# Mekorma Products User Guide for GP

Build x86 — Last update: Jan 19, 2023

Mekorma

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# 1. Release Notes for Mekorma Build x86

The latest release notes for Mekorma Build x86 was released on May 2nd, 2022.

Mekorma Build x86 was released on Monday, March 28, 2022.

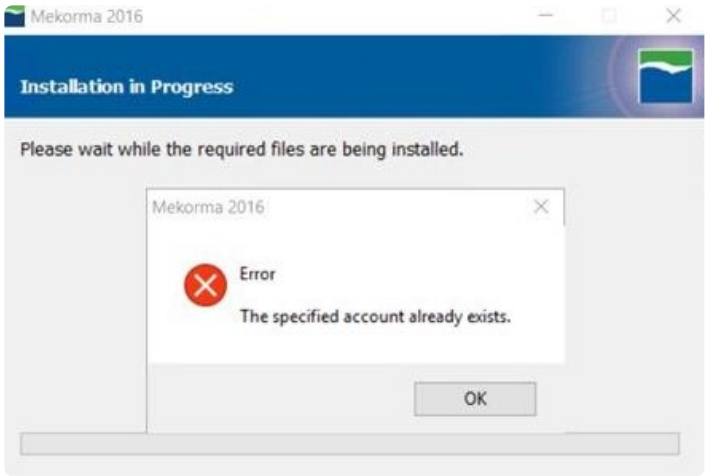
If you are a new user, please go directly to: Introduction to the Mekorma Payment Hub.

**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 run the installer again**. If this error message persists, please contact the Customer Success Team and open a support case for assistance:




You can always download the most recent version of Mekorma Payment Hub from our website. Thank you!

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

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# 1.1. New Features & Changes

## Release Notes for Mekorma Build x86 released Monday, March 28, 2022

**NEW! Mekorma Invoice Capture**

We are happy to announce our new solution **Mekorma Invoice Capture**.

Reduce the tedious and manual effort of getting invoices into Dynamics GP without the complexity of a document management system! Supporting documents are interpreted with Microsoft AI Builder and attached to invoices automatically with DocAttach. This is a simple and streamlined system for automating invoice data entry, voucher creation and approvals.

Using Microsoft Dynamics GP and Mekorma together, you now have a complete end-to-end AP automation solution from Invoices through Payments. For information on how to set up and use Invoice Capture, see the Mekorma Invoice Capture User Guide.

**Mekorma Payment Hub**

- Action Board:
  - Allows pre-printed check stock to be leveraged by the Action Board. The user may change the starting check number when printing each batch. Many Mekorma clients have wanted to implement the Payment Hub Action Board, but had previously made a large investment in pre-printed check. This new option that will pause the system between batches to allow them to change the check stock. This feature will allow you to make a graceful transition to blank check stock or remote payments without wasting your current inventory. More Info.
- Security Enhancements
  - In prior builds, if two approvers were required on a payment, any approver in either approval group 1 or approval group 2 could approve and the approvers could approve in any order. This change tightens up the workflow and imposes an order:
    1. The approvers in the first approval group are notified and an approver from that group must approve.
    2. The approvers in the second approval group are notified and an approver from that group must approve.
    3. if the same approval group is specified for first and second approver, then one person approves as the first approver, the remaining people are notified and one of the remaining people in the group must approve as the second approver.
  - Miscellaneous Checks have improved security rules. More Info.
  - Enhanced the feature of deleting unwanted and unused signatures. The ‘sa’ user may force the deletion of a signature.

**Mekorma Remote Payment Services**

With Mekorma Remote Payment Services, formerly known as Mekorma Enhanced ePayments, you can

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send your checks to an outsource payment service instead of printing them yourself. This both eliminates check printing and makes it easier for your vendors to convert to electronic payments, while keeping your Mekorma processes easy and familiar. In this release, its name was changed to be more clear. We also added some safety warnings to guide a Remote Payment Services user in correct procedures when voiding remote payments.

### Mekorma PowerApprovals

Enhanced PowerApprovals for a user to see only companies where there are payments to approve.

### ANNOUNCEMENTS b84

This User Guide has been revamped! If you've been thinking about implementing an approval workflow, or fully automating your process with the Action Board, check out the new sections in the user guide that offer detailed scenarios. Nvoicepay is changing its product name to Corpay. Previous instances where Nvoicepay was mentioned in our software and user guide have since been renamed to Corpay.

### PLEASE NOTE

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

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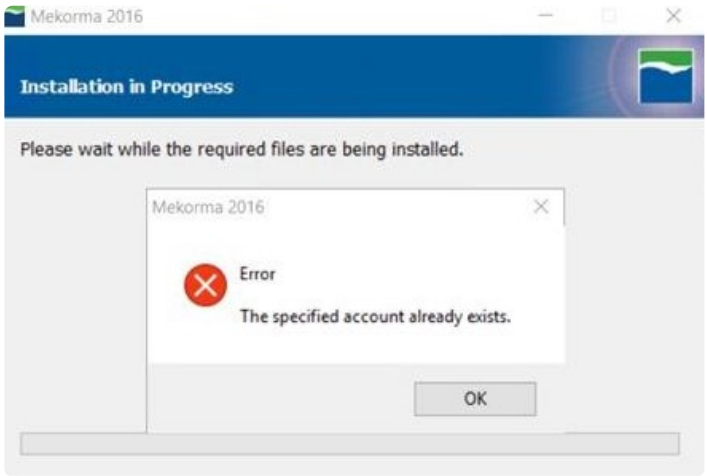


✻ IMPORTANT: If you are running a Mekorma customization for a version prior to your current Microsoft Dynamics GP release, please contact Mekorma's Customer Success Team before upgrading to ensure compatibility with the new version.

*Last modified: May 11, 2022*

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# 1.2. Issues Fixed

## Release Notes for Mekorma Build x86 released May 2nd, 2022

**Mekorma Payment Hub**

- Miscellaneous check approvals gave an error message and did not allow the approver to print. This issue has been resolved in the current hotfix.

## Release Notes for Mekorma Build x86 released Monday, March 28, 2022

**Mekorma Payment Hub**

- **Mekorma Action Board**
  - When using the Action board with the same batch name across companies, there were some conditions under which an EFT remittance may go to the wrong vendor email address. This has been fixed.
- **Security, Approvals and Signatures**
  - The approval email shows a list of transactions pending approval. In GP, there is a limit that the max characters in an email is 32000. If it exceeded the character limit, the email would be blank. This was fixed by generating that information to a file and adding it as an attachment on the email.
  - The Rejected Payments list continued to list a payment after it was removed from the list. This has been fixed.
  - With MFA email configured, an Exchange login prompt appeared. This should not happen because Exchange is not used with MFA email. This has been fixed.
  - When a payment amount exactly equals an approval level's To amount, an approver at the Next higher level still saw it on their Approval list. This has been fixed.
  - For a system using Payroll check printing only, the signatures setup with a Payroll checkbook were getting overwritten with blank signatures from a non-existant Payables threshold. This has been fixed.
  - The legacy checkbook security model, when configured with 2 passwords, was only asking for 1 password. This has been fixed.
  - In a scenario with 1 approver but 2 signatures, the second signature was not printing under some conditions. This has been fixed.
  - The Audit Inquiry for the Check Register Inquiry window was failing to show who approved payments, even though the system had recorded the approvers. This has been fixed.
- **Other**
  - The Voucher long description field is now available within the Mekorma Configurator.
  - When using both "Print Separate Remittance" and "Omit $0 Check" features together, the "Process Remittance" window would fail to appear so separate remittances would not be printed. This primarily impacts users still on pre-printed check stock. This has been fixed.
  - Under some conditions, when multiple people were editing batches through out the system and the AP department requested approval on a Mekorma batch, a long lag time would occur followed by the message "FP: Couldn't close table!". This has been fixed.

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- EFT Remittance was not enabling the user to show a Preview of the remittance on the Mekorma Check Printing window. This has been fixed.
- In the case where a vendor was configured with both a To: and Bcc: email address for their EFT Remittances, only the To: email address was receiving the email. Now emails are sent successfully to To:, Cc: and Bcc: vendor email addresses. This only occurred when Dynamics GP was configured with the MAPI email protocol.

**Mekorma Remote Payment Services (Formerly Mekorma Enhanced ePayments)**

- New vendors, Inactive and Temporary Vendors were not automatically enrolled in Remote Payments Services. This has been fixed. Note that vendors without an address will not be enrolled. They will be set to 'Pending status' until an address is added. At that point, they will be automatically enrolled.
- Previously applied documents were reported on vendor remittances even if the system settings should have excluded previously applied documents. This has been fixed.
- When both local payments and Remote Payment Services are used with the Action Board, there were some conditions under which the batch name would grow too long for Dynamics GP to work with. This has been fixed.
- Under some conditions, the system would be unable to retrieve the status of a batch sent to AvidXChange. This has been fixed.
- In prior releases, Remote Payment Services would occasionally skip check numbers or give an error that a check number was used when it wasn't. This has been fixed.
- We have also added some performance improvements in monitoring the status of batches sent to be processed.

**Mekorma PowerApprovals**

- On the PowerApproval main screen, the company dropdown now shows only the companies with pending approval payments that the approver has access to.

**PLEASE NOTE**

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

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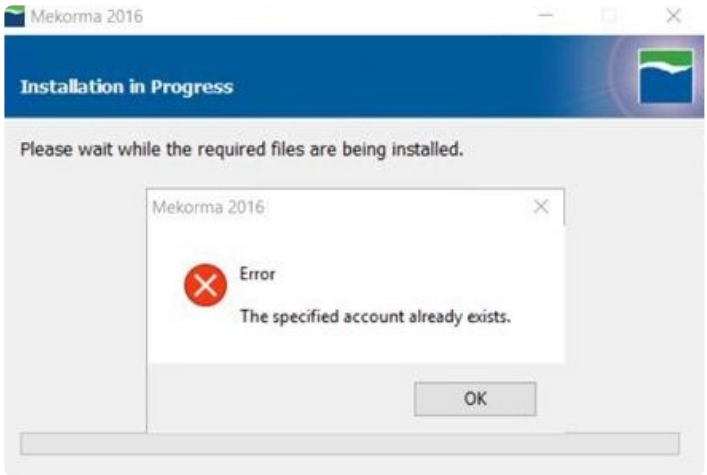


IMPORTANT: If you are running a Mekorma customization for a version prior to your current Microsoft Dynamics GP release, please contact Mekorma's Customer Success Team before upgrading to ensure compatibility with the new version.

*Last modified: Jan 18, 2023*

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# 2. Introduction to the Mekorma Payment Hub

Thank you for your interest in Mekorma products.

**Mekorma Payment Hub** is a payables solution integrated with Microsoft Dynamics GP®.

The Payment Hub offers:

- The Action Board for Robotic Process Automation (RPA) of your payment process in one unified window
- A sophisticated payment approval security system
- Check printing and EFT Remittances with the ability to print on blank or pre-printed check stock
- Automated signature logic
- Check image archiving
- Fraud protection via enhanced security configuration options

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:

- **PowerApprovals** 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.
- **Mekorma Remote Payment Services** allows you to outsource your payments, ridding you of the burden of check processing while paying your vendors by check, ACH, wire transfer or credit card and paying for your costs with rebates.

How to Use This Guide

*Last modified: Apr 01, 2022*

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# 2.1. Security and Fraud Prevention

A fundamental reason for Mekorma Payment Hub is its security features. Whether you are processing your payments by check, EFT or outsourcing through Mekorma Remote Payment Services, security is crucial. Knowing that your workflow is protected is what can give you peace of mind when you print checks with automatic signatures or send payments out through your outsource provider or bank. It is a way of insuring that the proper controls are in place for separation of duties and oversight, essential for fraud prevention.

With Mekorma Payment Hub, the same set of security rules apply whether you are processing checks in-house, creating EFT files to send to the bank, or automating your payments completely with Mekorma Remote Payment Services.

## Mekorma Task-Based Security

As needs have grown, so has the security model, which is rich with capabilities. Our security model is called **Task-Based Security**, which was introduced in Mekorma Payment Hub build x76. The fundamentals are covered:

- Signature logic with encryption.
- Dollar-value ranges (a.k.a., Threshold Levels) for designing your security rules.
- The Approval Workflow Notification System lets approvers know by email or text when they need to approve.
- Automatic batch splitting allows payments that are fully approved to go out without waiting for other payments.
- Approval rules can be configured not only by dollar-value but also by Vendor Classes.

In addition, Mekorma security has been enhanced with the following, all driven by user request:

- You can break your dollar value groupings down as finely as you want for total control. No limit on the number of levels.
- You can assign any number of approvers to a dollar value group/threshold level.
- Any one approver can be assigned to as many dollar value groups as you need.
- The Mobile approval system option, PowerApprovals, built from **Microsoft Power Platform**, lets approvers approve on the go.
- Whole payments or even individual vouchers can be rejected when approving.
- Out-of-Office notification and approval delegation can be configured.

Thinking through what you want to do is an important part of implementing a fully functional approval system and this guide will help you.

## Mekorma Legacy Security

Mekorma is fiercely committed to our existing users, so we have continued to maintain our older security

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models, which we call **Legacy Security**. This is what Mekorma users have employed for builds previous to x76 and includes security by:

- User ID
- Checkbook ID
- Default GP security

Because Mekorma is fiercely committed to ensuring your payment process is as secure as possible, we continue to develop features and improvements for our Task-Based Security model. However, Mekorma Legacy Security (checkbook/user-based) models will be deprecated as of build 84. Moving forward, if your security is configured by checkbook or User ID, you can continue to use it but as of the **March 2022 Payment Hub release, the functionality will no longer be supported**. Please continue to watch our newsletters and website for updates and announcements.

To understand the benefits of Task-Based security, please see this detailed list of features by security model and how they compare. Our Customer Success team is happy to help with the transition and implementation to our Task-Based Security model so you can continue to enjoy the peace of mind that comes with more robust security to your payments.

## What is the Default Setting and What Happens When I Upgrade?

Task-Based security is the default setting. However, please be assured, if you are an existing customer using Legacy Security, the Mekorma upgrade process honors your Legacy Security settings and you have time to plan when you want to implement the new security system.

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# 2.2. Remote Payment Services (Outsource Your Checks)

Mekorma Remote Payment Services handles all your vendor payments through this process flow:

1. you send check batches to the service provider.
2. the service provider (AvidXchange or Corpay) will send payments on your behalf.
3. your vendor will get paid the way they want—by check or electronically.

All your processes, building, processing and posting, will still be done within Dynamics GP. In addition, you will have access to a portal to download additional payment reports, view cleared status and see remittances.

You maintain control by:

- approving payments in GP before ever issuing them to the service provider
- making vendor exceptions to print checks locally
- getting exceptional fraud protection from the service provider.
- being able to approve the payments from wherever you are via Mekorma workflow.
- keeping everything in your ERP system.

And you save all of this:

- ordering check supplies.
- folding, sealing and mailing checks.
- enrolling your vendors in EFT programs and managing that sensitive data.
- ease of reconciliation.

*Last modified: Mar 26, 2022*

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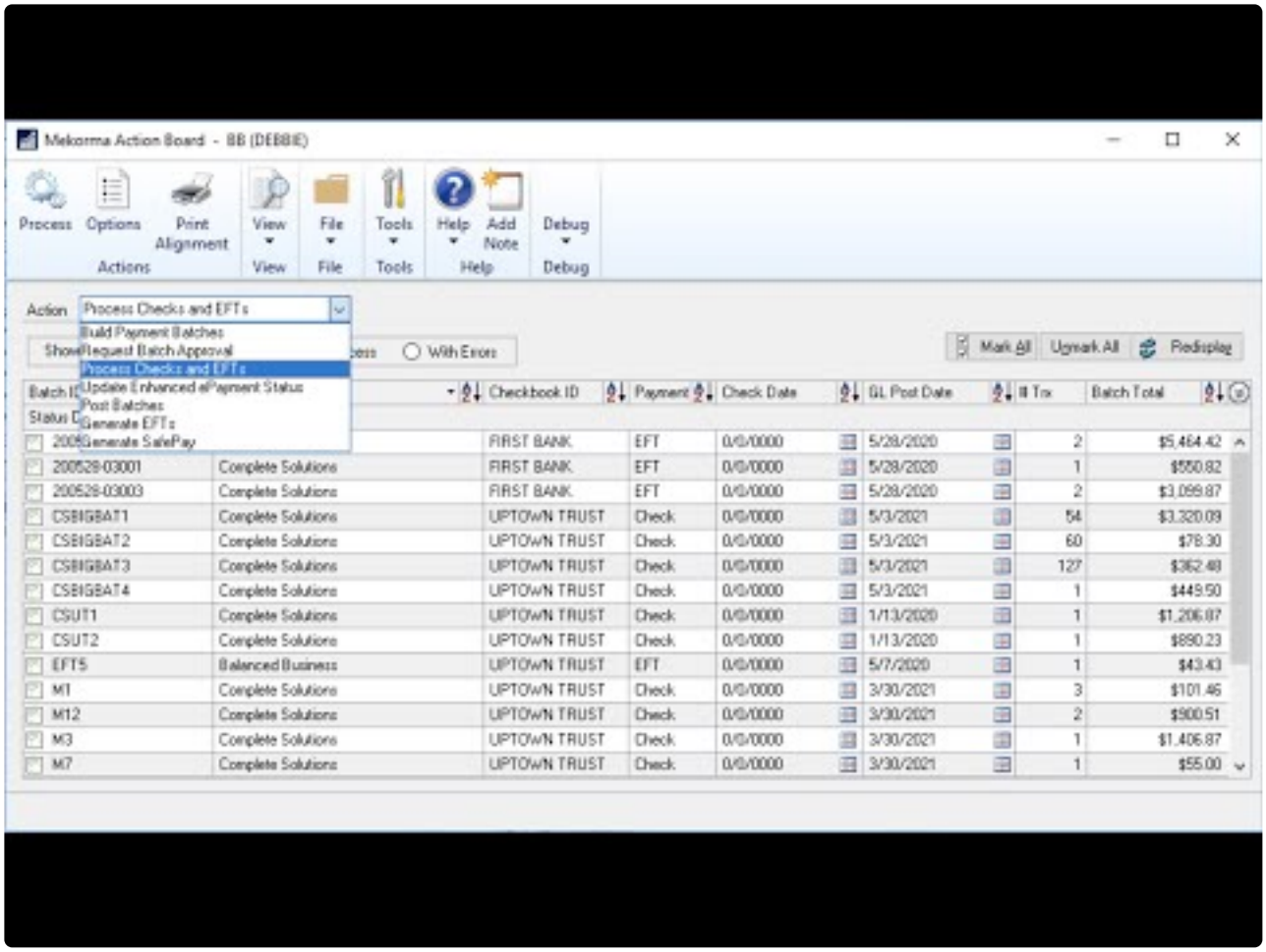
# 2.3. Action Board

If your organization can set certain basic policies for how you select your check batches, how often you pay, which payment discounts you want to capture and what payment methods you want to use, then the Mekorma Payment Hub provides a way to greatly streamline your processing efforts. This is called the **Payment Hub Action Board** and it can save up to 75% of the time you spend in creating and processing payment batches.




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

The **Payment Hub Action Board** allows Mekorma users to perform the following actions, all in one window:

- Build Payment Batches
- Request Batch Approval
- Process Checks and EFTs
- Update Remote Payment Services Status
- Post Payments
- Generate EFT files
- Generate SafePay files

You can select multiple checkbooks across all your companies and do each of these actions with one click.

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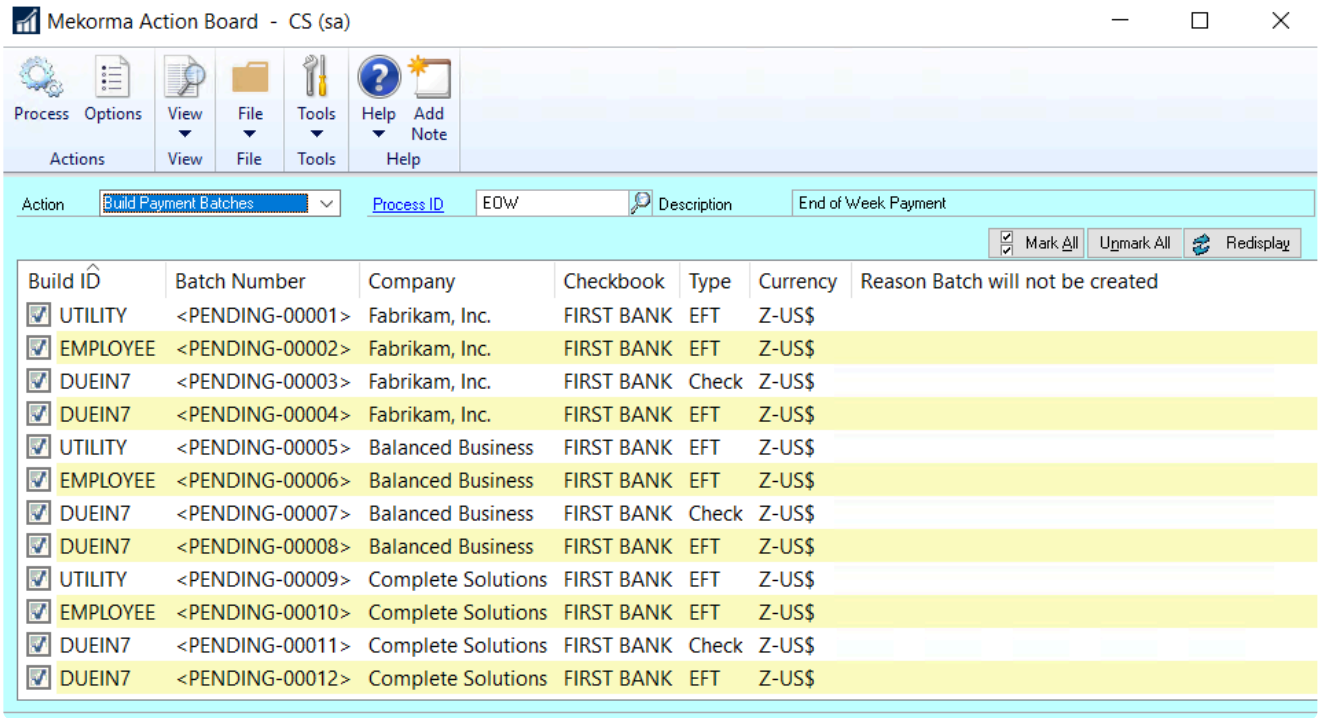


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# 2.4. Power Approvals

**Power Approvals** enables your Approver team to review and approve payables batches outside of Microsoft Dynamics GP from your mobile device.

