date	Time
Start	10/26/2020	3:50:09 PM
End	10/26/2020	3:50:27 PM
		18 Seconds

As you can see, payments will be split into two separate batches: all locally processed payments remain in the original batch; outsourced payments will move to a new batch that retains the original name of the batch with an added underscore. In our example, DOCNO5_ is labeled ePayment: Processed. If a batch only contains payments for enrolled vendors, the batch will not be split and the epayments will remain in the original batch.

6. The **Enhanced ePayment Batch Status** window will also open to indicate the results as the outsource portal communicates with Dynamics GP. When batches have completed processing on the provider portal, the window response will update:

Enhanced ePayment Response Check Status - CS (sa)

OK Actions Redisplay Clear File Tools Help

Batch Number Last Update Status Description

Batch Number	Last Update	Status	Description	Start Date	Start Time
DOCNO5_	3:50:45 PM	Processed	Batch has been Processed Batch is available to post	10/26/2020	3:50:10 PM
DOCNO04	3:50:43 PM	Processed	Batch has been Processed Batch is available to post	10/26/2020	12:40:25 PM
DOCNO03	3:50:42 PM	Processed	Batch has been Processed Batch is available to post	10/26/2020	12:39:44 PM
201027AP_	3:50:40 PM	Validation Failed	Validation Failed on this Batch, please try again Batch failed validation. Cl	10/26/2020	12:39:55 PM

- If the ePayment batch contains **individually funded payments**, it is released for posting. The batch status description updates to **Batch is available to post**, and the status displays as **Processed**.
- If the ePayment batch contains **bulk funded payments** (only available if processing with Nvoicepay),

the batches will be split and processed in this way:

- If you are running GP2015, payments are moved to a Manual Payments batch. The Batch ID will be the original Batch ID with a '_V' suffix.
- If you're running GP2016+, payments are moved to a new Credit Card batch – the associated [credit card can be viewed](#) in the Enhanced ePayment configuration window.
 - This Batch ID will be the original batch name with a '_V' suffix.
 - In addition, a new payment is added to the original batch to pay the outsource provider.
 - Batch_V is then released for further processing, and the batch status description updates to **Batch is available to post**, and the status displays as **Processed**.

7. Both ePayment and locally processed batches can then be posted simultaneously by choosing the **Post Batches** option on the Action Board.

Mekorma Action Board - CS (sa)

Process Options View File Tools Help Open Note Add Note

Actions View File Tools Help

Action: Post Batches

Show Batches: ☒ All ☐ Ready to Process ☐ With Errors

☒ Mark All ☐ Unmark All ☐ Redisplay

Batch ID	Company - All	Checkbook ID	Payment	Check Date	GL Post Date	# Trx	Batch Total
1026AP	Complete Solutions	UPTOWN TRUST	Check	10/26/2020	10/26/2020	1	\$800.00
201025AP	Complete Solutions	UPTOWN TRUST	Check	10/25/2020	10/25/2020	4	\$23,900.00
201025BB	Balanced Business	UPTOWN TRUST	Check	10/25/2020	10/25/2020	2	\$1,400.00
201026AP	Complete Solutions	UPTOWN TRUST	Check	10/26/2020	10/26/2020	1	\$400.00
201027AP	Complete Solutions	UPTOWN TRUST	Check	10/26/2020	10/26/2020	1	\$350.00
DOCN003	Complete Solutions	UPTOWN TRUST	Check	0/0/0000	10/26/2020	1	\$100.00
DOCN004	Complete Solutions	UPTOWN TRUST	Check	0/0/0000	10/26/2020	2	\$2,200.00
DOCN05	Complete Solutions	UPTOWN TRUST	Check	10/26/2020	10/26/2020	1	\$430.00
DOCN05_	Complete Solutions	UPTOWN TRUST	Check	0/0/0000	10/26/2020	3	\$2,450.00

Last modified: Dec 11, 2020

6.7.3. Inquiries and Routines

There are a number of ways to make inquiries on payments / batches processed by the outsource provider. Additionally, depending on the status, certain actions will be available to further or complete processing if an issue arises.