For more information see our website.

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# 2.5. MEM Connector

The **MEM Connector** enables companies who use Binary Stream's Multi-Entity Management® (MEM) product to integrate the **Mekorma Payment Hub** with both payables and payroll.

For more information see our website.

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# 3. 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, the Action Board, Remote Payment Services and the MEM Connector for Payables/Payroll. This guide can always be accessed from our website.

The guide is organized into five topic categories:

- Preparing for the Mekorma Payment Hub: Learn what you need to know and plan for before installing and processing payments with the **Mekorma Payment Hub**.
- Installing the Mekorma Payment Hub: Describes how to install our product or upgrade to the latest build.
- Configuring the Mekorma Payment Hub: This section shows how to enable various **Mekorma Payment Hub** features and set up your Dynamics GP environment for success.
- Using the Mekorma Payment Hub: Demonstrates day to day use of the **Mekorma Payment Hub** for Dynamics GP Payables.
- Using Mekorma Payment Hub for US and Canadian Payroll: Demonstrates day to day use of the **Mekorma Payment Hub** for Dynamics GP Payroll systems.
- Release Notes for the Mekorma Payment Hub: This section is for existing customers who are getting ready to upgrade. Read this section prior to upgrade for any important considerations you may have.
- Requesting Support, Implementation or Customization: Explains how the **Mekorma Customer Success** team is standing by to help you with whatever you need.

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 its own unique URL, so individual pages can be bookmarked or links shared with colleagues.
- Print individual pages by clicking on the **printer icon** at the top right corner of any page.
- Download/ print the entire User Guide by clicking on the **Download as PDF** button at the very 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.

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# 4. Preparing for the Mekorma Payment Hub

This section of the User Guide walks you through questions to ask yourself and information to gather prior to implementing the **Mekorma Payment Hub**.

The first step is to read our Introduction and each of the sections there:

1. Determine in advance which of the major components that you want to implement and place them on a time-line.

2. Use the Questions to Ask Before Install section to focus on each of these major components

3. Gather the information and supplies you need for the functions you are implementing

> Note that our Customer Success team is standing by with a full discovery and implementation methodology, if you would like help implementing your system.

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# 4.1. Questions to Ask Before Install

## Gather Information

Here are some of the Discovery items to consider to optimize your AP payment automation:

> Note that our Customer Success team is standing by with a full discovery and implementation methodology, if you would like help implementing your system.

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 for payments.
   - Decide what payment types will be made -outsource all payments? or manage separate batches of checks, EFTs, credit cards and wire transfers?

2. Review your security model if you want a payment approval process in place.
   - How many signatures and approvers will you want on each payment depending on its Dollar Value and its Vendor Class?
   - Do I want to implement the approval system or just print signatures without an approval system?

3. Gather Signatures
   - Do you need signature files for approvers or authorizers?

4. Do you need to Assign Checkbooks to Vouchers or Vendors?

5. Do you want to Outsource some or all of your payments?

6. If not, will you be setting up and processing EFT payments in-house?
   a. Will you want your EFT Remittances to match your check Remittances?
   b. Will you want your EFT Security to mimic your check security?
   c. Will you want Mekorma to email your EFT Remittances so that you can avoid setting Microsoft word templates?

7. Do you plan to use the Action Board? If so, you will want to review with your AP team their needs:
   a. What are the exact processes and frequencies for building AP batches?
   b. What are their needs around posting reports?
   c. What payment batch types will they be processing—Checks? EFTs? Outsourced payments?
   d. What is the printer configuration?

8. How do you want to store your online check/remittance images?

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9. Do you use Multi-Entity Management (MEM) by Binary Stream? In that case, you may need to purchase the Mekorma MEM Connector and study how to configure it.

## Will You will be Printing Checks?

Most of our users want to print at least some checks in-house even if they send most of them through EFT or outsourcing. If you want to print in-house, you will need to consider these supply questions:

10. Printers and Supplies
    - Do you have a printer that can do the job? We recommend that you have 2 flat-bed trays—one for check stock and one of overflows and EFT remittances
    - Do you have a Magnetic printer toner?

11. Choose your check stock
    - Will you use pre-printed or blank check stock?

> ! Blank check stock is highly recommended as it is one of leading efficiencies that the Payment Hub gives you. If you are using the Action Board for printing from multiple checkbooks, you will need to use blank stock as the system will print different checking account information in the check coding as it prints batches.

12. Check Formats
    - Mekorma comes with a library of pre-configured check formats that can be customized from within the **Mekorma Payment Hub** Configurator. What formats do you need?

13. Gather images to include on your check
    - Will you use a company logo?

14. Do you want enable or disable Blank Check Printing?

## 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.

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# 4.2. 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/OaHylmDUuCM?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.

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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.

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# 4.3. Recommended Printers and Supplies

## Printers for Mekorma Payment Hub 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 overflow 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.**

> ! We sometimes get asked whether to purchase a Troy Printer. We have found that Mekorma is not compatible with the security hardware add-ons or on-board MICR fonts that are found in Troy Printers. Those features are handled in our product through software, so there is no need to spend extra for them.

## Check Printing Supplies

Check printing supplies include:

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

**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 Payment Hub** will work with both blank and pre-printed check stock of almost any size.

Blank check stock has the following advantages over using pre-printed stock:

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- More secure: Blank stock does not already have the MICR line encoded; it is non-negotiable until your payments have gone through an approval process and your check printing software generates the check.
- Cost effective: Pre-printed stock can range from $50-$80 per 250 checks, depending on how customized your data is. Blank check stock can be purchased in higher-quantity bulk orders, and you can typically get 1,000 checks within the same price range.
- Less waste: If your company information changes, you have to get rid of pre-printed stock and order new stock with the correct information. Blank stock does not have that limitation.
- Convenient: You do not have to switch stock in the printer when printing payments from multiple companies.

Read our blog on the topic.

> **Mekorma Payment Hub** does not work with duplicating check stock (NCR) because we only do laser printing which is not “impact” printing. If you want a self-sealing check stock option, the Z-fold will work. Mekorma Payment Hub does not work with “C” fold check designs.

## MICR gauge and check alignment

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

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# 4.4. 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 × $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 × $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,

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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 a GP user account with an 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

Once your system has met these requirements, continue to Setup for Remote Approvals. See here for instructions on how to use the app to approve or reject vendor payments.

The Mekorma Customer Success team is available for assistance with implementation and training on PowerApprovals or other Mekorma products.

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# 5. Installing the Mekorma Payment Hub

## 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.

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

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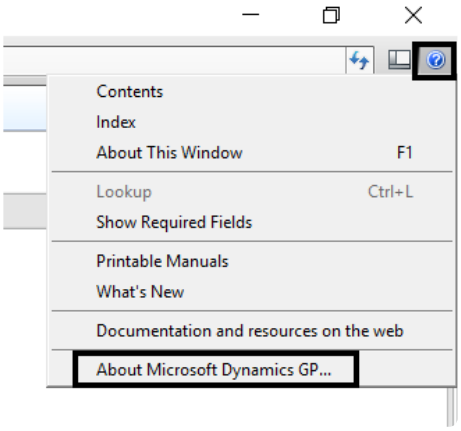
# 5.1. Find Your Dynamics GP Version

## 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. 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.

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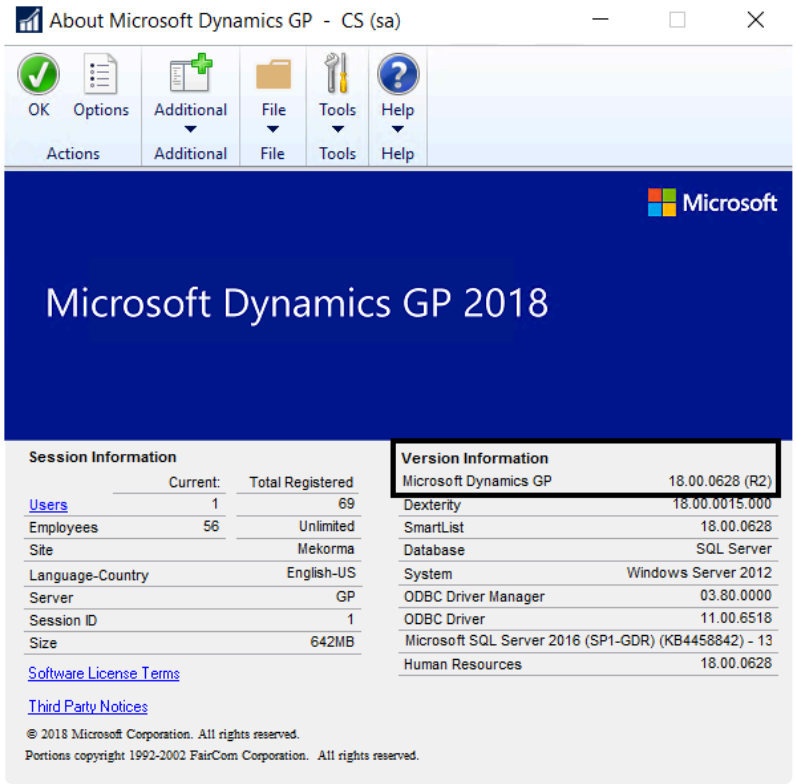


! If you need to find the build version of Mekorma you are running, please refer to the Mekorma Products Manager.

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# 5.2. New Installation or Product Upgrade

## Mekorma Payment Hub

**Run the Mekorma Installer**

1. Log in to Windows as an Administrator. If you are already logged in, make sure to close Dynamics GP before attempting to install Mekorma.

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.
    a. Note that if you are also upgrading **Mekorma Remote Payment Services** (see below) you can wait to run Table Maintenance until both modules are upgraded.

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.

## Remote Payment Services Connector

**Installation**
The Mekorma Professional Services team and your payment outsource provider will handle the initial installation of the Remote Payment connector. After the initial installation, you can upgrade yourself as described below.

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**Upgrade**

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

> ! The Mekorma version numbering of the MEEP Providers must correspond to the version numbering of the Mekorma Payment Hub. Check your version numbering

1. Download the MEEP Providers Installer.
2. Run the **MEEP Providers Installer** – this will enable Dynamics GP to connect with either the Corpay or AvidPay platform.
3. Run Table Maintenance.
4. Enter the appropriate data on the **Remote Payment Services Configuration** window.

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# 5.3. 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 anytime you install or upgrade. You must also run table maintenance after a new company is created in GP. This process serves to either create tables in the SQL database upon a new install, or to update them when there has been a software upgrade.

Learn more in the video below:

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

This window below will appear automatically *after* you install or upgrade:

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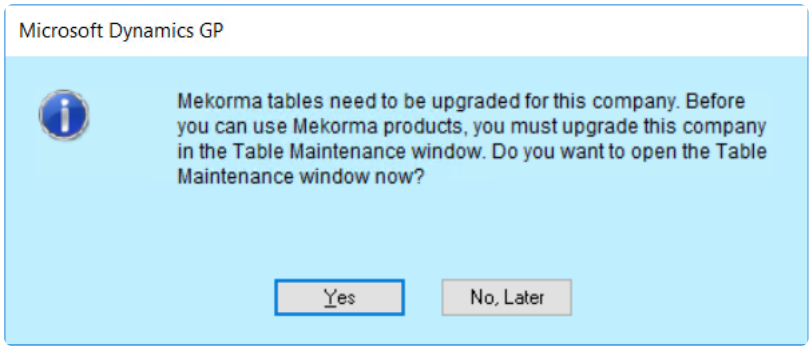


! *Only the system administrator is prompted to run the table maintenance process*, so be sure to log in as 'sa' after installation. This is true whether you are creating tables for the first time or upgrading.

To manually access the **Table Maintenance** window, Login as 'sa' and go to the Mekorma Area Page > Setup > System > Table Maintenance. If you are not a system administrator, a warning message displays and the window will close.

## Requirements

- Individual companies can be upgraded at the same time or separately within the **Table Maintenance** window.
- No one should be working on a Mekorma product while the upgrade process is running. For example, no one should be selecting AP or Payroll batches or processing payments via Print Mekorma Payments, the Action Board, or Remote Payment Services.
- Registration keys are obtained automatically, so when the table update process is complete, Mekorma Products should be ready to use. If any registration error occurs, see the section on product registration for more details.

## New Mekorma Installation or Product Upgrade:

1. 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).

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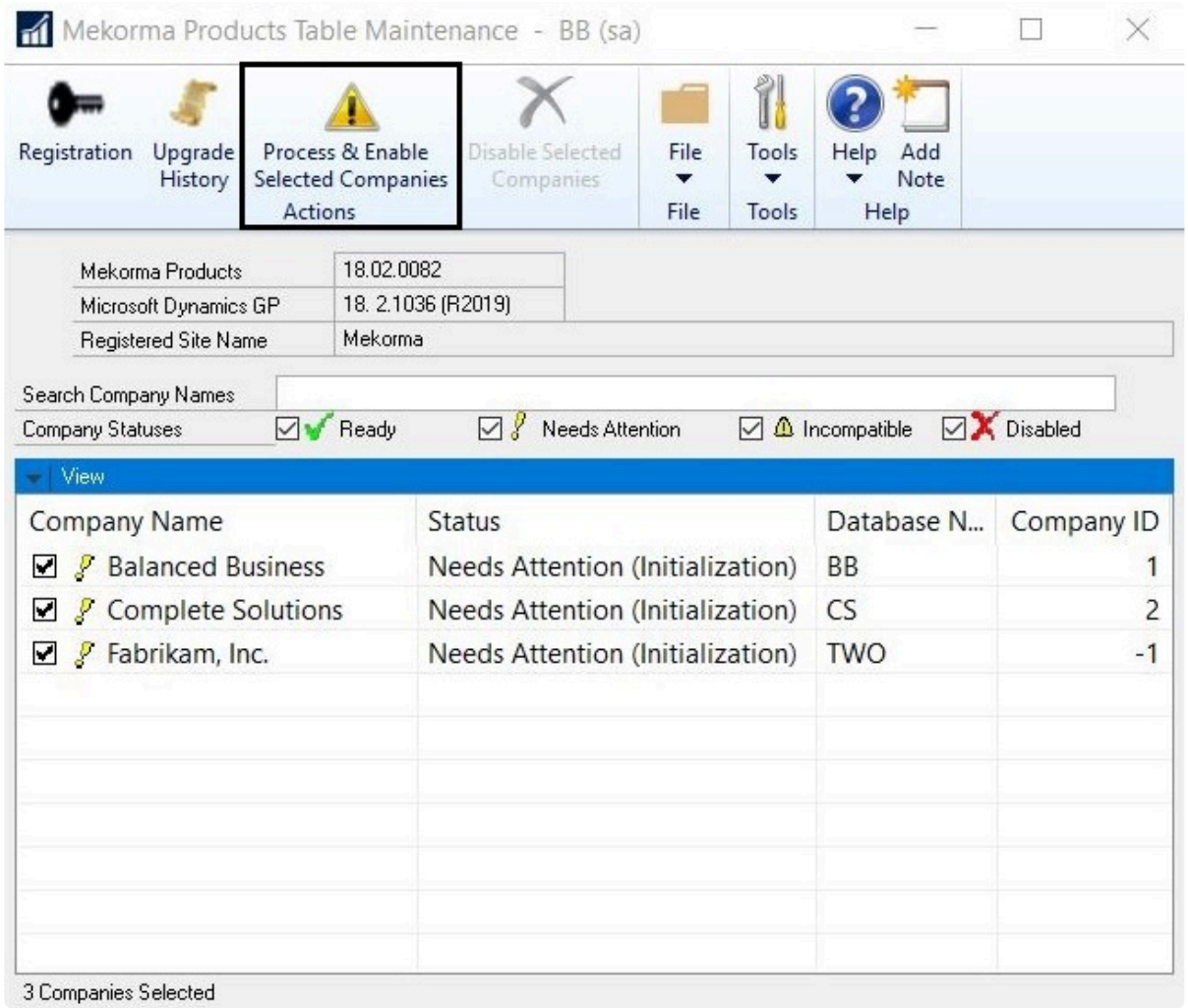


2. When the process is finished, close the **Mekorma Products Table Maintenance** window.

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# 5.4. 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:

1. enter new registration keys
2. request trial period keys and
3. access 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 (Included with Payment Hub)
- Mekorma US Payroll
- Mekorma Canadian Payroll
- MEM Connector Payables
- MEM Connector Payroll

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# 5.5. Mekorma Products Manager

The Mekorma Products Manager is a helper dictionary that manages table maintenance and product registration for all Mekorma products. This dictionary 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**. The last four digits represent the build number which is referenced in this User Guide.

If you need to find the version of Microsoft Dynamics GP you are running, please refer to this page.

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# 5.6. 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:

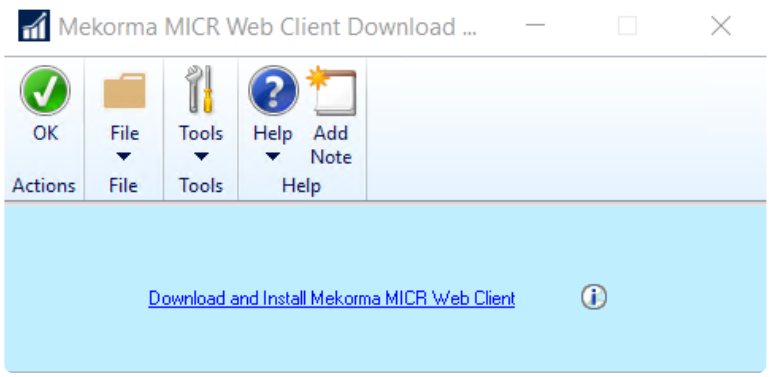
**1. Install from the GP root folder**

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.

**2. 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.

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# 6. Configuring the Mekorma Payment Hub

This section of the User Guide offers instruction on how to configure the **Mekorma Payment Hub**. It will get you from 0 to live in 3 simple steps. Then you can configure the rest of the system:

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# 6.1. Mekorma Quickstart

The goal of our quickstart is to get you a small win as early as possible and then build on it. Clients purchase **Mekorma Payment Hub** for check printing and for overall AP automation. With check printing, you can get from 0 to live in 4 steps, shown here. For the full payment automation, the rest of the Configuration guide provides a step by step path to add security, signatures, the Action Board, Outsourcing or EFTs and further refinements. As you add each of these, you will get more out of your investment.

> ! We recommend doing this testing in a test environment, using plain paper or a .pdf printer rather than check stock, and shredding anything printed. Once familiar, implement on production.

1. Learn how to Navigate to Mekorma Windows.
2. Setup a Checkbook.
3. Setup Dynamics GP Security for Mekorma.

## Print Your First Check

To print your first check:

1. Build a batch however you normally do in Dynamics GP
2. Print the Batch. If you are configuring for:
   - Payables, Process a Single Payment Batch.
   - US Payroll, Print US Payroll Checks.
   - Canadian Payroll, Print Canadian Payroll Checks
3. Return to the next section Configuring Security.

This will get you to a live check printed on blank check stock with a MICR line. It will not be signed. Setting up security and signatures comes next.

> The Mekorma Customer Success team is available if you need assistance.

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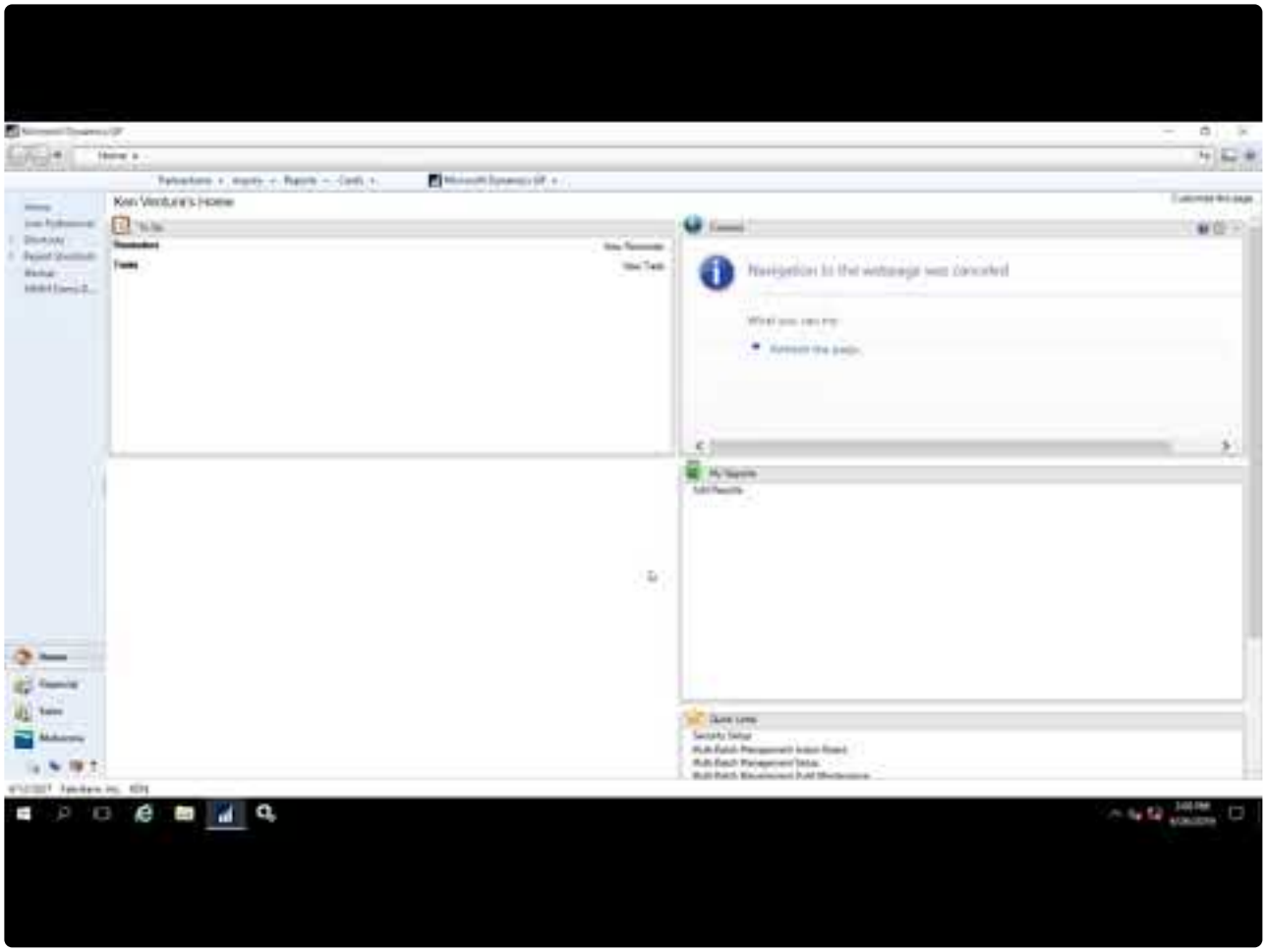
# 6.2. Navigate to Mekorma Windows

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

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- Reports
- Setup
- Utilities
- Inquiry

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# 6.3. Setup Dynamics GP Security for Mekorma

There are two steps to getting Dynamics GP security to recognize Mekorma windows and give access just to the users that should have access:

1. Grant Access to Mekorma Alternate Windows

2. Assign Mekorma Security Tasks/Roles

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# 6.3.1. Grant Access to Mekorma Windows and Reports

## Mekorma Payment Hub Security Tasks and Roles

As per standard practice for Dynamics GP, your AP team will need to have security access to both the standard GP windows/reports and the Mekorma windows/reports based on their roles.