In Build x82, some common inquiries will need to be made in the outsource provider's portal; certain actions (like [voiding a batch](#)) must be done in both the payment portal and within Dynamics GP. This will not always be the case, as the Mekorma roadmap plans to integrate more functionality so that the entire process can be handled within your ERP.

Last modified: Oct 27, 2020

6.7.3.1. Payment Inquiry

You can view all payments that have been processed by the outsource service within the Enhanced ePayment Payments window.

✿ To open the Enhanced ePayment Payments window, go to the Mekorma Area Page > Routines > Payables > Enhanced ePayment Payments

1. Open the **Enhanced ePayment Payments** window to view all posted payments that have been processed by the outsource provider. Use the filters in the upper section of the window to create a customized view. **Filters include:** Checkbook ID; Payment Date; Vendor ID; Expiration Date; Remaining Balance; Payment Method; and Card Status.
2. In Build x82, the following information displays:
 - **Payment Method:** Shows the method the outsource provider used to pay the vendor. For the most accurate and up-to-date information, please refer to the payment information in the provider portal.
 - **Payment Amount:** this is the amount received by the outsource provider portal (equals the amount processed in GP).

The additional columns support a legacy version of Mekorma Enhanced ePayments.

The screenshot shows the 'Enhanced ePayment Payments - CS (sa)' window. It features a toolbar with icons for OK, Actions, Redisplay, New Payments, File, Print, Tools, and Help. Below the toolbar are filter sections for Payment Date, Vendor ID, Expiration Date, and Rem Balance, each with radio buttons for 'All' and 'From' and date pickers. To the right are checkboxes for Payment Method (Check, EFT, Vcard), Remote Statuses (Expired, Canceled), and Card Statuses (Issued, Used, Drained, Voided). The main area contains a table with columns: Payment Number, Payment Date, Vendor ID, Method, Payment Amount, Amount Used, Write-off Amount, Amount Paid, Status, and Remote Status. The table lists several payment entries with their respective details.

Payment Number	Payment Date	Vendor ID	Method	Payment Amount	Amount Used	Write-off Amount	Amount Paid	Status	Remote Status
00000000000000493	8/17/2020	ASSOCIAT0001	Check	\$267.45	\$0.00	\$0.00	\$817.02		
00000000000000494	8/18/2020	EMP_EJONES	Check	\$1,099.99	\$0.00	\$0.00	\$997.00		
00000000000000495	8/18/2020	ACETRAVE0001	Check	\$6,440.23	\$0.00	\$0.00	\$2,750.00		
00000000000000533	9/22/2020	ADVANCED0001	Check	\$4,842.54	\$0.00	\$0.00	\$4,842.54		
00000000000000534	9/22/2020	ASSOCIAT0001	Check	\$2,097.10	\$0.00	\$0.00	\$2,097.10		
00000000000000536	9/23/2020	AUTOFINA0001	Check	\$5,000.00	\$0.00	\$0.00	\$5,000.00		
00000000000000537	9/23/2020	ALLENSON0001	Check	\$2,842.54	\$0.00	\$0.00	\$2,842.54		

3. Click on a payment and then use the **Actions** drop-down menu to get a list of actions that are available to perform on that payment. For any payment listed, you will have the ability to **View by Payment** or **View by Vendor**, which will take you to the standard Dynamics GP inquiry windows.

Last modified: Dec 11, 2020

6.7.3.2. Batch Inquiry

Any batch that has been created and sent to the outsource provider can be accessed from the Enhanced ePayment Batches (Batch Maintenance) window. From this window, you can filter your view based on the status of the batch, Batch Number, Remote Batch ID (found in the provider's portal) and Created Date.

Depending on the batch's status, certain actions can be performed.