**Mekorma Payment Hub** supports Dynamics GP's role-based security model by providing pre-configured security roles that are automatically created when **Mekorma Payment Hub** is installed. A new user does not have access to any third-party windows and reports in Dynamics GP unless they are assigned for that security role. This means that **Mekorma Payment Hub** is not accessible for a newly created user.

For a non- administrator user to have access to **Mekorma Payment Hub** windows and reports, a Security Task containing access to **Mekorma Payment Hub** windows must be created and eventually assigned to the user.

To assist users in setting security access to **Mekorma Payment Hub** windows, 17 roles and 20 security tasks have been created. Users can select the applicable Mekorma security role (containing the security tasks) and assign it to the desired user. Each time a user logs into a Dynamics GP company, **Mekorma Payment Hub** runs a check for existing **Mekorma Payment Hub** roles. If any of the six roles are missing, the program recreates all of the security roles and tasks.

For information in setting up Dynamics GP security roles and tasks, please refer to **SecurityPlanning.pdf** located in the Documentation folder of your Dynamics GP directory.

In Dynamics GP, security tasks are assigned to security roles. **Mekorma Payment Hub** provides security tasks containing sets of related **Mekorma Payment Hub** windows and reports. The **Mekorma Payment Hub** security tasks are assigned to a **Mekorma Payment Hub** security role, and then the role is assigned to a user.

## Reviewing the Mekorma Security Tasks

To view the **Mekorma Payment Hub** windows associated with a specific **Mekorma Payment Hub** security task you can print a standard Dynamics GP report:

1. Open the **Security Reports** window (Administrative Area Page > Reports > System > Security).
2. Choose the **Security Task Setup** report and click **New**.
3. The list of Mekorma security tasks start with the letters MEK. To see a complete list of tasks provided with the system, insert the range from **MEK** to **N** in the report.

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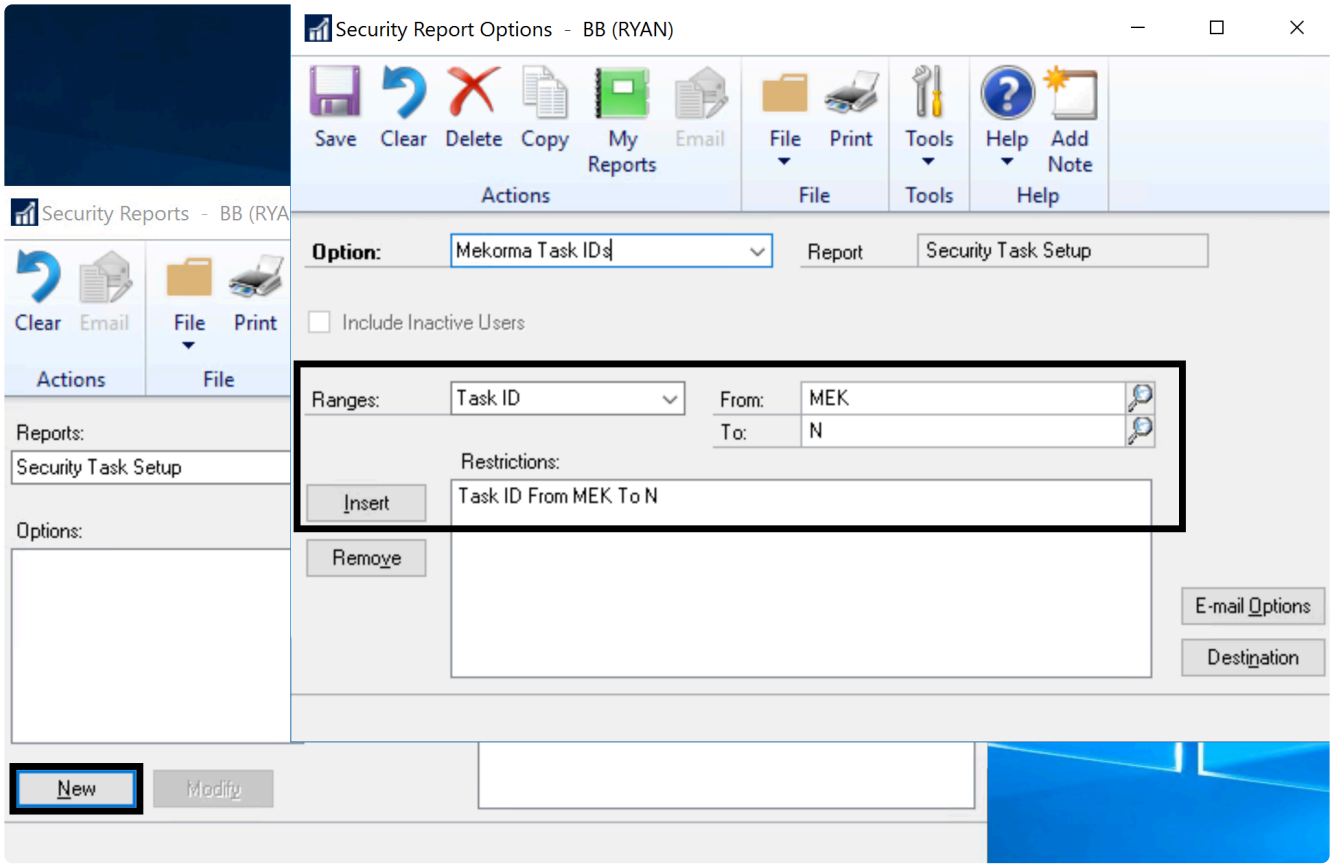
4. Print the report or save it to a file to import into Excel.




Here are the names of the security tasks. On the report you will be able to see what windows and reports are assigned to each task:

- MEKORMA MEEP ADMIN
- MEKORMA MEEP CLERK
- MEKORMA MEEP VCARD INV
- MEKORMA MICR ADMIN
- MEKORMA MICR BATCH RECOVE
- MEKORMA MICR EZADDS SETP
- MEKORMA MICR PM APPROVAL
- MEKORMA MICR PM BLNK CHK
- MEKORMA MICR PM CHK SETP
- MEKORMA MICR PM REQUEST
- MEKORMA MICR POWER USER
- MEKORMA MICR REGISTRATION
- MEKORMA MICR SETUP
- MEKORMA MICR SIG SETP
- MEKORMA MICR SUPPORT REQS
- MEKORMA MICR TEST CHECK
- MEKORMA MICR UPR BLNK CHK
- MEKORMA MICR UPR CHK SETP
- MEKORMA REGISTRATION

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- MEKORMA TABLE MAINTENANCE
- MEKORMA_BATCH_AUTHORIZER
- MEM CONNECTOR PAYABLES
- MICR VENDOR CLASS SECURIT
- MICR_APPROVER1
- MICR_APPROVER2
- MMM ACTION ADMIN
- MMM ACTION SETUP
- MMM ACTION USER*

You will also see the following Security Tasks—these are used to assign Approval permissions to your users but not for access to any **Dynamics GP** or **Mekorma Payment Hub** windows. For more information about this, see Assign Mekorma Security Roles and Tasks:

- MEKORMA_APROVER_LEVEL_1
- MEKORMA_APROVER_LEVEL_2
- MEKORMA_APROVER_LEVEL_3
- MEKORMA_APROVER_LEVEL_4
- MEKORMA_APROVER_LEVEL_5
- MEKORMA_BATCH_AUTHORIZER

## Reviewing the Mekorma Security Roles

To review **Mekorma Payment Hub** roles, use the same Dynamics window. Simply change the report to **Security Role Setup** and choose similar report options.

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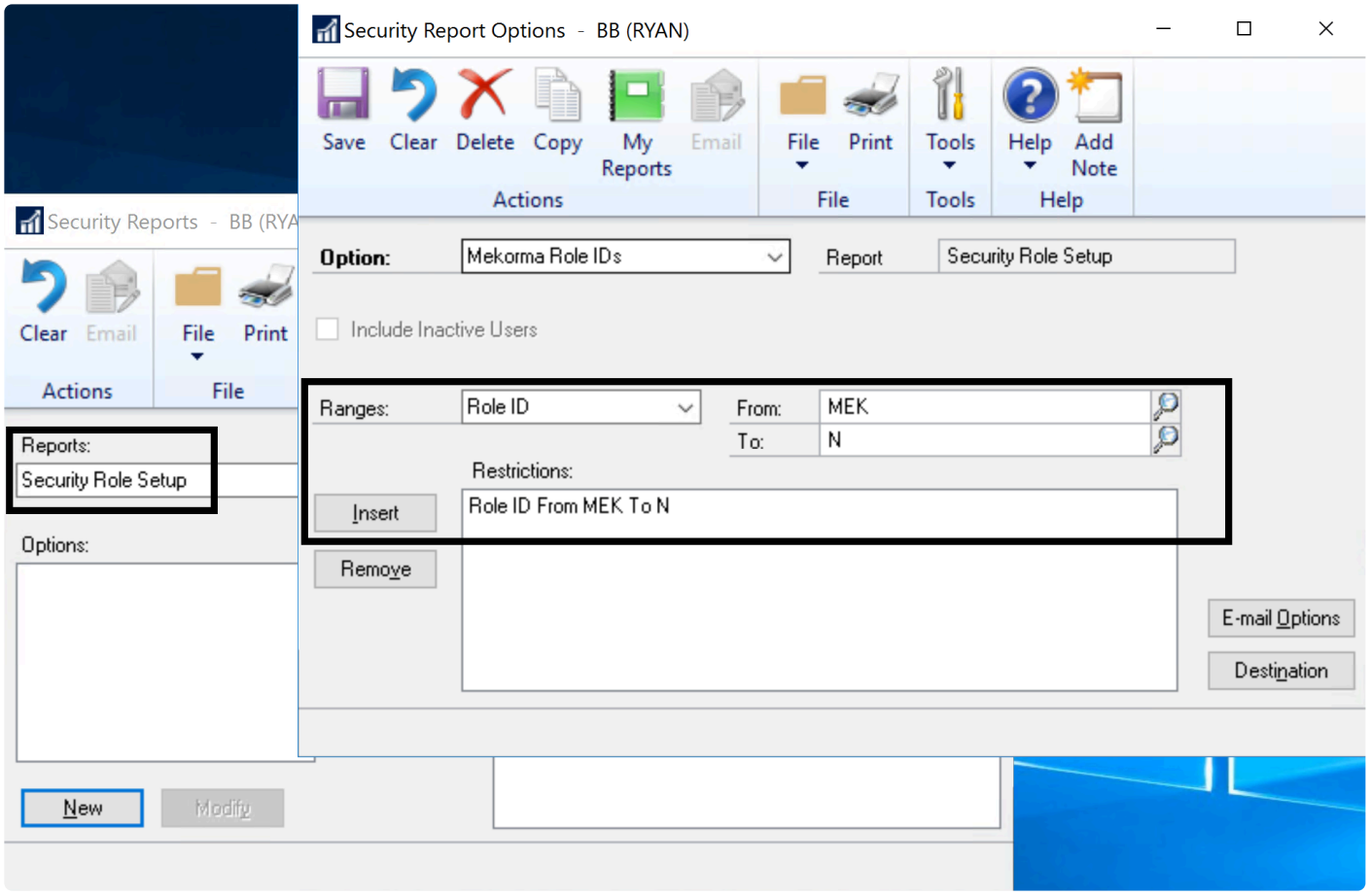


Here are the names of the security roles. On the report you will be able to see what tasks are assigned to each role:

- MEKORMA MEEP ADMIN
- MEKORMA MEEP CLERK
- MEKORMA MEEP POWER
- MEKORMA MEEP VCARD INV
- MEKORMA MICR ADMIN
- MEKORMA MICR PM APPROVER
- MEKORMA MICR PM CLERK
- MEKORMA MICR PM MNGR
- MEKORMA MICR PM REQUESTER
- MEKORMA MICR POWER USER
- MEKORMA MICR UPR CLERK
- MEKORMA MICR UPR MNGR
- MEKORMA PRODUCTS
- MEM CONNECTOR PAYABLES
- MMM ACTION ADMIN
- MMM ACTION SETUP
- MMM ACTION USER

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! Mekorma has developed Security tasks and roles using our best judgement but it is important for you to reflect on whether these choices meet your companies policies. Our **Customer Success Team** is available to do a policy audit with you and ensure that you use the correct role settings.

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# 6.3.2. Grant Access to Mekorma Alternate Windows

Mekorma Payment Hub uses alternate Microsoft Dynamics GP windows for processing payables transaction and batch payments. Security must be granted to these alternate windows for each user printing checks.

## Setup an Alternate/Modified Forms and Reports ID

The first step to grant security to alternate windows is to set up an **Alternate/Modified Forms and Reports** ID that gives access to the Mekorma Windows. If you already have other **Alternate/Modified Forms and Reports**, you will want to add this to the existing ID that applies to your AP team. If you also use Mekorma Payment Hub for US or Canadian Payroll you can add payroll access to the same **Alternate/Modified Forms and Reports** ID:

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

2. Open the **Alternate/Modified Forms and Reports** window (Administration Area Page > Setup > System > Alternate/Modified Forms and Reports).

3. Select an Alternate/Modified Forms and Reports ID (or create a new one) and enter the following values in the fields:
   - Product: Mekorma MICR
   - Type: Windows
   - Series: All

   Note that **Mekorma MICR** was the original product name for the **Mekorma Payment Hub** and was retained to avoid disruption to existing users.

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

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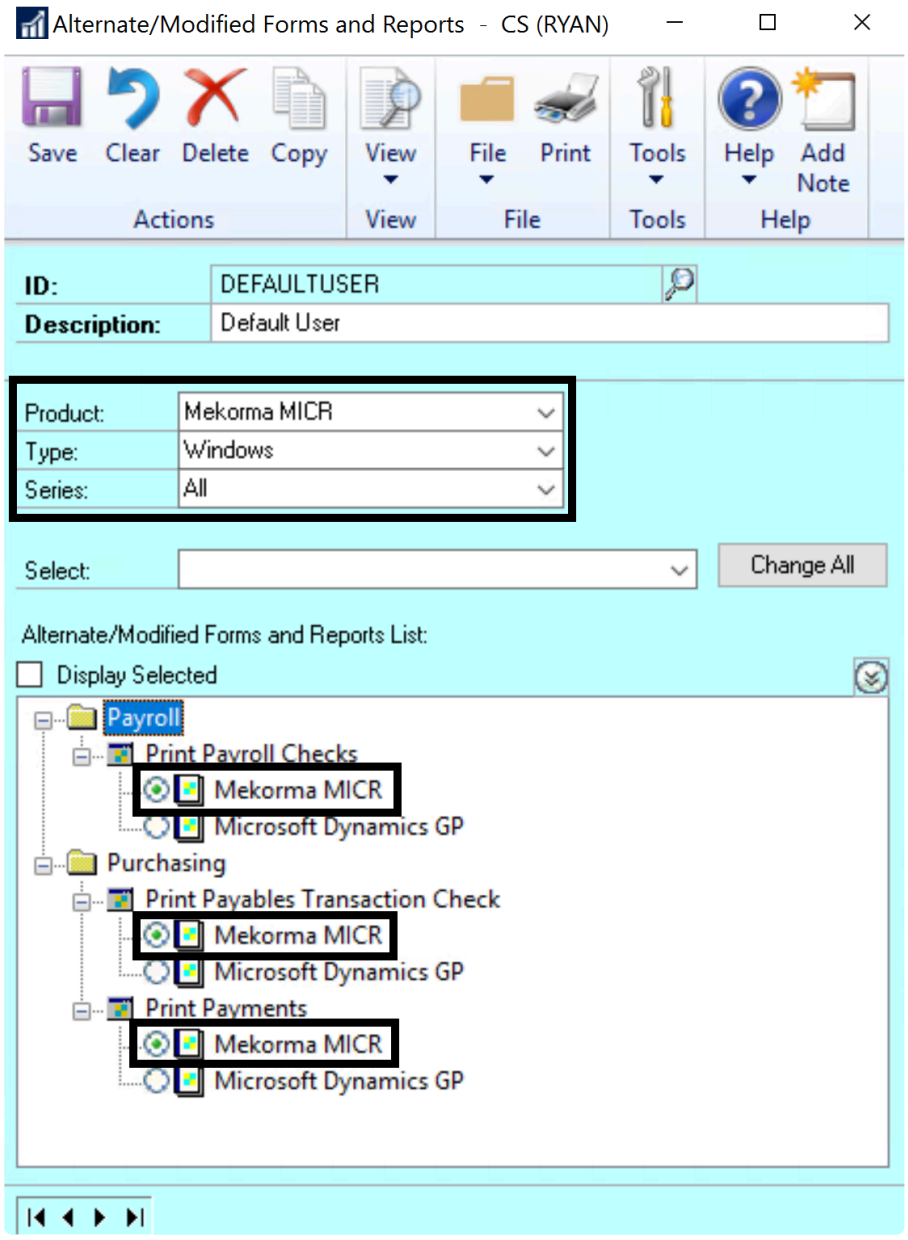


Dynamics GP Role and Task security will still be used to allow or prevent user access to each window. The **Alternate/Modified Forms and Reports** ID in effect tells Dynamics GP: for users that are allowed to use any particular window, use the Mekorma version instead of the GP version. Since Dynamics GP allows you to assign a single **Alternate/Modified Forms and Reports** ID the simplest setup is to create one **Alternate/Modified Forms and Reports** ID for everyone and use individual Role and Task assignments to turn the windows on and off.

## Assign Alternate/Modified Forms and Reports ID to Users

The second step is to assign the **Alternate/Modified Forms and Reports** ID to each of your Payables and Payroll Users

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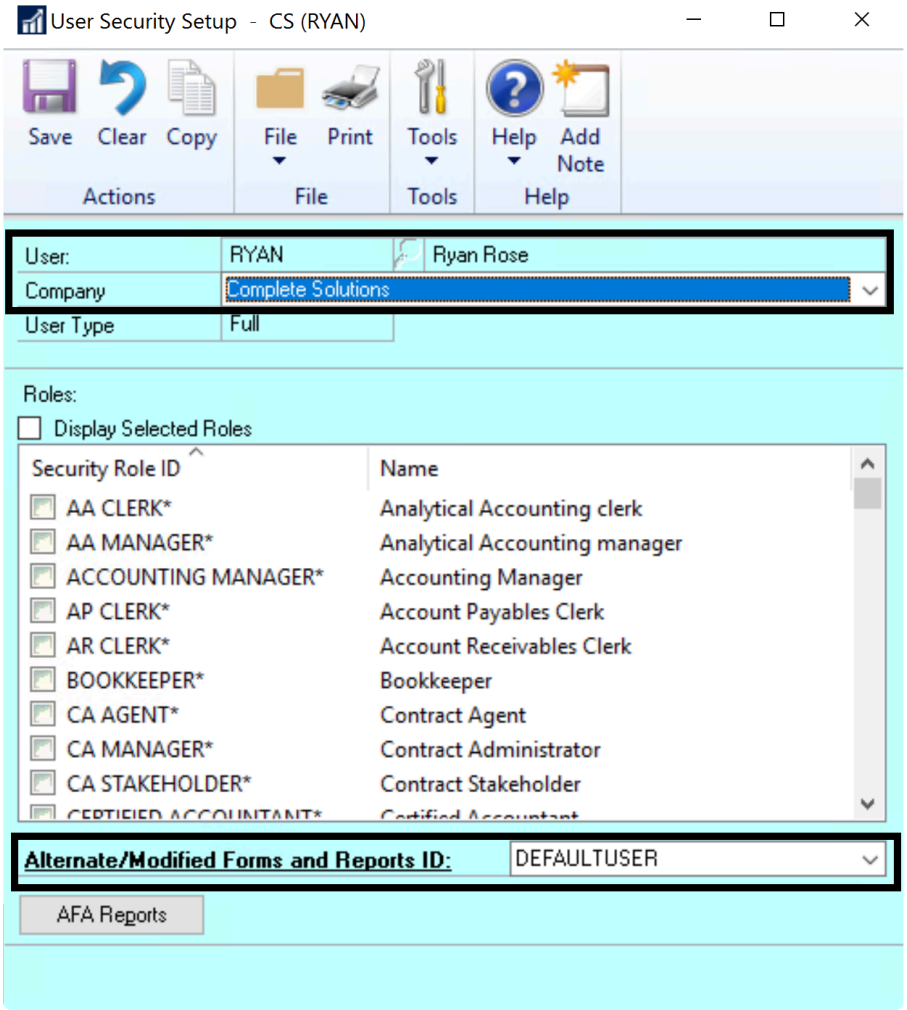
1. Open the **User Security Setup** window (Administration Area Page > Setup > System > User Security).