Batch Number	Checkbook ID	File ID	Remote Batch ID	File ID	No of Pmt	Status
20200922BETH	FIRST BANK	sa	410,787	2,000	2	Posted
20200923BETH	UPTOWN TRUST	sa	410,795	2,001	1	Posted
20200923BETH2	UPTOWN TRUST	sa	410,796	2,002	1	Posted

Batch Status

Batches can have the following **File Status**:

- **Created:** when the Print button (on the Print Payments window) or Process button (on the Action Board) is first clicked to send a batch, a local record is created; you will probably never see a batch in this status as it is sent to the outsource provider platform almost immediately.
- **Sent:** The batch has been created and sent to the provider for processing; the provider has not yet sent a response back to Dynamics GP.
- **Processed:** The batch has been sent to the outsource provider portal and the portal has communicated back to Dynamics GP; Mekorma has created all associated records in GP.
- **Posted:** Finish the process in GP, batch will be posted
- **Validation Failed:** The batch could not be sent to the portal because of missing or incorrect information, or it was rejected by the outsource provider; you can resend the file for processing using the Action menu.
- **Abandoned:** The batch has been deleted out of GP; this would be a very rare circumstance.
- **Voided:** The batch has been voided in Dynamics GP; you must confirm it has also been voided in the outsource provider portal.
- **Sending Failed:** In this case, you can send the batch again and the system will try to call the API again; this may be necessary if internet was unavailable on the first send.

Batch Actions

When you click on an individual batch, it will show the status and give you actions that can be performed on that batch in the **Actions** drop-down menu

- **Void:** If a batch is in Sent status, but it doesn't work in the portal or didn't reach the portal, you can come here to void the batch. Only batches in a Sent status can be voided – be sure to first void the batch in the outsource provider portal.
- **Reprocess**
- **Resend**
- **Post**

Last modified: Dec 08, 2020

6.7.3.3. Void ePayments

Although the AvidPay portal and Nvoicepay portal allows users to void payments at both the payment level and at the batch level, Mekorma does **not** currently support voiding at a payment level.



DO NOT void individual payments in the outsource provider portal; only void at the batch level.

Last modified: Oct 26, 2020

6.7.3.4. Void ePayment Batches

On occasion, a batch may not have successfully processed on the outsource provider's portal, and will need to be voided.

The batch must FIRST be voided in the provider's portal, then in Dynamics GP.

Step 1: Void in your outsource provider's portal

Please login to your outsource provider portal (**AvidXchange (AvidPay)** or **Nvoicepay** portal), locate the batch and Void.

! Be sure you are voiding the entire batch, and NOT an individual payment. Mekorma currently only supports voiding outsourced payments at the batch level.

Step 2: Void in Dynamics GP

✿ To open the Enhanced ePayment Batch Maintenance window, go to the Mekorma Area Page > Routines > Payables > 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**.

Enhanced ePayment Batch Maintenance - CS (sa)

OK Actions Redisplay File Tools Help

Void

File Status: ☐ All ☒ Specific Sent

Batch Number: ☒ All ☐ From To

Remote Batch ID: ☒ All ☐ From 0 To 0

Created Date: ☒ All ☐ From 0/0/0000 To 0/0/0000

Mark	Batch Number	Checkbook ID	File Owner	Remote Batch ID	File ID	No of Pmt	Status

Last modified: Dec 11, 2020

6.7.3.5. Change status of a virtual credit card payment

In rare cases, a payment made by virtual credit card may be unresponsive or “stuck” in the provider’s portal. In that instance, a **GP user assigned with the Mekorma MEEP Admin security role** can change the status of that virtual card payment within Dynamics GP.

Please note: this action does not handle any adjustments that need to be made from an accounting perspective.

✿ To open the Enhanced ePayment Payments window, go to the Mekorma Area page > Routines > Payables > Enhanced ePayment Payments

1. Open the Enhanced ePayment Payments window.
2. Select the virtual card payment you want to change. Set the Payment Method filter to **Vcard** to display only those payments.
3. Click on **Actions > Change Status** to open the Enhanced ePayment Vcard Status Maintenance window.