2. For each User/Company combination, ensure that you have designated a **Alternate/Modified Forms and Reports** ID that includes the Mekorma windows.

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# 6.4. Setup a Checkbook

The fundamental steps of your Checkbook setup are to:

1. Configure the MICR line. This is the primary thing needed in order to switch from pre-printed check stock to blank check stock.

2. Choose a Check Format

The following two steps are **OPTIONAL**:

3. Use the **Mekorma Payment Hub Configurator** to customize your check format.

4. Add a Logo to your checkface.

> Before setting up your checkbooks for **Mekorma Payment Hub** 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. Also the Mekorma Customer Success team is available if you need assistance.

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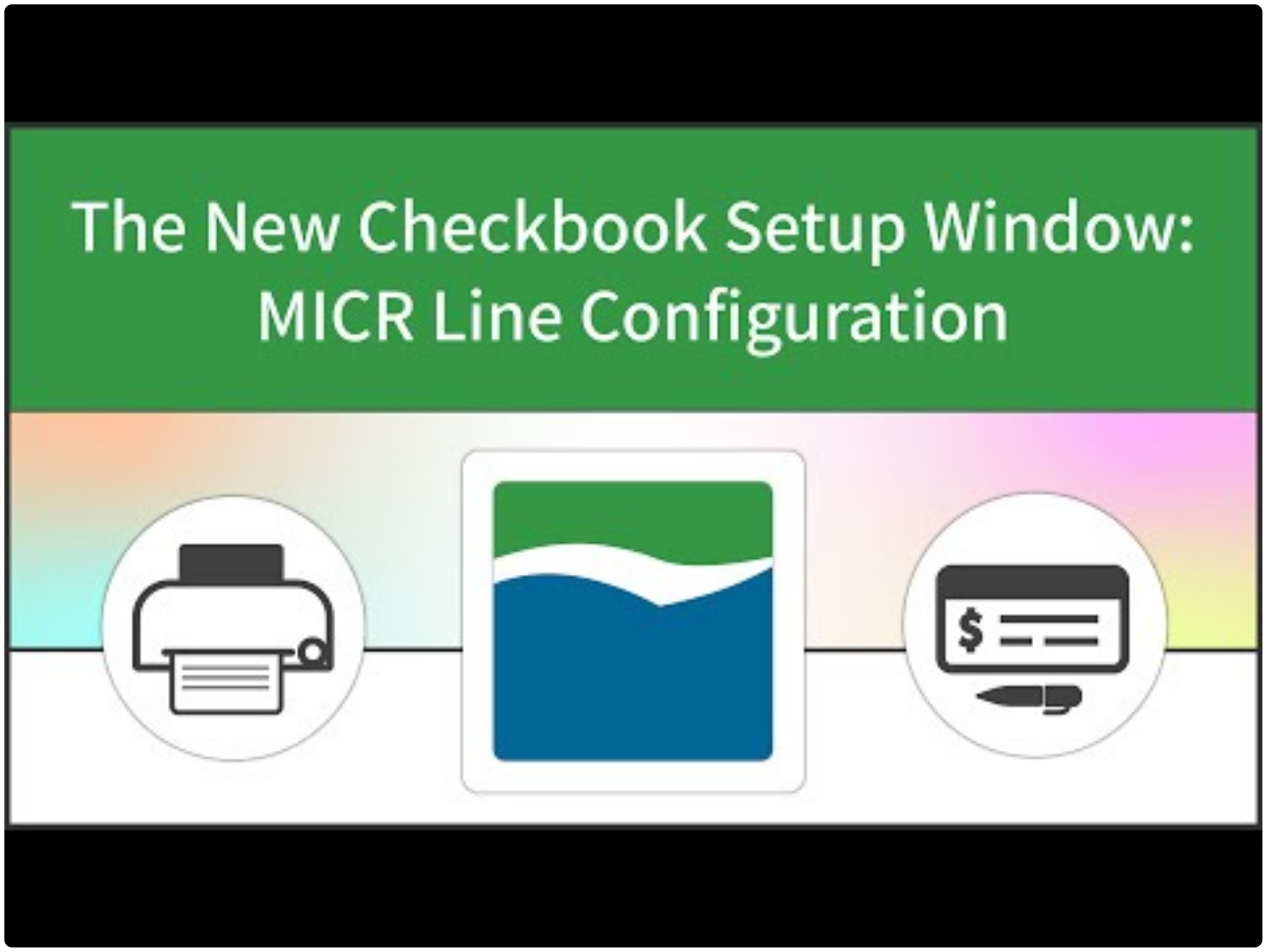
# 6.4.1. Configure the MICR Line

The MICR line is the coded banking information at the bottom of your check which is printed in the E13B MICR font. By printing the MICR line, the **Mekorma Payment Hub** can provide the capability of printing on blank, rather than pre-printed, checkstock.

The video below gives detailed instructions on how to configure the MICR line.

Note that this MICR line setup is based on the Checkbook, so it is set up the same way whether you are using **Mekorma Payment Hub** for your AP, US Payroll and Canadian Payroll checkbooks:




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

1. Open the **Checkbook Setup** window. You can do this in 2 ways:
    a. from the Dynamics GP Checkbook Maintenance Additional menu (Financial Area Page > Cards > Financial > Checkbook). Enter a **Checkbook ID** by using the lookup, then: (Additional > Mekorma Check Setup).
    b. from the Mekorma Area Page (Mekorma Area Page > Setup > Purchasing > Checkbook Setup). 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

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Setup field.

3. Add any information that has not been automatically pulled in from the **GP Checkbook Maintenance** window:
   a. Number of Check Digits
   b. Right-most position of Check Digits*
   c. Routing Number
   d. Region Code*
   e. Account Number
   f. Right-most position of the Account Number*

4. Click **OK.**

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

6. If you need to make edits to the information, you can either open the **MICR Line Quick Entry** window and make changes there, or edit directly on the graphical interface by clicking on a value and scrolling through the options.

*Please ask your bank for this information **

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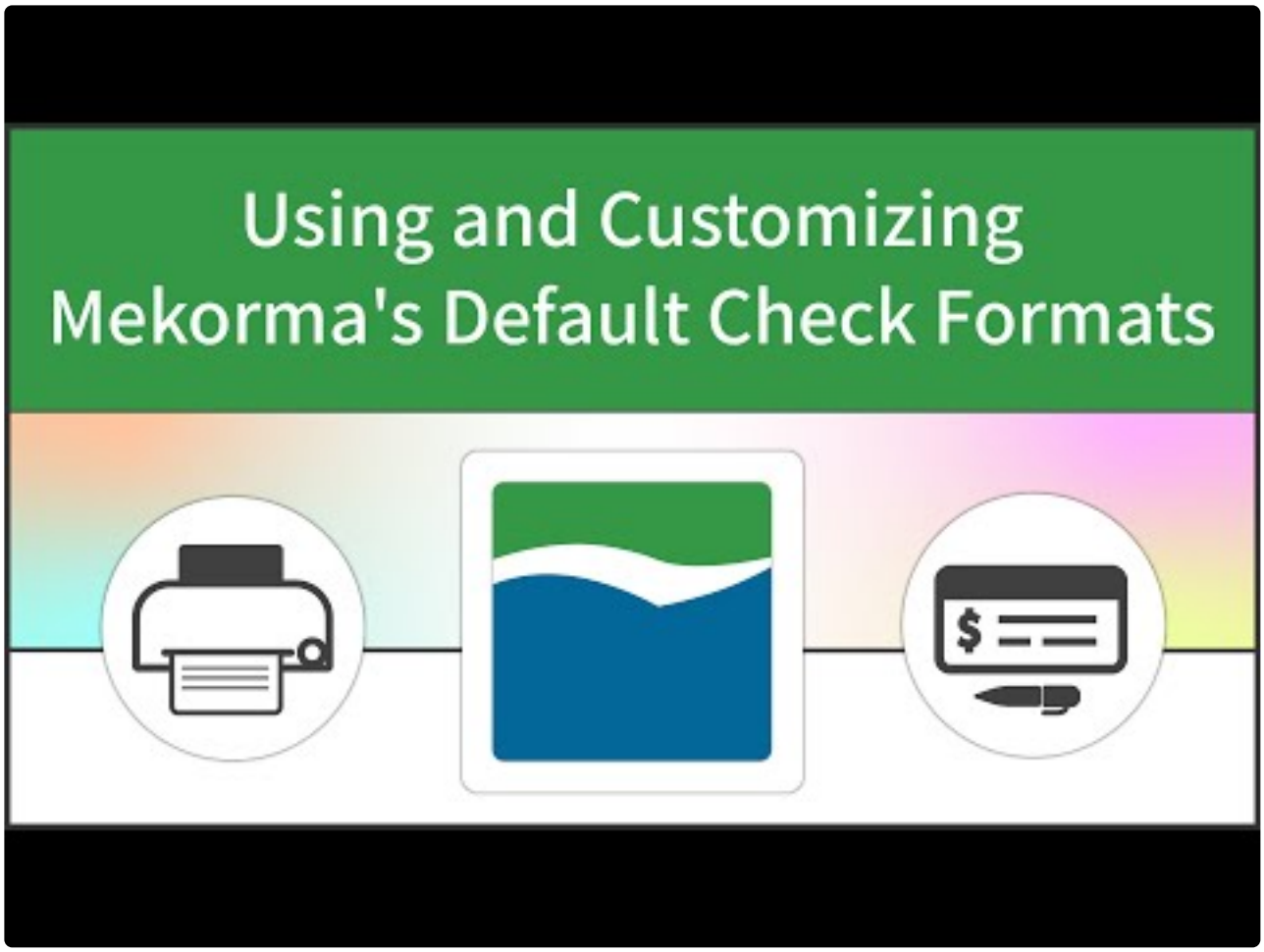
# 6.4.2. Choose Check Formats from the Check Format Library

The **Mekorma 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_mYpPlZl0s?rel=0

## Formats for Dynamics GP Payables and Dynamics GP Financial > Miscellaneous Checks

You must select a **Primary Check Format** and may select up to 6 additional 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.

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- The **Check Overflow format** and **Check Copy Overflow** format are used when you want to have a different format for overflows. For example, you may use 3 part checkstock for your primary format and print just a short list of invoices on the remittance stub but then overflow to a whole page of blank paper to maximize the list of invoices on the overflow sheet.
- 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. However, since EFTs don't require the check portion of the format, we recommend full page formats for EFT remittances.
- The **Refund Check** and **Refund Check Overflow** formats are used if you will be using the Refund Checks feature for printing Microsoft Dynamics GP SOP refunds as checks. This feature allows you to convey the line items that are being refunded to your customers.

> Note that you will not be able to convey these special refund formats if you are using Remote Payment Services. In that case you can either print the refund checks locally or convey that information in a different manner. In this situation, please contact our Customer Success team for advice.

### Formats for Dynamics GP US Payroll

There are two formats available for the US Payroll module:

1. The **Primary Check Format** is the main check that is sent to your employees. *This is the only format you are **required** to designate.*
2. 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 employees.

### Formats for Dynamics GP Canadian Payroll

There are four formats available for the Canadian Payroll module:

1. The **Primary Check Format** is the main check that is sent to your employees. *This is the only format you are **required** to designate.*
2. 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 employees.
3. The **Earnings Statement** allows you to designate a different format for the earnings statement you send to your employees.
4. The **Earnings Statement Copy** allows you to print a physical copy of the earnings statement, and can be different than the format you send to your employees.

## Choose Formats:

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

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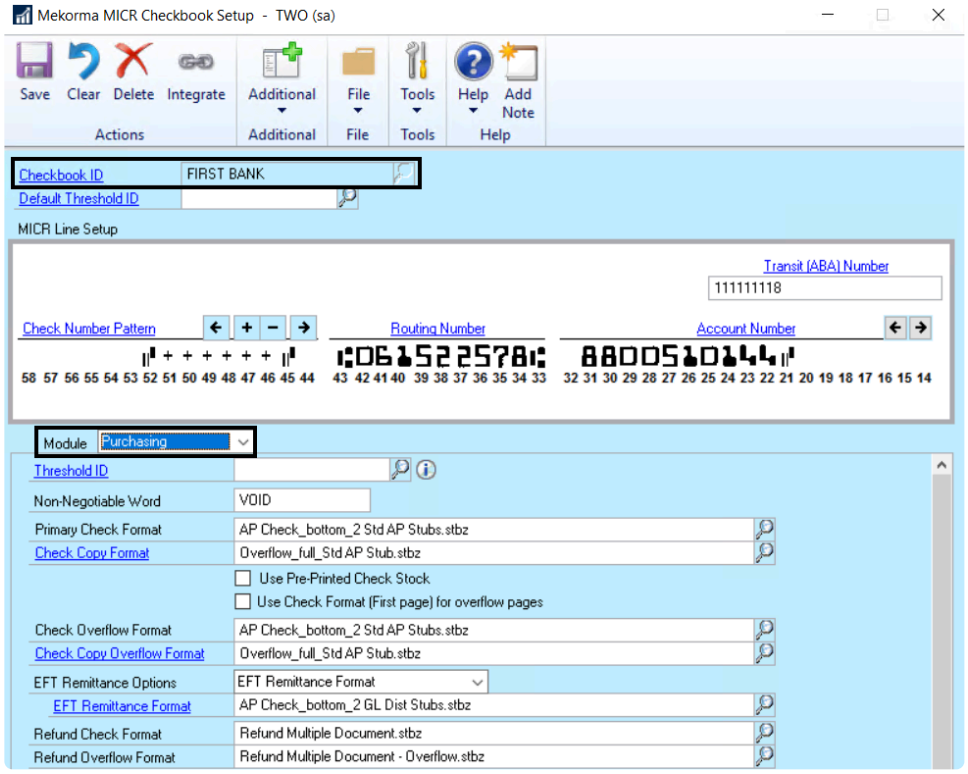
1. Open the **Checkbook Setup** window.
2. Select the checkbook and the module (Purchasing, US Payroll, Canadian Payroll) that you want to configure.




3. Click on the lookup to the right of Primary Check Format, and choose an appropriate option from Mekorma's library of pre-configured formats (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.

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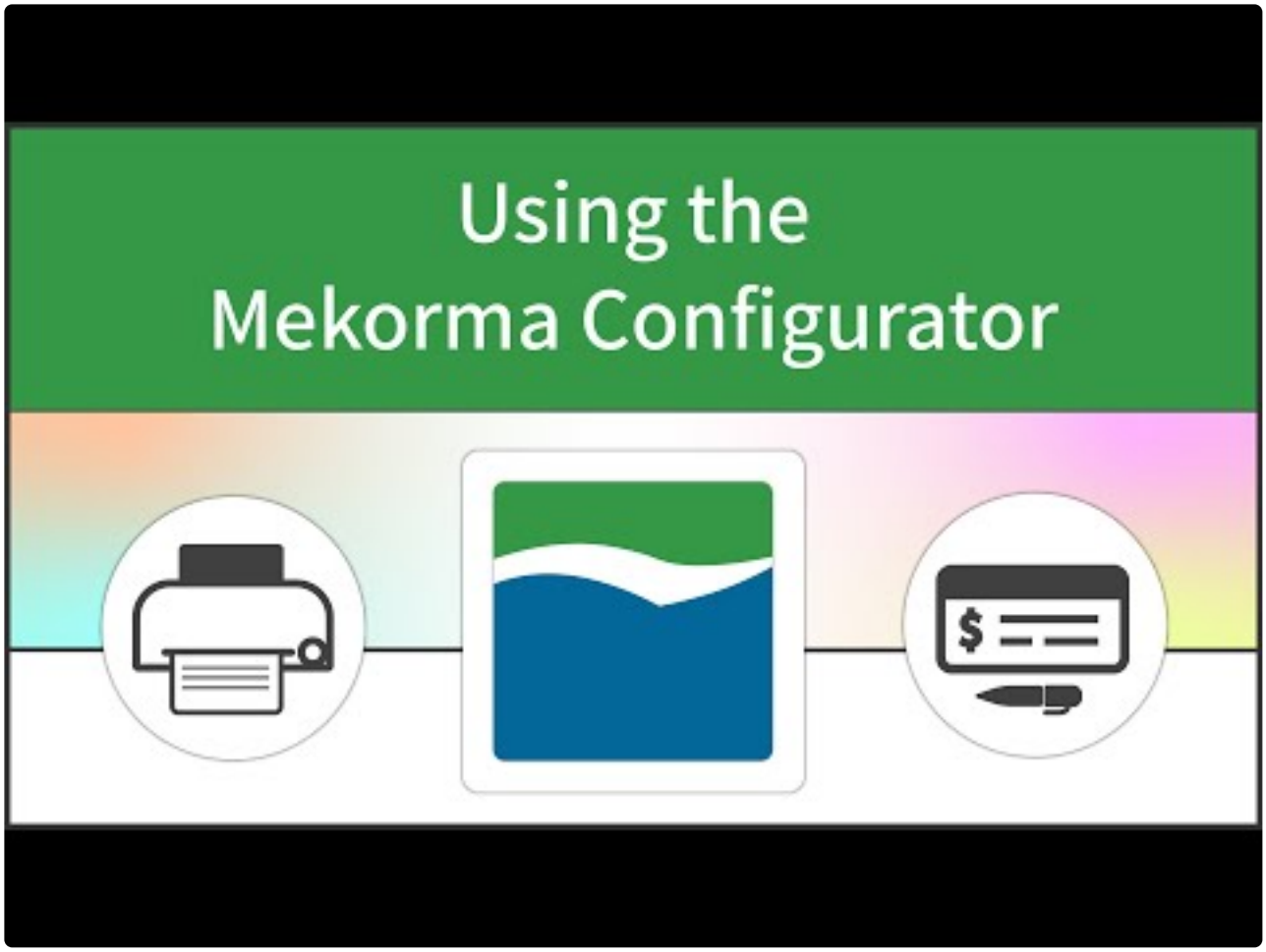
# 6.4.3. Customize Check Formats Using the Configurator

The **Mekorma Payment Hub** 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.

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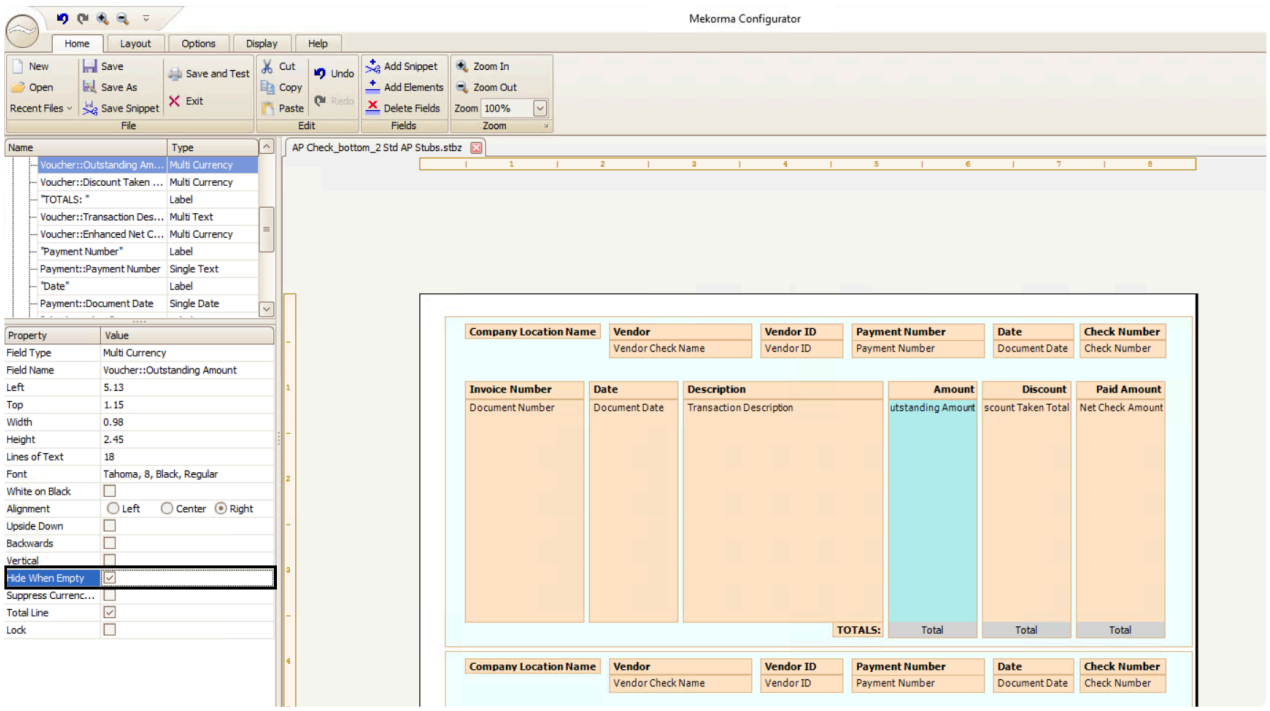
- For quicker alignment of fields, use the Alignment tools on the **Layout tab** at the top of the **Configurator** window.
- Use the **Zoom In** and **Zoom Out** buttons to see more of the page or get a closer look at a field.
- Select entire regions to move or delete the region and all fields. A region 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.