Enhanced ePayment Payments - CS (sa)

OK Actions Redisplay New Payments File Print Tools Help

Change Status View Payment View Vendor

Check Payment Vendor ID Expiration Date Rem Balance

Payment Method Card Statuses Remote Statuses

Payment Number	Payment Date	Vendor ID	Method	Payment Amount	Amount Used	Write-off Amount	Amount Paid	Status	Remote Status
000000000000000493	8/17/2020	ASSOCIAT0001	Check	\$267.45	\$0.00	\$0.00	\$817.02		
000000000000000494	8/18/2020	EMP_EJONES	Check	\$1,099.99	\$0.00	\$0.00	\$997.00		
000000000000000495	8/18/2020	ACETRAVE0001	Check	\$6,440.23	\$0.00	\$0.00	\$2,750.00		
000000000000000533	9/22/2020	ADVANCED0001	Check	\$4,842.54	\$0.00	\$0.00	\$4,842.54		
000000000000000534	9/22/2020	ASSOCIAT0001	Check	\$2,097.10	\$0.00	\$0.00	\$2,097.10		

4. Use the **New Status** drop-down to select the appropriate status:

Enhanced ePayment Vcard Status Maintenance

Update Vcard Status

Payment Number	00000000000000495
Payment Date	8/18/2020
Current Status	

New Status

Save

Issued
Used
Drained
Voided

Cancel

Options are:

- **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.

5. Confirm your choice and the new status will appear in the Status column.

Last modified: Dec 11, 2020

6.8. 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.

Payables Payments Zoom - TWO (sa)

OK View Additional File Email Tools Help Add Note

Actions View Payment Document Zoom Help

Payment No. **Show Inquiry Check Preview** Batch ID 270412-00002

Date 4/12/2027 Date Voided 0/0/0000

Vendor ID ACETRAVE0001 Currency ID Z-US\$

Check Name A Travel Company

Payment Method: ☐ Check ☐ Credit Card ☐ Cash ☒ EFT ☒ Electronic

Checkbook ID FIRST BANK Amount

Document No. EFT000000000001 Unapplied \$0.00

Amount \$6,501.78 Applied \$6,501.78

Comment Total \$6,501.78

Terms Discount Taken \$0.00 Writeoff \$0.00

Terms Discount Available \$0.00

Revaluation Apply Distribution Re-create Check Stub

- 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.

✿ To access the Mekorma Audit Log, go to the Mekorma Area Page > Inquiry > System > Audit Log

- Open the **Mekorma Audit Log**.
- Select the appropriate batch, using the filters as needed.
- Click on the **Number of Checks** link.
- Select the check or EFT payment you would like to view, and click on the **Payment Number** link.
- 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.

Payables Payments Zoom - TWO (sa)

OK View Additional File Email Tools Help Add Note

Actions View Payment Document Zoom Help

Payment No. **Show Inquiry Check Preview** Batch ID 270412-00002

Date 4/12/2027 Date Voided 0/0/0000

Vendor ID ACETRAVE0001 Currency ID Z-US\$

Check Name A Travel Company

Payment Method: ☐ Check ☐ Credit Card ☐ Cash ☒ EFT ☒ Electronic

Checkbook ID FIRST BANK Amount

Document No. EFT000000000001 Unapplied \$0.00

Amount \$6,501.78 Applied \$6,501.78

Comment Total \$6,501.78

Terms Discount Taken \$0.00 Writeoff \$0.00

Terms Discount Available \$0.00

Revaluation Apply Distribution Re-create Check Stub

Last modified: Dec 17, 2020

6.9. 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.



https://www.youtube.com/embed/aV_IONtVQLM?rel=0&start=194&end=352

https://www.youtube.com/embed/aV_IONtVQLM?rel=0&start=431&end=490

✿ 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 17, 2020