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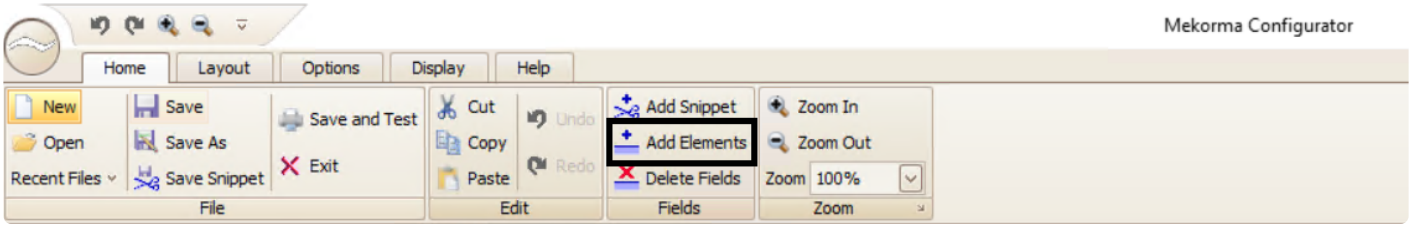
# 6.4.3.1. Mekorma Fields for Check Stubs

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




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

**General Information**

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

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- 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

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- 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

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- 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

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- 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 (only available with MEM Connector, sold separately)

- 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 (only available with MEM Connector, sold separately)

- Facility ID
- Facility Name
- Facility Company Name

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- Pay Earnings Array
- Pay Hours Array
- Pay Hours Array-Blank for Salary
- Pay Rate Array
- Pay Rate Array-Blank for Salary
- Pay Type Array
- 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

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- 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

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- 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

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- 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

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- 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

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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

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# 6.4.3.2. 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.

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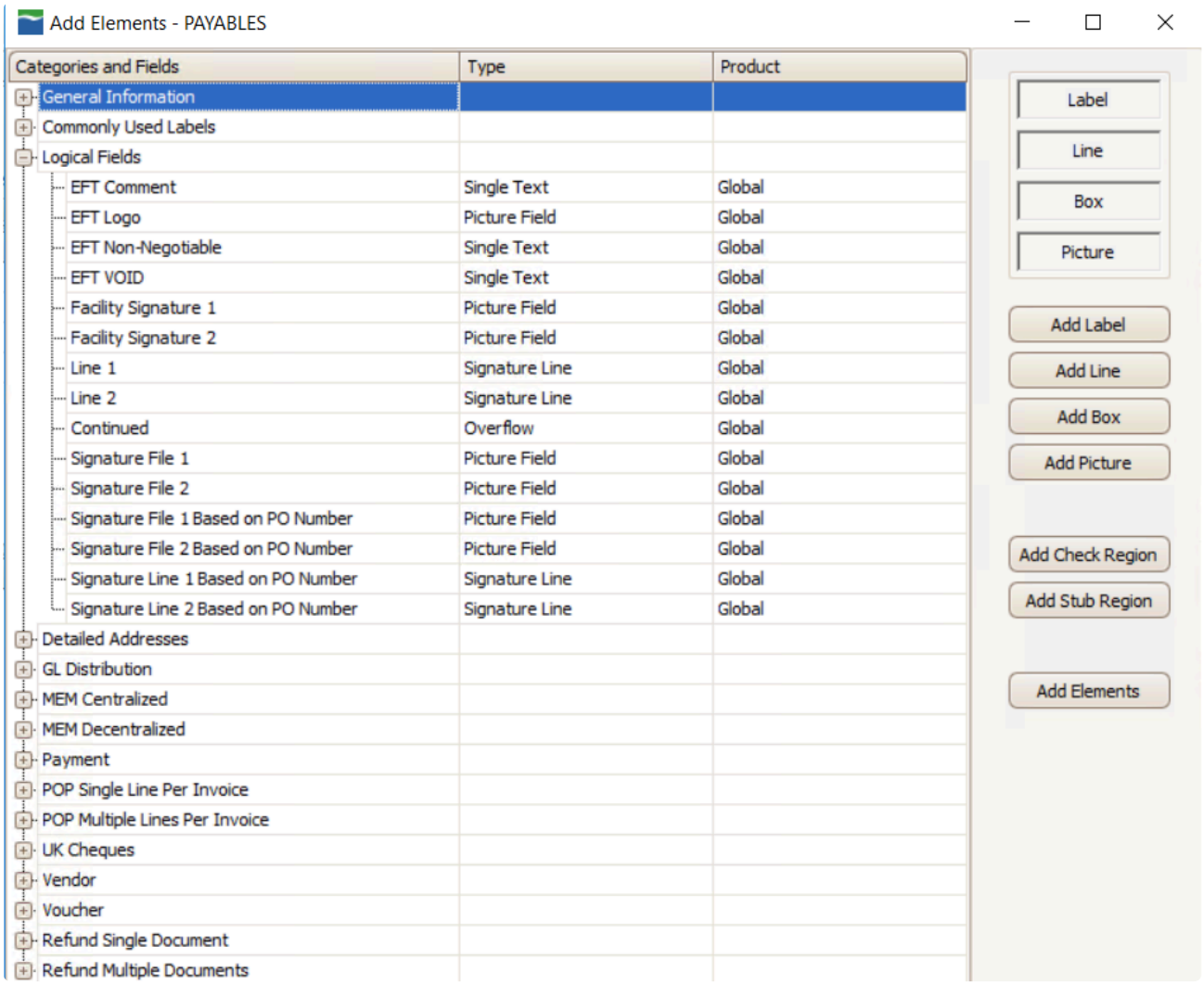


6. Choose the desired field to add to your check stub.

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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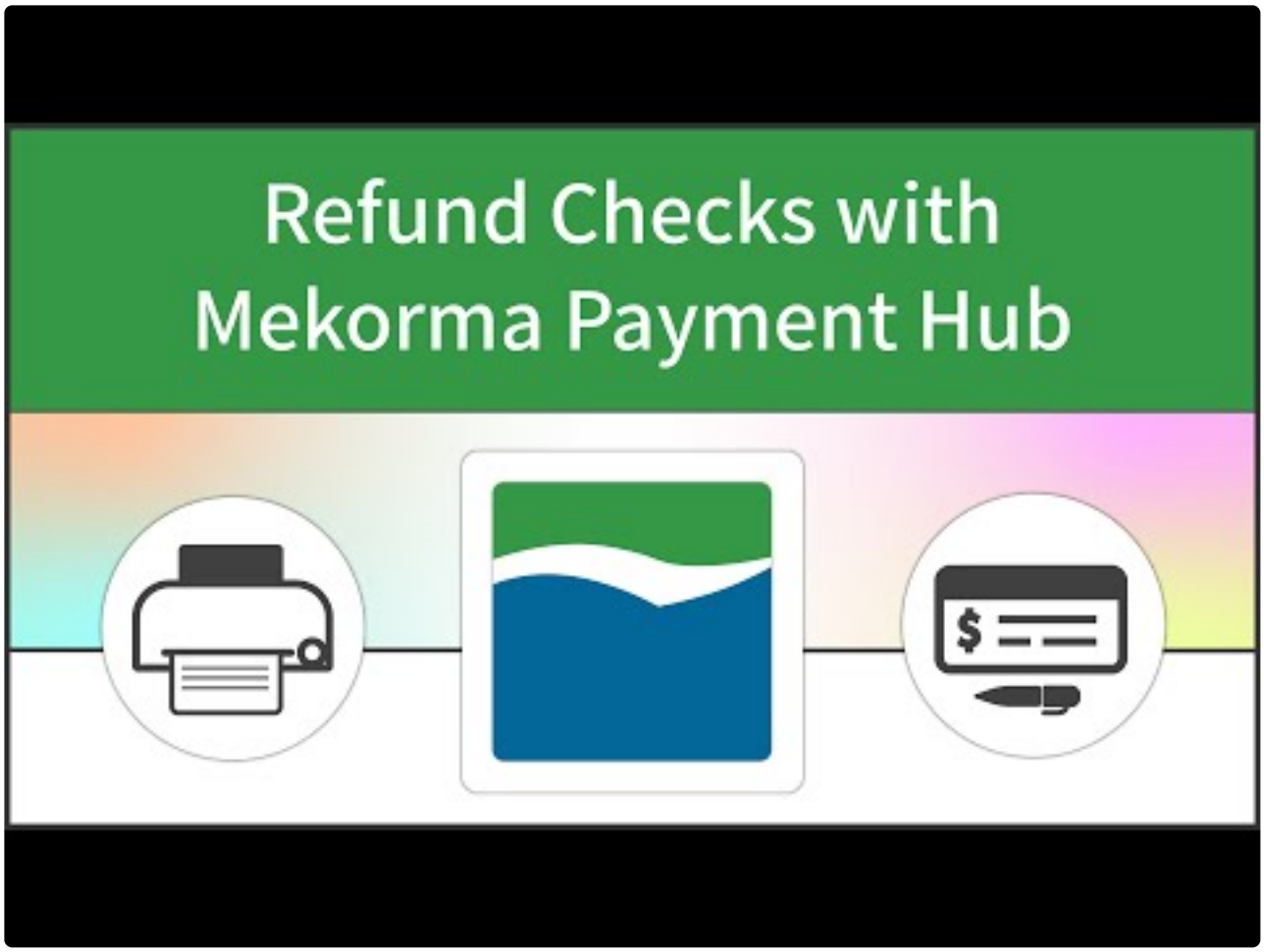
# 6.4.3.3. Configure Refund Check Formats

This feature allows you to convey the line items that are being refunded to your customers. Watch this video to find out more:




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

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# 6.4.4. 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.

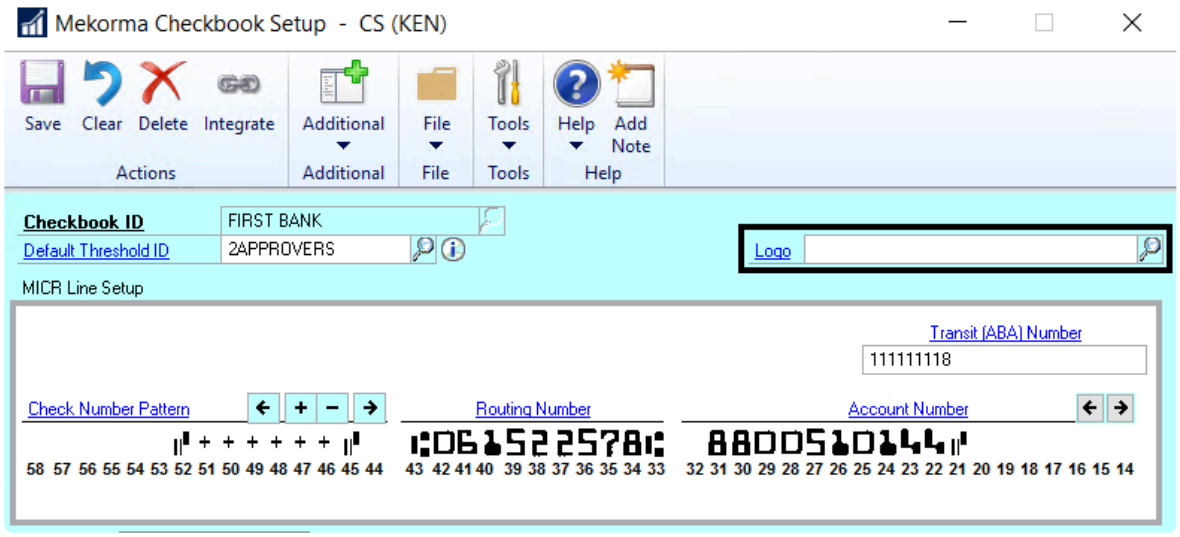
This feature works for payables and US/ Canadian payroll.

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

1. Open the **Checkbook Setup** window (Mekorma Area Page > Setup > Purchasing > Checkbook Setup).

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.




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 in 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.

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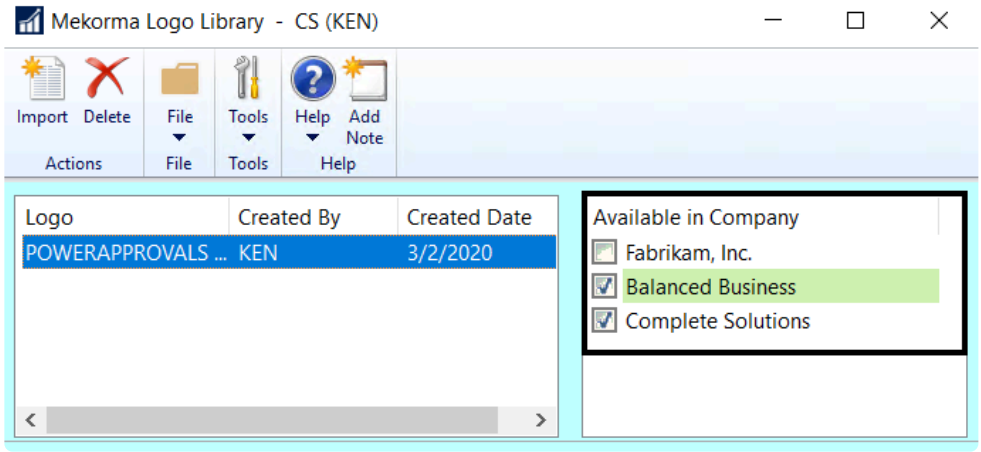


7. Select the Logo File you just imported in the Company Logo field, and **Save**.

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.

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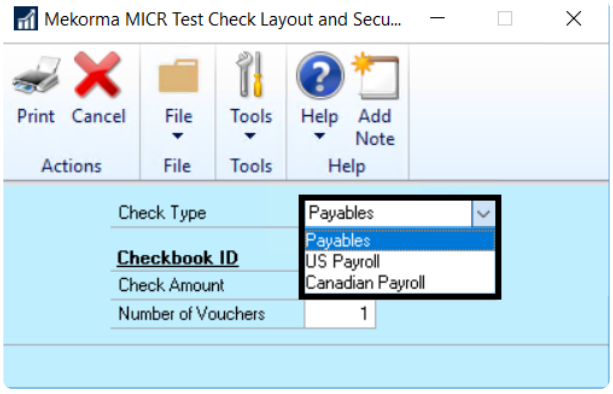
# 6.4.5. Test Check Layout

Printing test checks help you verify the correctness of your check layouts. 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.

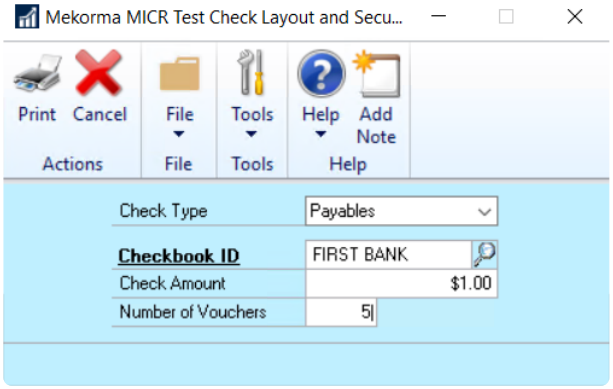
1. Open the **Test Check Layout and Security** window (Mekorma Area Page > Setup > Purchasing > Test Layout and Security).
2. Select a Check Type from the drop-down list (**Payables, US Payroll or Canadian Payroll**).




3. Use the look-up on the **Checkbook ID** field to select a checkbook you have set up for **Mekorma Payment Hub** check printing.

4. In the **Check Amount** field, enter the amount to print in the currency fields on the check or leave it as a default.

5. 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.

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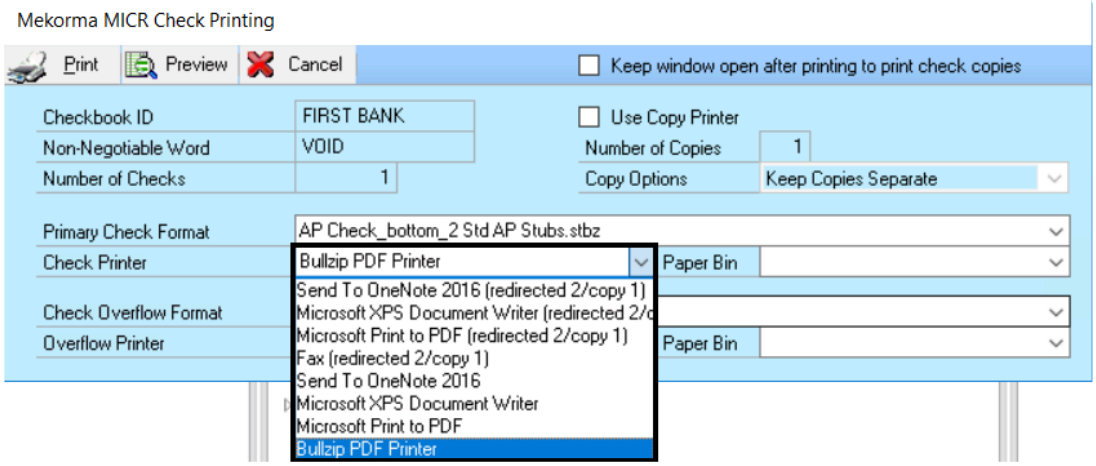
6. Click **Print**.

7. 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.




8. 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.

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# 6.5. Configure and Test Your Signatures

Adding automatic signatures to the system is one of the primary ways of increasing efficiency. Note that it is optional and not all **Mekorma Payment Hub** users configure automatic signatures. But we encourage it—it saves lots of hand cramps or rubber stamping!

You may want to have automatic signatures on most of your checks but not all of them. The **Threshold ID** lets you control that with dollar-value thresholds so you decide when your checks print signed and when they require manual signatures.

This section of the guide and the next, Enhance Security with Approvers and Authorizers, go together. We recommend that you do both to optimize security.

This section is an important pre-requisite to using **Threshold IDs** to create Approvers and Authorizers. You'll learn how to:

1. Assign Signature Files to Users
2. Configure a Threshold ID for Signatures
3. Apply a Threshold ID to a Checkbook

From doing these 3 steps you can be printing automatic signatures on your checks in no time.

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# 6.5.1. Assign Signature Files to Users

Before using signatures to set up Threshold IDs, an administrator must first assign signature files to individual users.

> A signature can be setup in the system even for a user that does not normally use Dynamics GP. For example, if your checks require the CEO's signature but they are not a Dynamics GP user. In that case, go directly to Import Signatures to the Signature Library to import their signature and skip the rest of the steps here.

First, gather all needed signatures in a digital format and store them in an accessible folder. Then follow the steps here to assign them to users.

1. Log in as System Administrator ('sa').

2. Navigate to the **Signature Assignment** window (Mekorma Area Page > Setup > System > Signature Assignment).

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.

### How to Confirm Your Signature

A User can confirm that a signature file has been assigned to their User ID within the **Mekorma User Preferences** window.

To access the Mekorma User Preferences window, go to the Microsoft Dynamics GP drop-down > User Preferences > Additional > Mekorma User Preferences. Verify the correct signature image name is associated with the User ID.

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

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remove the signature file from the **Signature Library**, but does remove the association with the User Name.

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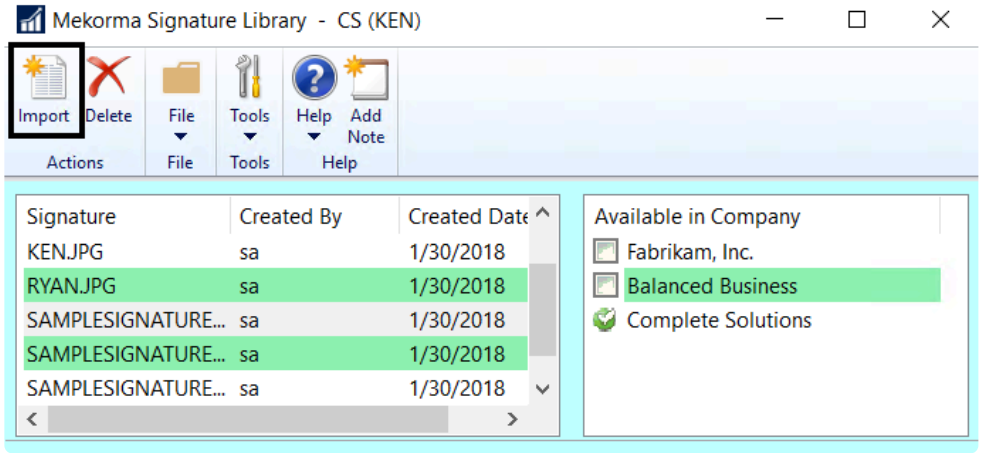
# 6.5.1.1. Import Signatures to the Signature Library

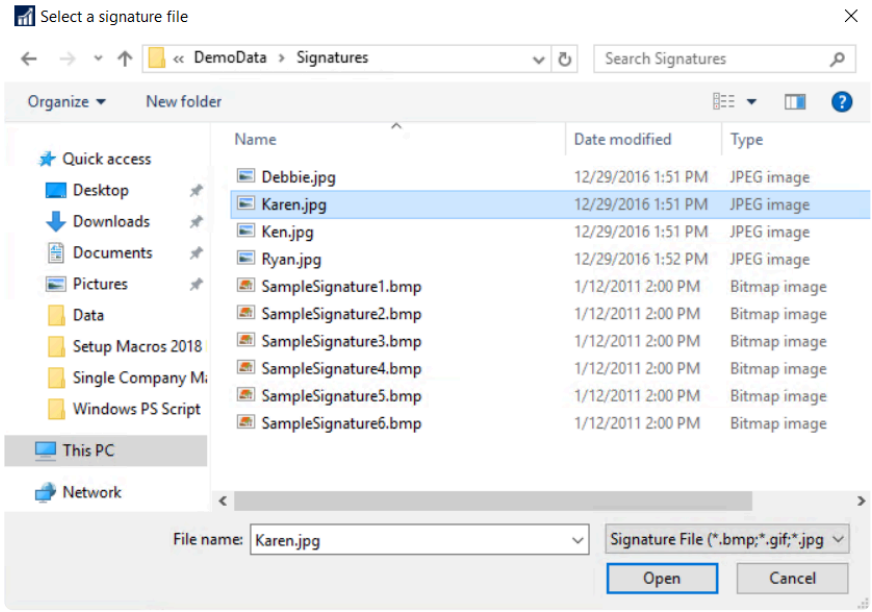
Start by gathering all signatures needed for your security in a digital format. *Files can be the following formats: .bmp, .gif, .jpg and .png.*

1. Open the **Mekorma Signature Library** window (Mekorma Area Page > Setup > System > Signature Library).

2. Choose **Import**.




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




4. 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:

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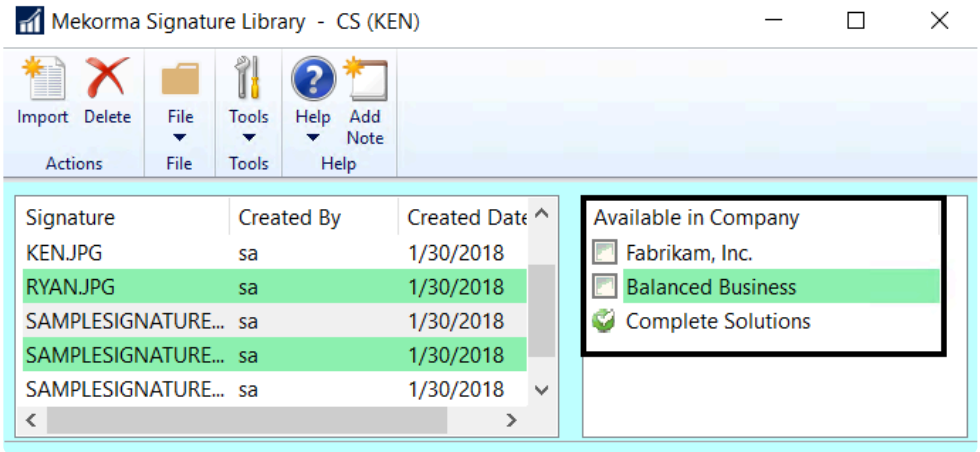


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# 6.5.2. Configure a Threshold ID for Signatures

Configuring Threshold IDs for Signatures gives you the ability to automatically print signatures using dollar-value ranges and to print blank lines for handwritten signatures.

## Configure One or Two Signatures for all Dollar-Value Amounts

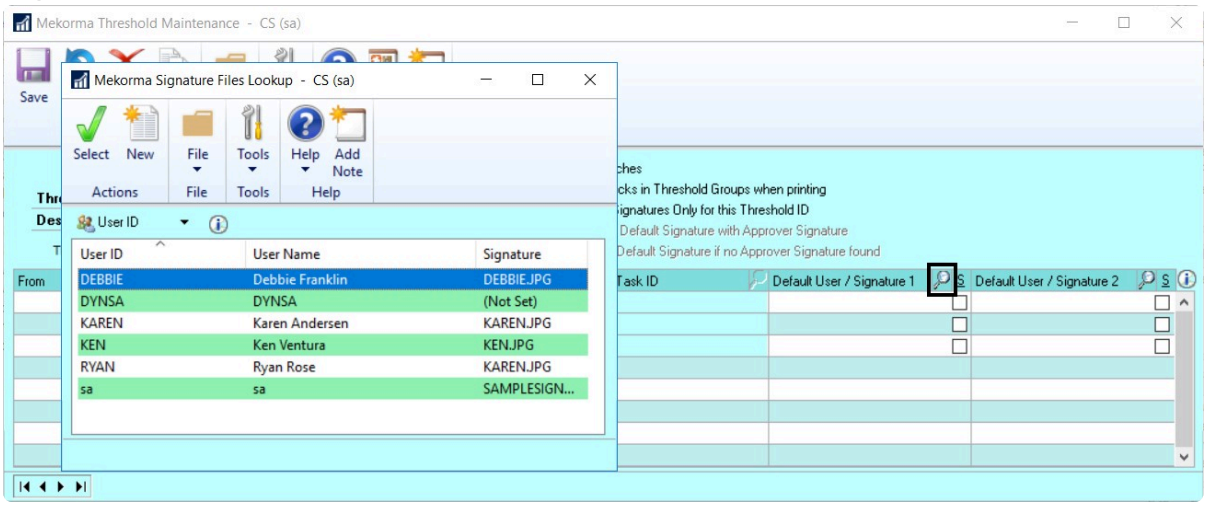
> For testing purposes, use a test company to experiment with your Threshold ID until you build the scenario that you want and then replicate it in your production environment.

1. Make sure all necessary signatures have been assigned to the appropriate User IDs.

2. Open the **Threshold Maintenance** window (Mekorma Area page > Setup > System > Threshold Maintenance).

3. Create a new Threshold ID.

4. Add a signature, using the look-up in the **Default User/Signature 1** field. This opens 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. You may want to do this, for example, if your CEO is a check-signer but is not a Dynamics GP user. In that case, you can Import Signatures directly to the Signature Library and then follow the steps below to select a signature file from the library that 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.

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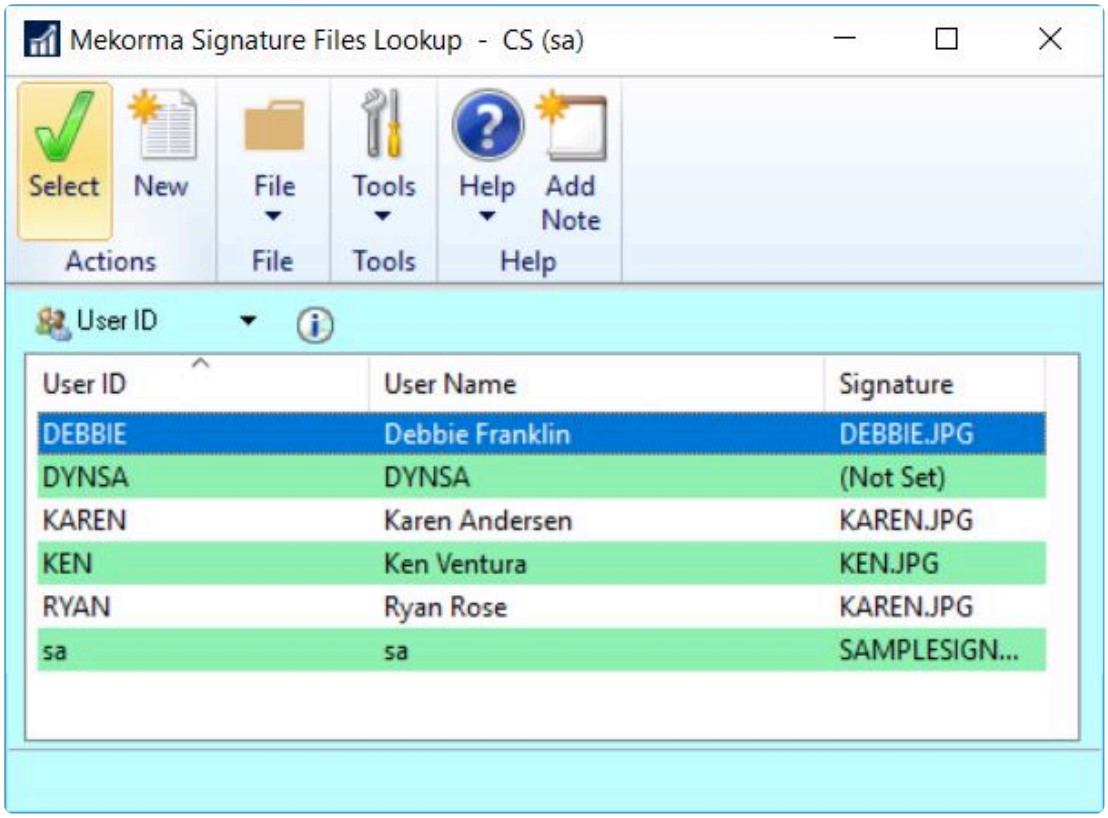
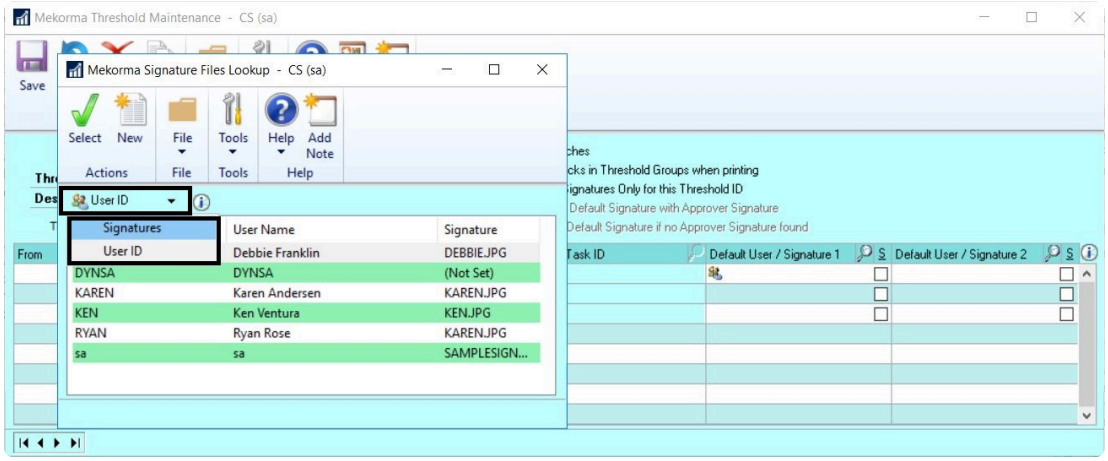



### Signature File Only

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.

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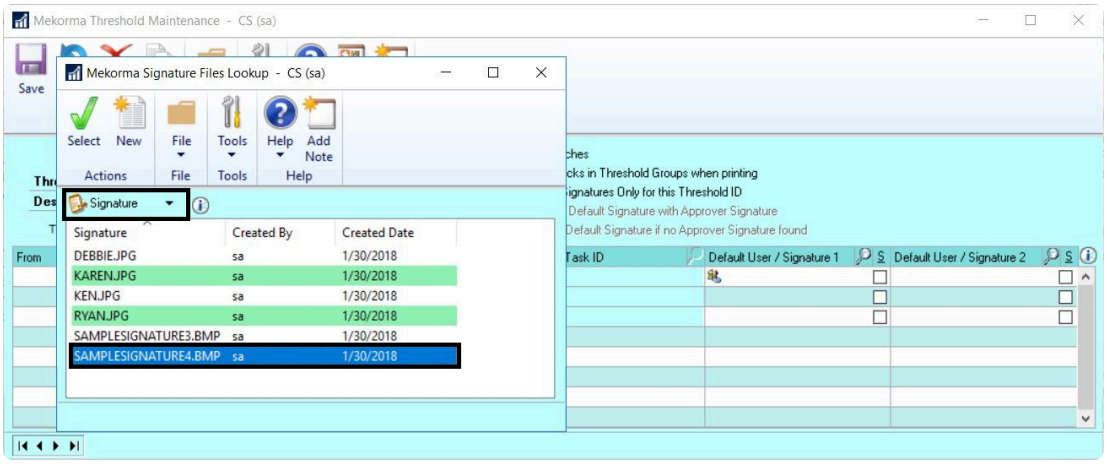
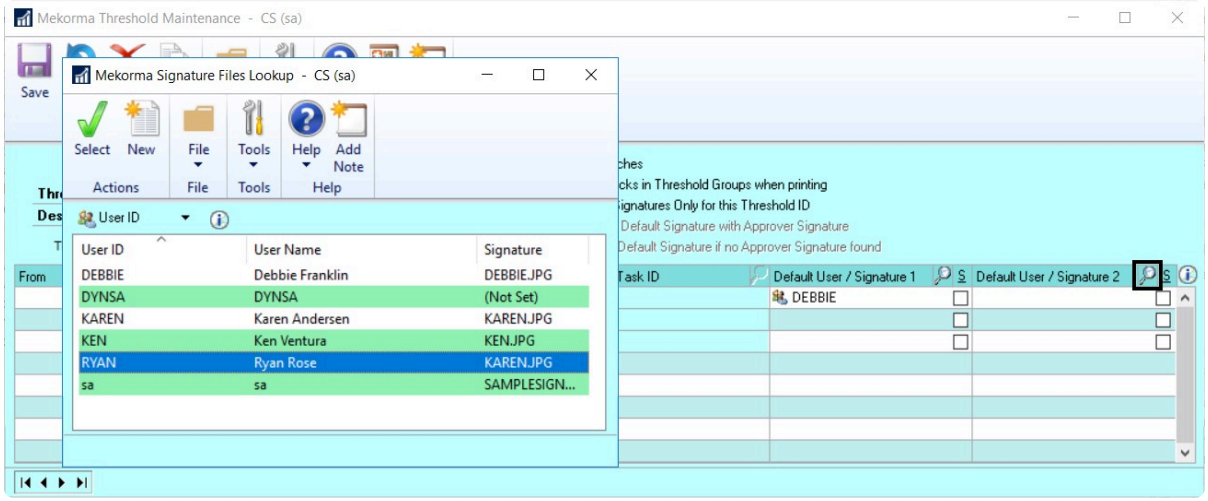
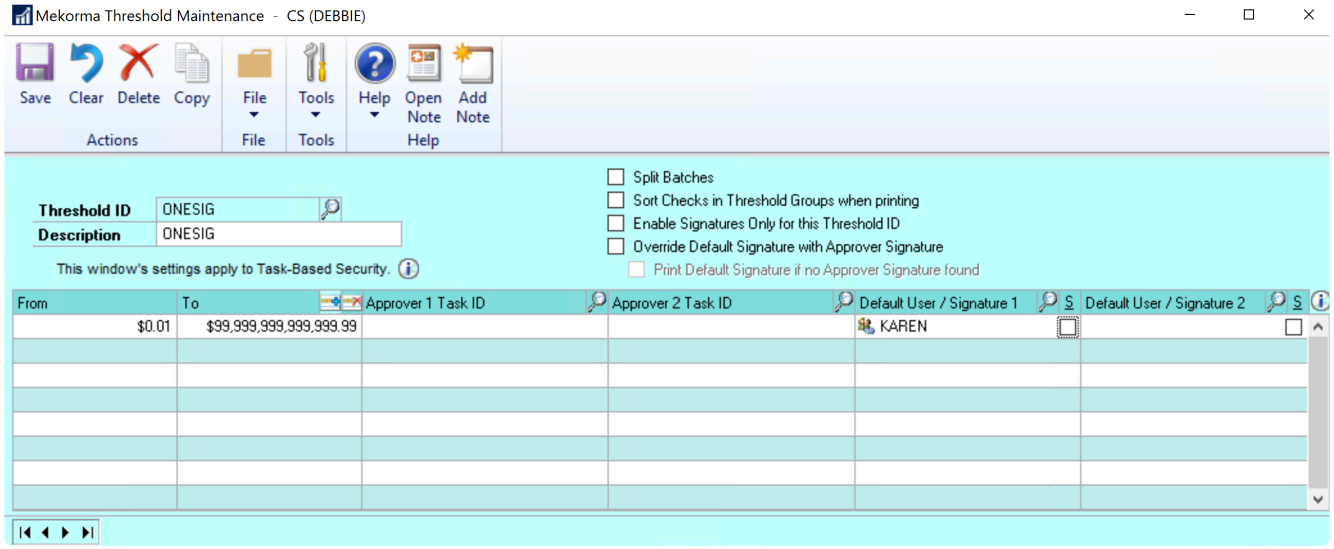



5. If you want two signatures to print, perform the same action in the **Default User/Signature 2** field. This will again open the **Mekorma Signatures Files Lookup** window.




Here the **Threshold ID** is configured to produce a single signature assigned to all dollar values.




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

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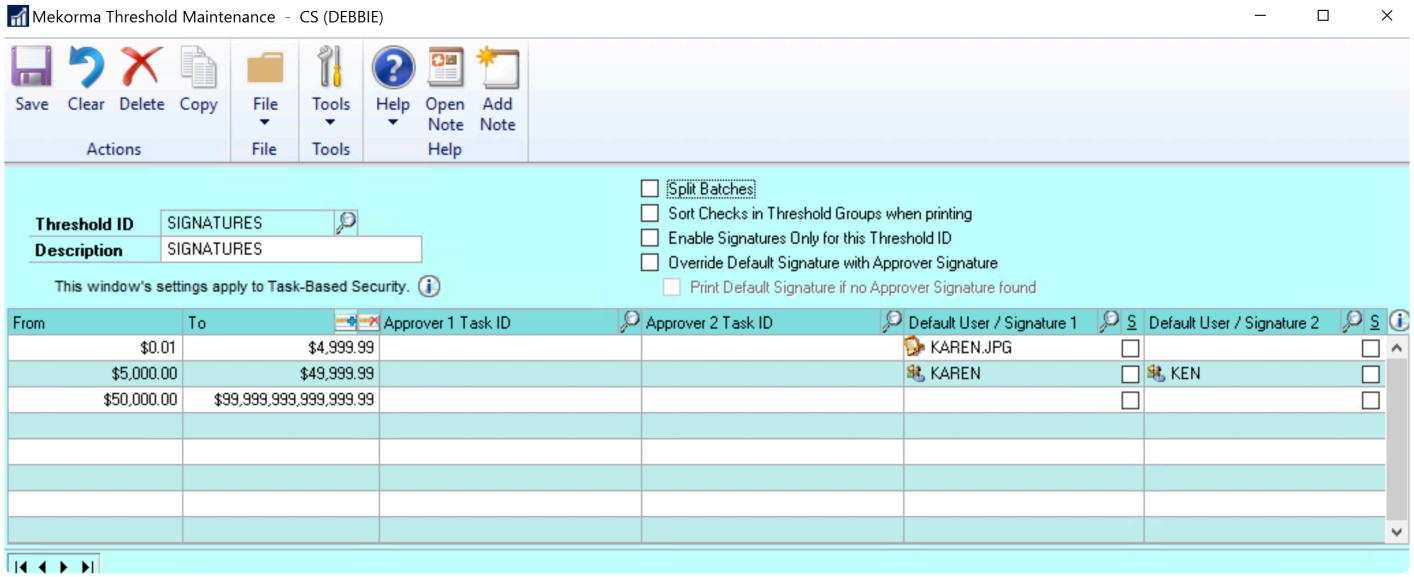
7. Using **Edit Vendor Payment** make a test batch with a payment of any dollar amount. Print that payment.

   If everything went according to plan, your check will come out signed. Now we'll enhance that with Signature lines and different numbers of signatures based on dollar-value ranges.

## Adding Conditional Logic based on Dollar-Value Ranges

You can print the signatures conditionally based on dollar-value ranges. In the example below, one signature will print for the lowest range, 2 will print in the second range and none will print in the top range—those go for manual signatures.




## Adding Signature Lines

Finally, signature lines can be added simply by checking a checkbox and are also conditional based on dollar value ranges and you can have a line with or without a signature. The following configuration prints one underlined signature in the first range, one underlined signature along with a blank line to be manually signed in the second range and two blank lines at the top range.

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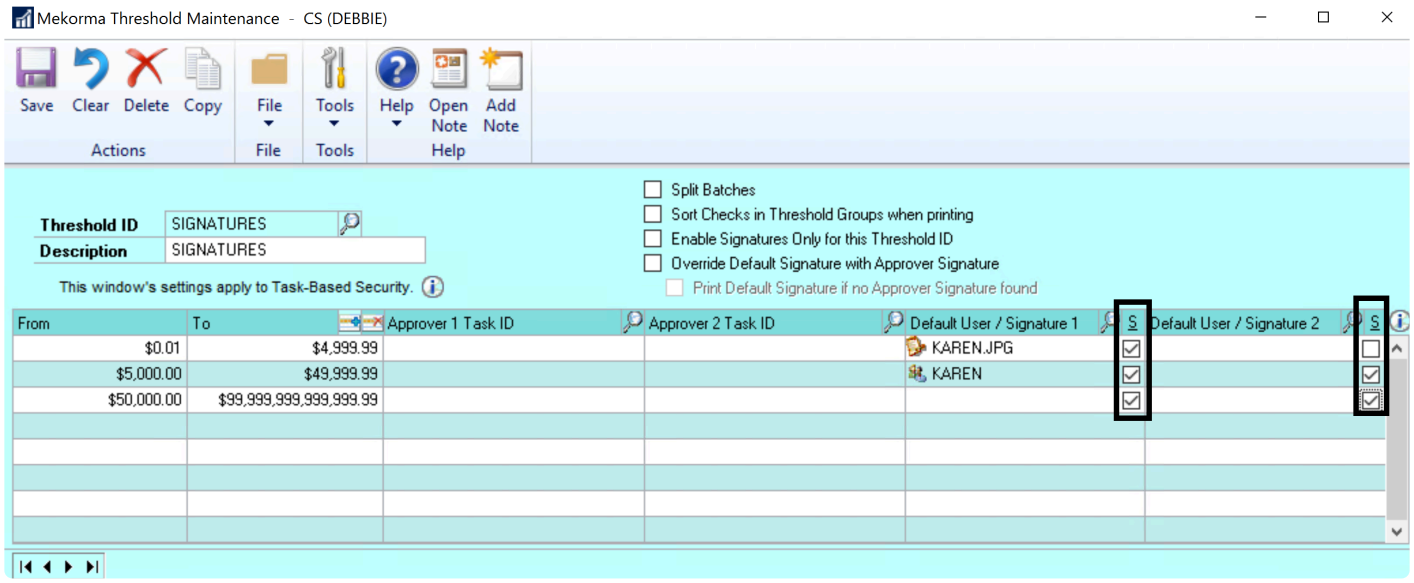


To test this configuration, create a batch and input 3 payments, for example:

1. $500 — will show just Karen's signature (underlined)
2. $5500 — will show Karen's signature (underlined) and a blank line
3. $60000 — will show two blank lines

But first, Apply your Threshold ID to a Checkbook.

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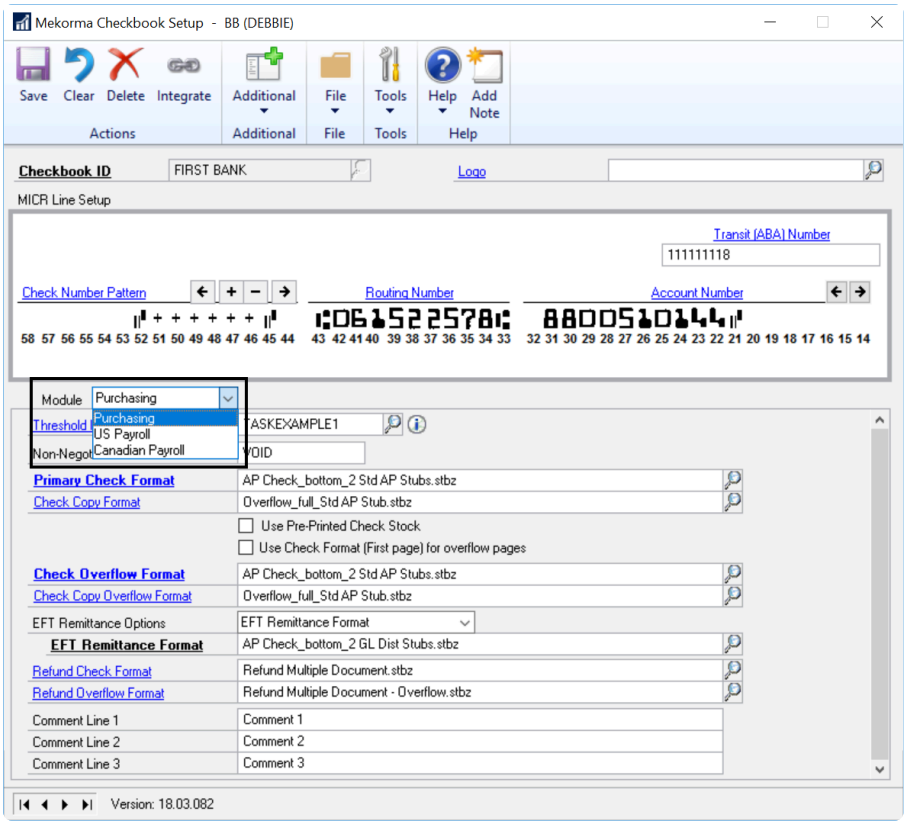
# 6.5.3. Apply a Threshold ID to a Checkbook

The final step in setting up signatures is to assign the Threshold ID you created to the checkbooks from which you will be paying.

1. Open the **Mekorma Checkbook Setup** window (Mekorma Area Page > Setup > Purchasing > Mekorma Checkbook Setup).

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 save the threshold information. The form will clear and a blank form will be displayed.

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# 6.6. Setup Approvers for Payables

This section of the **Mekorma Payment Hub** configuration guide assumes that you already have done the following:

1. Setup a Checkbook and printed your first check

2. Configured and Tested your Signatures

Now we'll explain how to add an Approval workflow for separation of duties.

**There are two basic roles in the Approval Workflow:**

1. The Requestor is the person who creates payment batches but they can't print them until they are approved.

2. The Approver reviews the payments and can accept or reject a voucher on a payment, a whole payment or a whole batch

**There are options:**

1. You can have some payments go through with no approvers—for example
    a. payments below a certain dollar amount
    b. payments to a certain vendor class that may need oversite because they repeat, such as RENT

2. You can have a second approver on some payments—for example
    a. payments about a certain dollar amount
    b. payments to a certain vendor class that needs more oversight, such as EMPLOYEE

Setting up the workflow is easy once you understand how the components fit together. To get started, we have provided an Approval Workflow Quickstart.

Note that Approvals and Signatures can be configured independently. For example, you could require approvers on payments and still have them come out unsigned. In practice, the approval system is what takes the place of manual signatures and OK's the payments for release—whether they are checks or whether they are electronic payments. So you would generally want to configure signatures for any dollar-value levels with approvers. For more information on signatures, review Configure and Test Your Signatures.

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# 6.6.1. Simple Approval Workflow--All Payments Must be Approved

## A Basic Workflow

Let's start with a basic workflow: ALL Payments Require One Approver. We'll do it with these 4 steps:

1. Choose one or more Users to be in the Approvers group and assign each of them the Security Role : MEKORMA_APROVER_LEVEL_1.

2. Configure a Threshold ID using MEKORMA_APROVER_LEVEL_1.

3. Set up email notifications.

4. Test the system

**Choose your Approvers and Assign an Approval Security Role to them.**

To start, familiarize yourself with the concept of Mekorma Security Roles and Tasks. Then below, we'll put that info to work.

In our system we are going to refer to these theoretical people. When you are configuring, please substitute your actual users:

- RYAN : A Requestor—he creates batches and submits them for approval
- KAREN : An Approver
- DEBBIE : An Approver

In our scenario we will only require one Approver, but we are configuring two potential users who have that level of authority. Either of them could Approve and once one of them does it, the other does not need to. We need to designate MEKORMA_APROVER_LEVEL_1 to our Approvers with the following steps:

1. Open the **User Security** window (Administration Area Page > Setup > System > User Security)
2. Choose User ID DEBBIE
3. Choose each company that DEBBIE needs to be an Approver
4. Find MEKORMA_APROVER_LEVEL_1 on the list and Check it
5. As you change companies, the system will ask if you want to Save—click Save

Here is an example for just one user and one company showing the MEKORMA_APROVER_LEVEL_1 security level. Set this level for each approver and all of the companies that they need.

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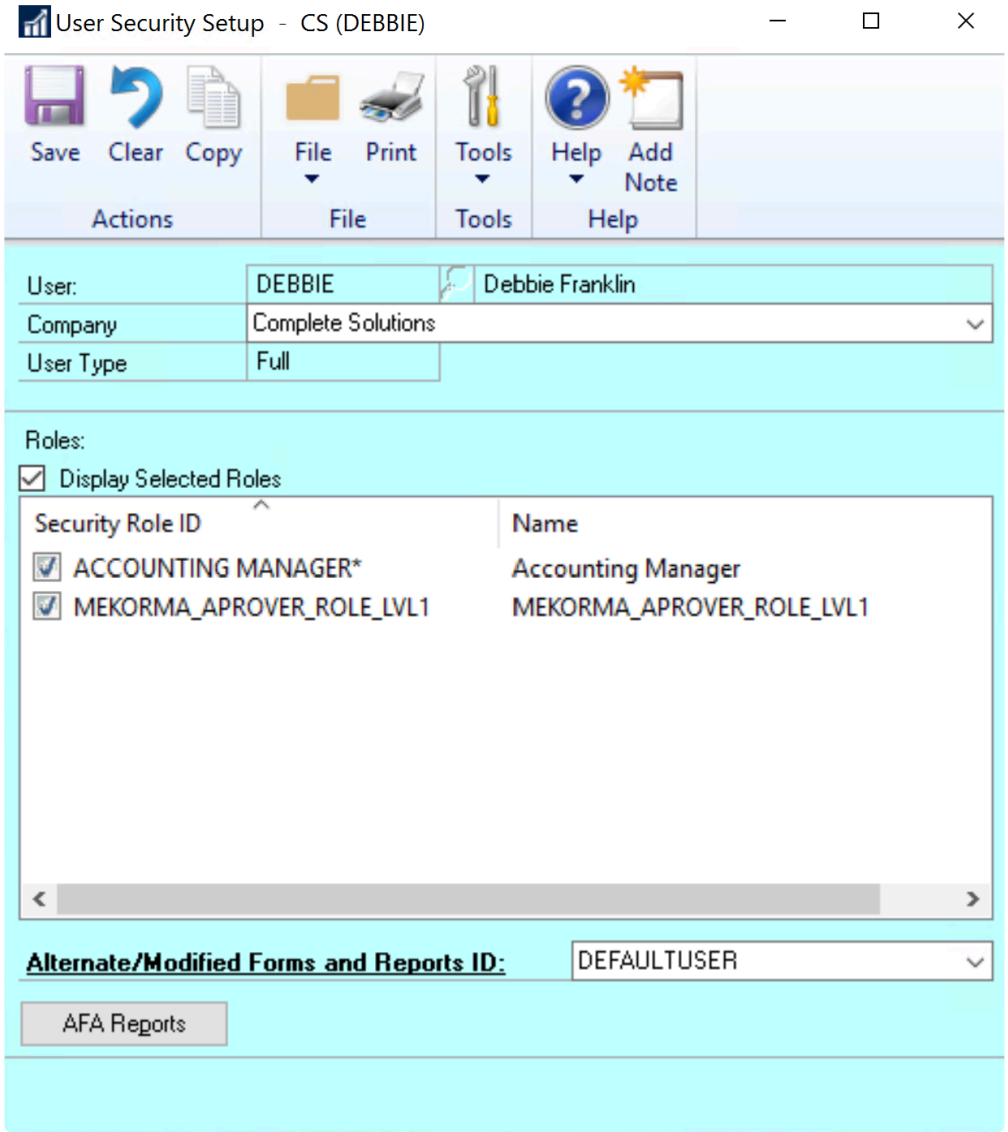


### Configure a Threshold ID where all Payments Require a Single Approver

Using the same security level, setup a Threshold ID that expects someone with Security level MEKORMA_APROVER_LEVEL_1 to approve all payments as follows:

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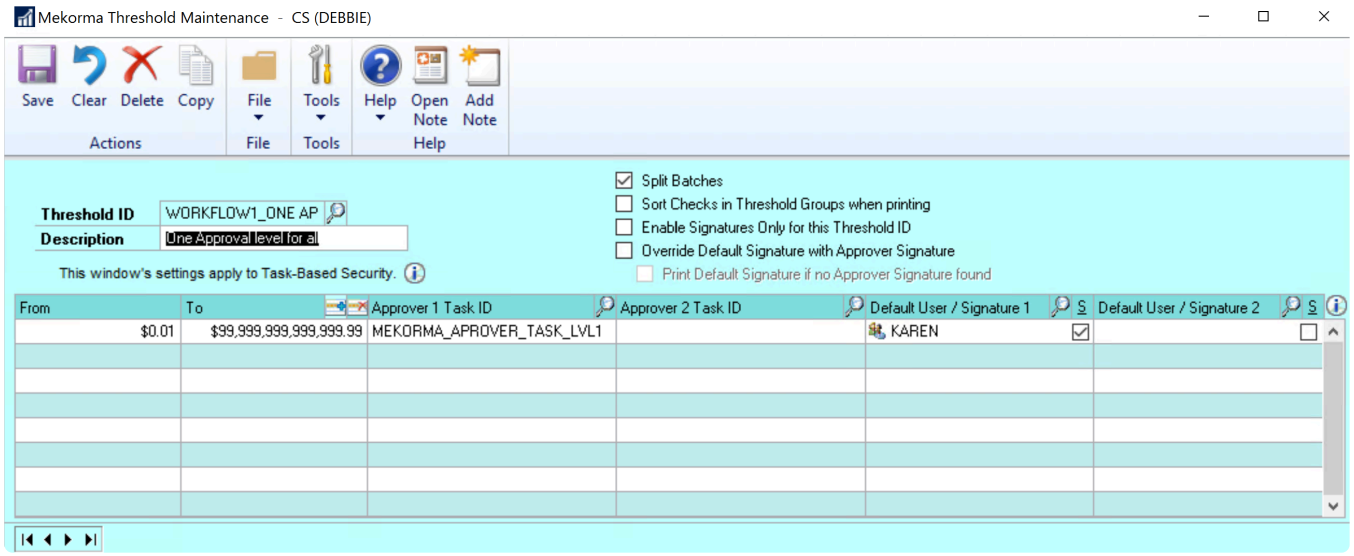


### Assign that Threshold ID to Your Checkbook

Important: now you need to go to Mekorma Checkbook Setup (Mekorma Area Page > Setup > Payables > Checkbook Setup) and make sure to assign that Threshold ID to the checkbook you want to use.

### Setup Notifications for the Approvers and Requestors

The Email/Text Notification topic explains how to setup the notification system. Read through to the section where the Administrator can setup multiple users and setup RYAN, DEBBIE and KAREN to get email.

### Test the system

To test this:

1. Login as RYAN to create a batch using the Checkbook with the Threshold ID you are testing.
2. Go to the **Print Payments** (Mekorma Area Page > Transactions > Payables > Print Payments) and pull up the batch.
3. You should see that instead of being able to process the batch, the system makes you **Request Approval**.
4. Click **Request Approval**.
5. Both DEBBIE and KAREN should get email. Find out if they did.
6. Either DEBBIE or KAREN should log in to Dynamics GP and access the Approval window (Mekorma Area Page > Left Side Bar > Mekorma Approval)
7. Follow the directions in Review and Approve to approve the batch, or, for testing purposes, just check the batch and click **Approve**
8. RYAN should get email. Find out if he did.
9. RYAN should now be able to process the batch.

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# 6.6.2. Mekorma Security Roles and Tasks

Dynamics GP System Security Roles and Tasks are used to designate groups of Approvers and Authorizers.

## The Difference Between Approvers and Authorizers

The word **Approver** or **Authorizer** is used depending on the workflow:

1. **Approver** is used for individuals with authority to approve payments using the AP workflow. This workflow includes the ability for a **Requestor** to select batches and send them for approval. One or two **Approvers** can approve from a remote location and send them back. The Approval workflow includes notifications and out-of-office settings. An optional mobile app, PowerApprovals, is also available.
2. **Authorizer** is used for individuals with the authority to approve Payroll batches. With Authorization, there is no notification workflow. The Authorizers approve by typing in their user ID and password at the time the payroll batches are printed.

## Mekorma Task and Role IDs Work in Pairs

Task IDs and Role IDs are used in two different contexts, but there is a one-to-one correspondence between them:

1. Role IDs are assigned to users.

2. Task IDs are assigned to dollar-value ranges of a Threshold ID in the Mekorma security system

A User can Approve a particular dollar-value range when their Role ID matches that level's Task ID assignment.

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

## Mekorma-Supplied Task and Role IDs Have Generic Names

Mekorma-Supplied Task and Role IDs have generic names as shown here:

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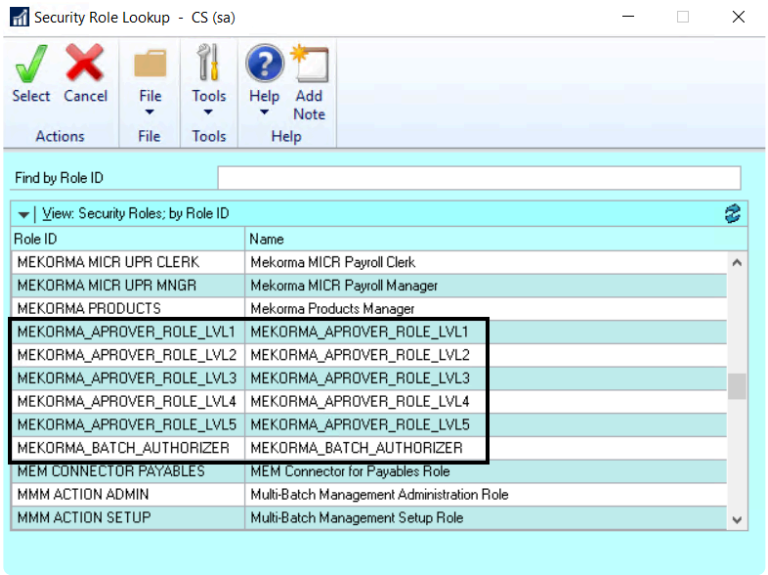


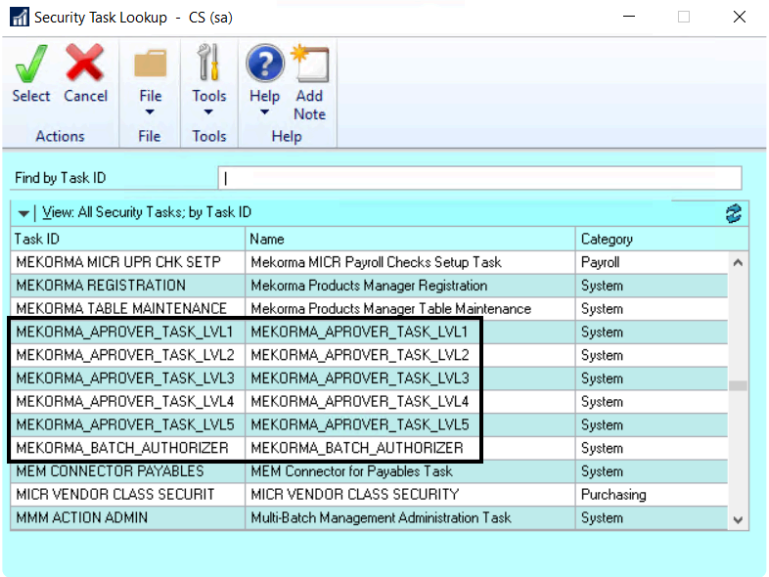


You could potentially create your own roles and tasks for the security system. For simplicity, the rest of this guide will assume that you are using the Mekorma-Supplied Task and Role IDs.

## Assign the Roles to Users

To assign the Roles to Users:

1. Open the **GP User Security** window (GP Administration module > Tools > Setup > System > User Security).

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 dollar-value level in the **Threshold ID** for the Approval (Payables) or Authorization (Payroll) system.

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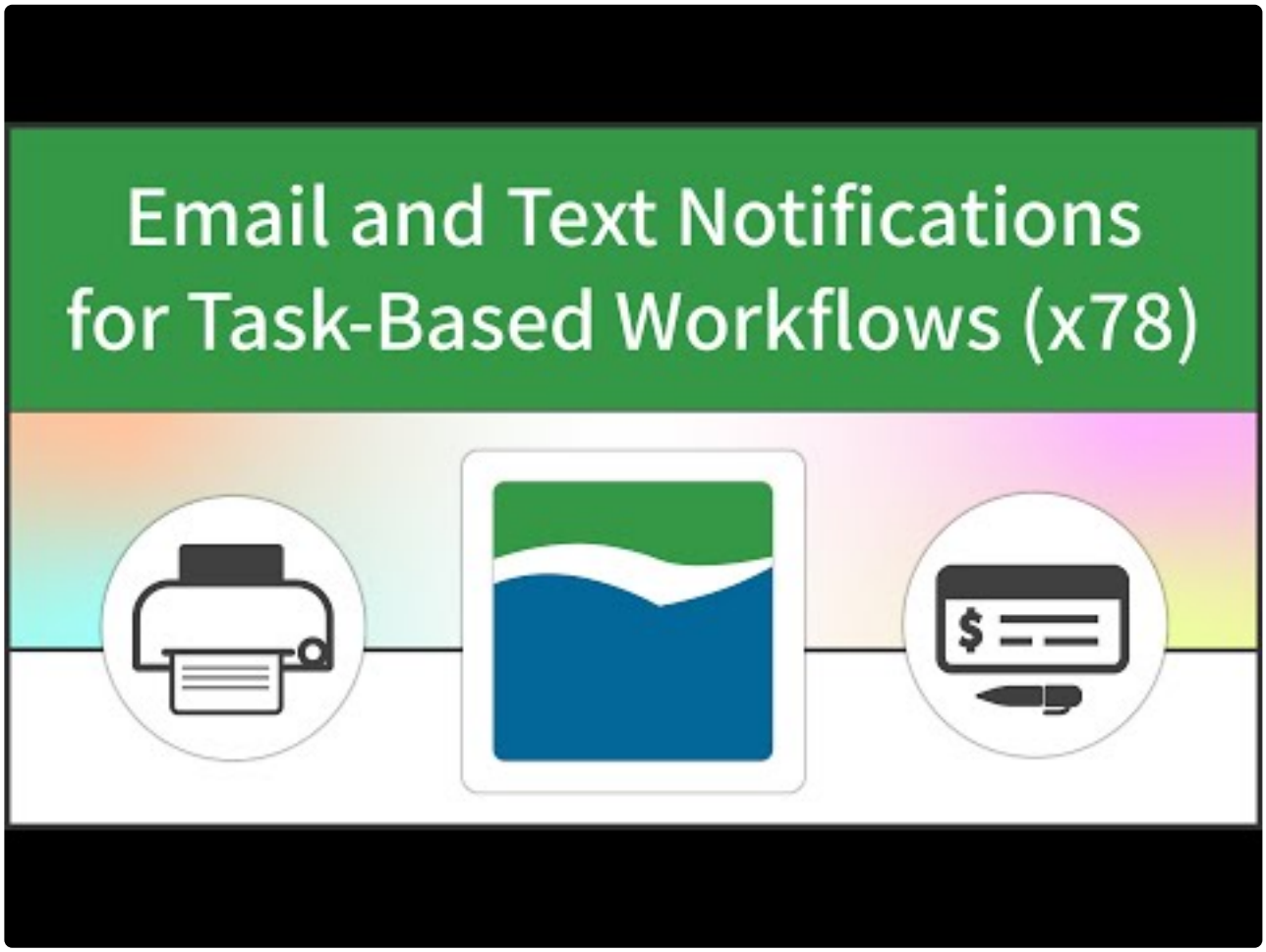
# 6.6.3. Email/Text Notifications

## Setup for individual users

Users assigned to Approver 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

1. Log in and open the **Mekorma User Preferences** window (Microsoft Dynamics GP drop-down > User Preferences > Additional > Mekorma User Preferences)
    - (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

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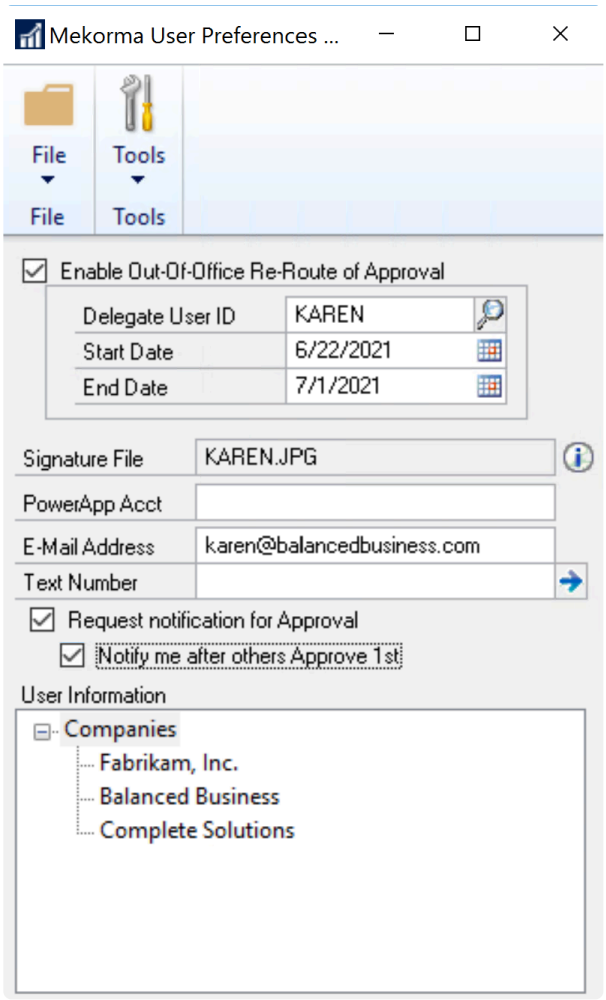
- Check the box **Request Notification for Approval** if you want to be notified that your approval has been requested.
- Checking the box **Notify me after others Approve** will ensure that if you are the second Approver for a threshold level, you will be notified *after* the first Approver has approved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




### Administrators: Set up multiple users

**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 Maintenance** window (Mekorma Area Page > Setup > System > Security Setup).

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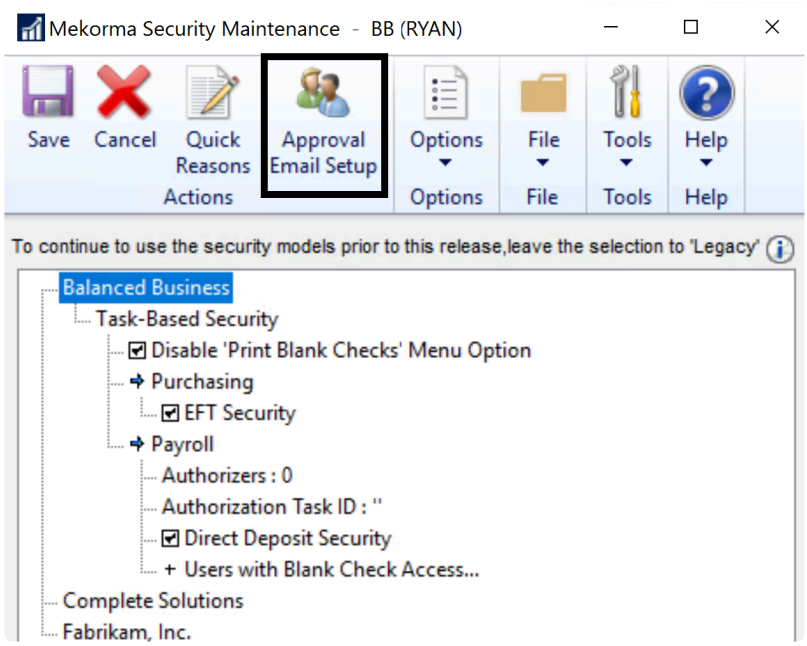
3. Click on **Approval Email Setup**.




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.

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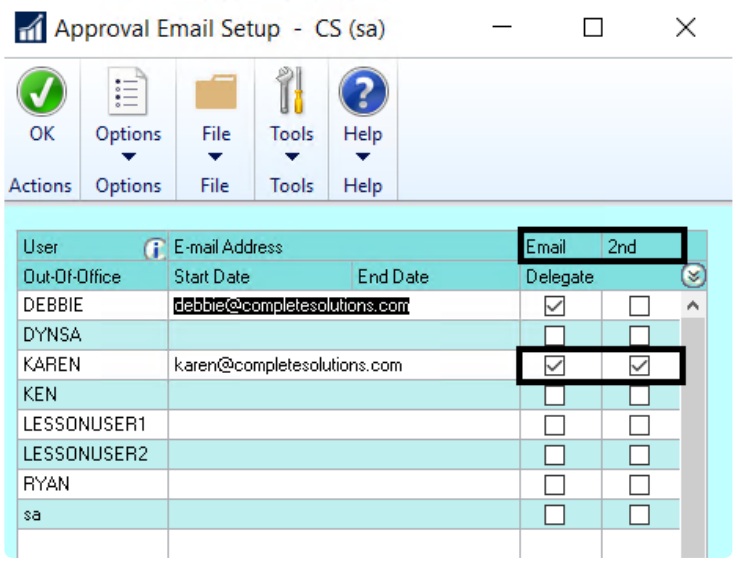
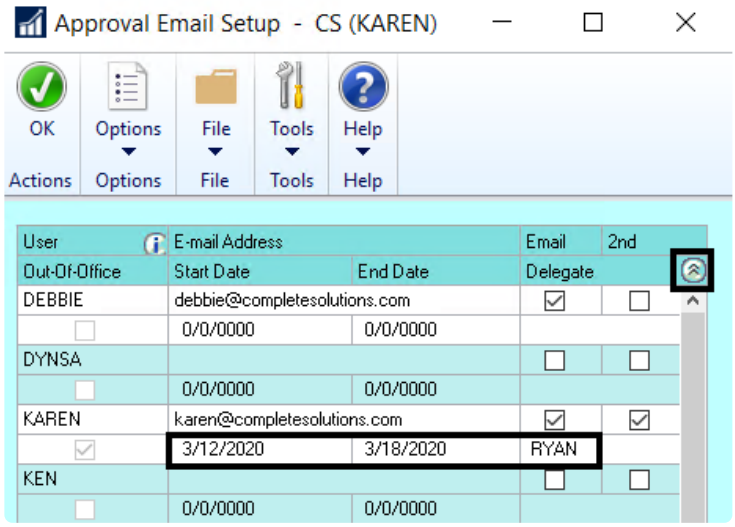



6. Adminstrators can expand the rows by clicking on the chevron arrows:




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.

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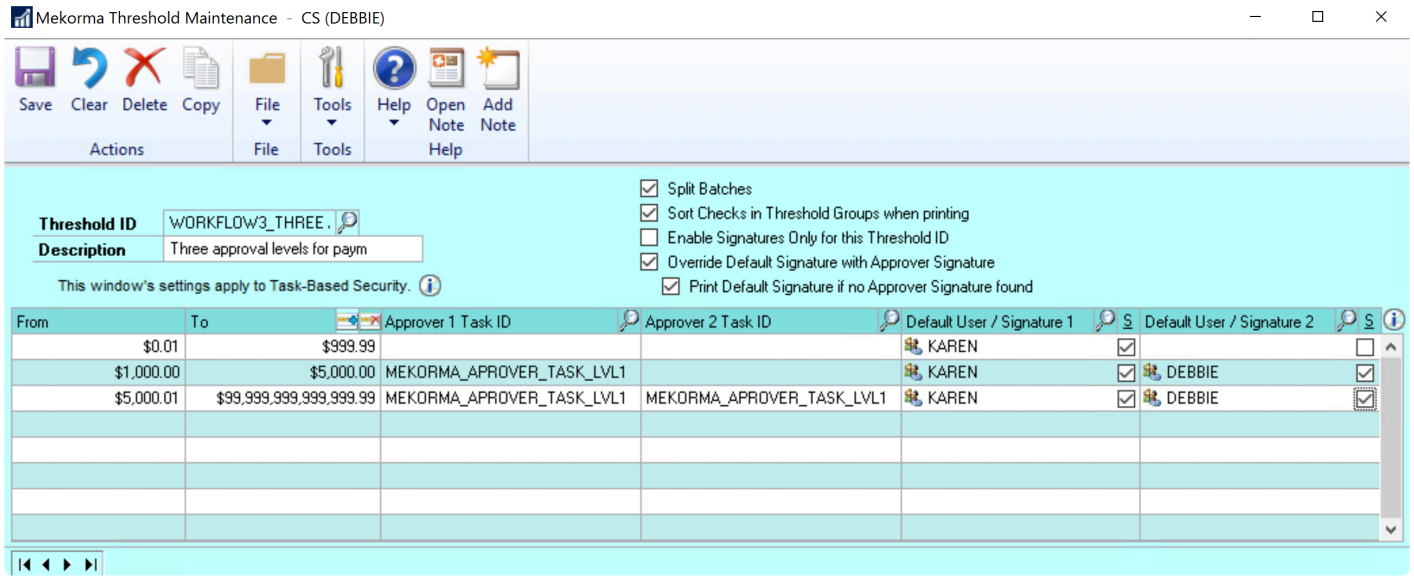
# 6.6.4. Intermediate Approval Workflows--Approvals Based on Dollar Amount

## An Intermediate Workflow with One Approval Group and Different Range Rules

In an intermediate workflow scenario, you may have the same three theoretical people that you have in a Simple Approval Workflow:

- RYAN : A Requestor—he creates batches and submits them for approval
- KAREN : An Approver
- DEBBIE : An Approver

However, in this scenario, they want the workflow to handle some of their payments without approval, and some of the payments require two approvers. This is how it looks:




In this scenario payments under $1K can be processed without approval. Either KAREN and DEBBIE could approve payments in the $1K-$5K range by themselves. However, both of them need to approve payments over $5K.

### An Intermediate Workflow with Two Approval Groups and Different Range Rules

Now we'll introduce different approver levels. Let's introduce a new user, KEN, with Mekorma Security Role MEKORMA_APROVER_LEVEL_2. You can review how to do this in Mekorma Security Roles and Tasks.

As above, the workflow will handle some of their payments without approval, and some of the payments require two approvers. However, in this case, once DEBBIE approves the group of payments > $5K, KAREN can no longer approve them. Payments in that range require one approver at

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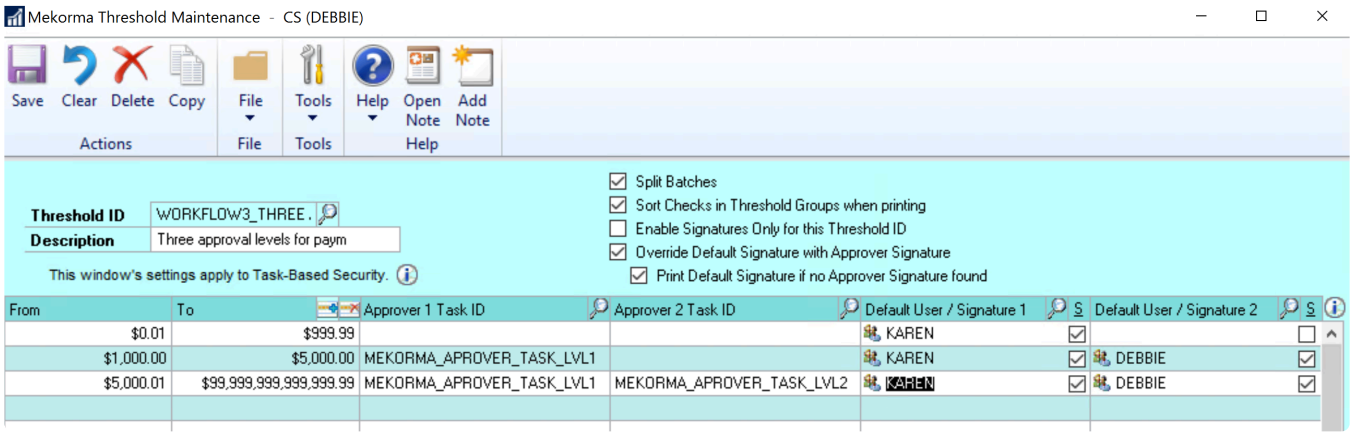
MEKORMA_APROVER_LEVEL_1 and another at MEKORMA_APROVER_LEVEL_2. So now we need KEN to step in to approve them.




As you can see, there is a lot of flexibility in designating higher approval groups by using ranges and up-leveling the Mekorma Approver Role.

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# 6.6.5. Vendor Class Security

The Vendor Class Security feature provides the flexibility to customize Mekorma's security settings on a per Vendor Class basis. 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 and assigned to the vendors that should have different security rules.
- Configure a **Threshold ID** for each vendor class that needs special rules.
    - These Threshold IDs would be different than the ones assigned to the underlying checkbook and will overrule the default rules on that checkbook.

Please see Advanced Approval Workflows for specific examples of how you could use this.

To assign those **Threshold IDs** to Vendor Classes:

1. Open the **Mekorma Vendor Class Security Setup** window (Mekorma Area Page > Setup > Company > Vendor Class Security). 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.

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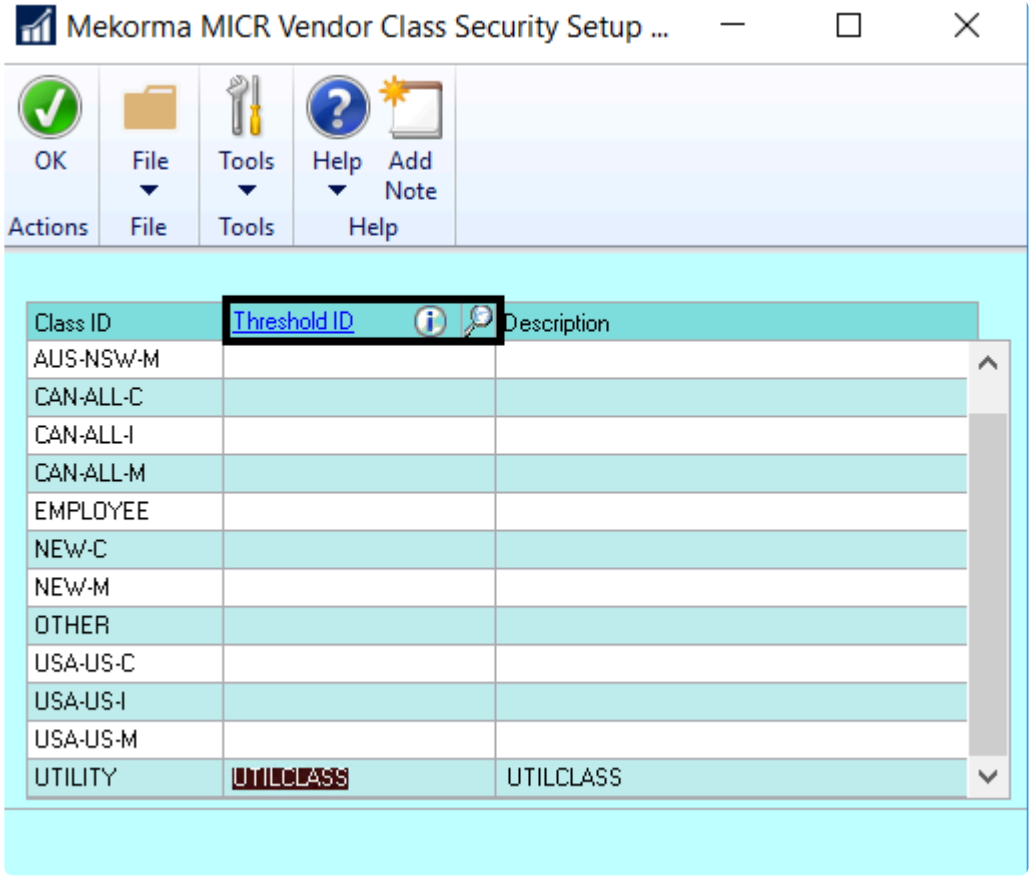


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# 6.6.6. Advanced Approval Workflows--Approval based on Dollar Amount and Vendor Class

Advanced Approval Workflows use a combination of Checkbook Threshold ID and Vendor Class Security Threshold ID to designate powerful rule variations. In some cases, this will save work for the Approvers when certain payments can be automatically approved. In other cases, this can tighten controls when certain payments need extra levels of protection.

**Here is one specific set of rules that includes both examples:**

The basic rule for the company is this:

- payments < $1K are automatically approved
- payments > $1K and < $5K require one approver
- payments > $5K require two approvers

**However, let's say the company wants to make two exceptions:**

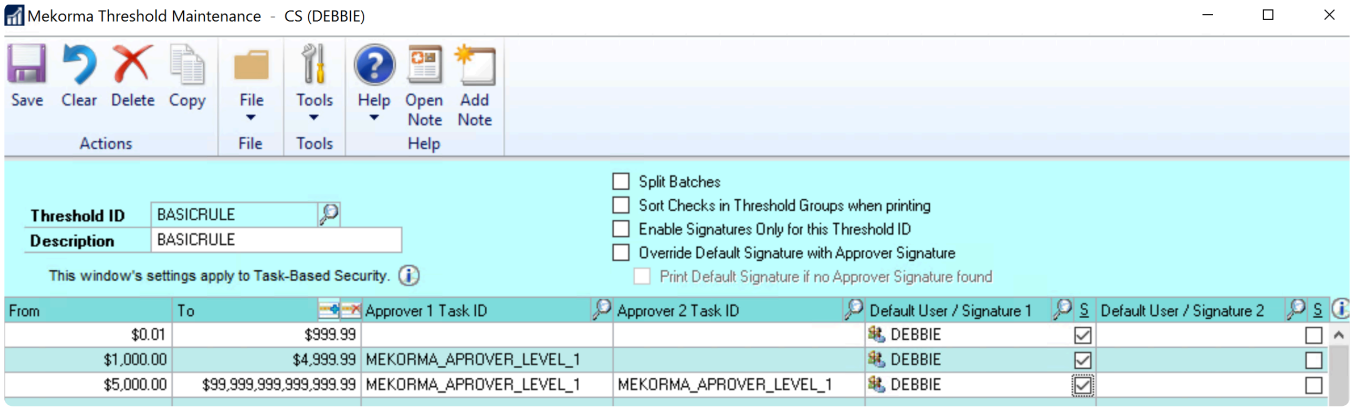
- For vendors in the EMPLOYEE class (expense reimbursements), they always want to require two approvers regardless of payment amount and one of them has to be the CFO (i.e. higher level approver).
- For vendors in the RENT class, they always want the payment to go out automatically without approval.

**For this scenario there are 3 Threshold IDs :**

- BASICRULE is configured and then assigned to the checkbook.
- EMPLOYEE is configured and assigned to the EMPLOYEE vendor class.
- RENT is configured and assigned to the RENT vendor class.

In all cases the checks print with one signature.

**BASICRULE**

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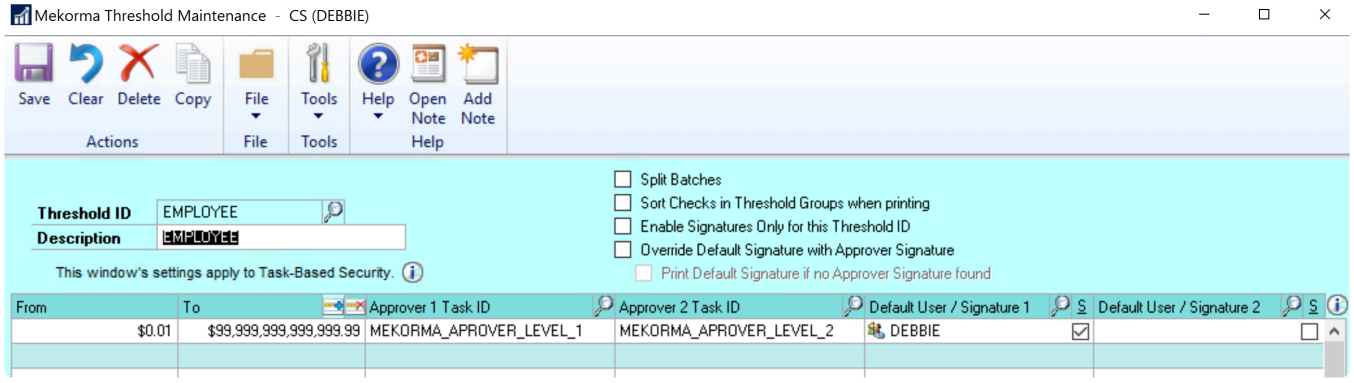
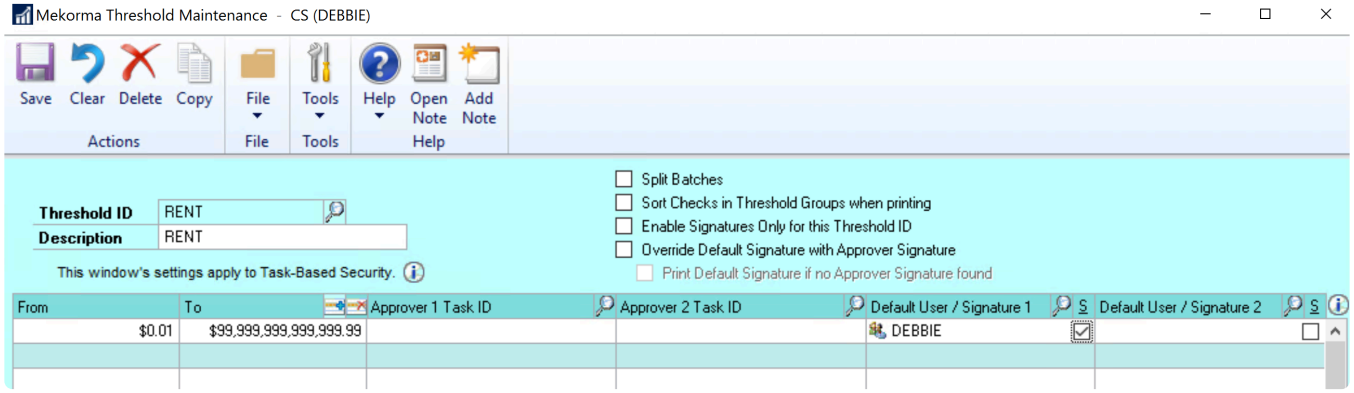
## EMPLOYEE




## RENT




Please see Vendor Class Security for information on how to designate these Threshold IDs to their respective Vendor Classes.

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# 6.6.7. Power Approvals: Configure Mobile Approvals

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.

## 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 Task-Based security. Any companies still functioning using Mekorma Legacy security (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

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accessed by opening Power Apps on a mobile device.

Approvers are then ready to use the mobile app to review, reject and approve payments!

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# 6.6.8. Optional Security Settings

The settings in this section enable you to tune your workflow with various options:

Enable Split Batches tells the system to split the batches based on Threshold ID Dollar-value ranges. The purpose of this is that if one range is fully approved it can continue to be processed while other ranges are awaiting approval.

Out-of-Office allows an Approver to designate another Approver of equal or great authority to cover for them and get notified while they are away.

Enable EFT/Direct Deposit Security applies the same rules to electronic payments that apply to check batches.

Quick messages allow users to enter frequently used reasons for rejecting a payment or voucher.

Setup Security Rules for Transaction Checks explains how the Threshold IDs apply when it comes to Transaction checks, our recommendations and limitations in this regard.

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# 6.6.8.1. Enable Split Batches

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

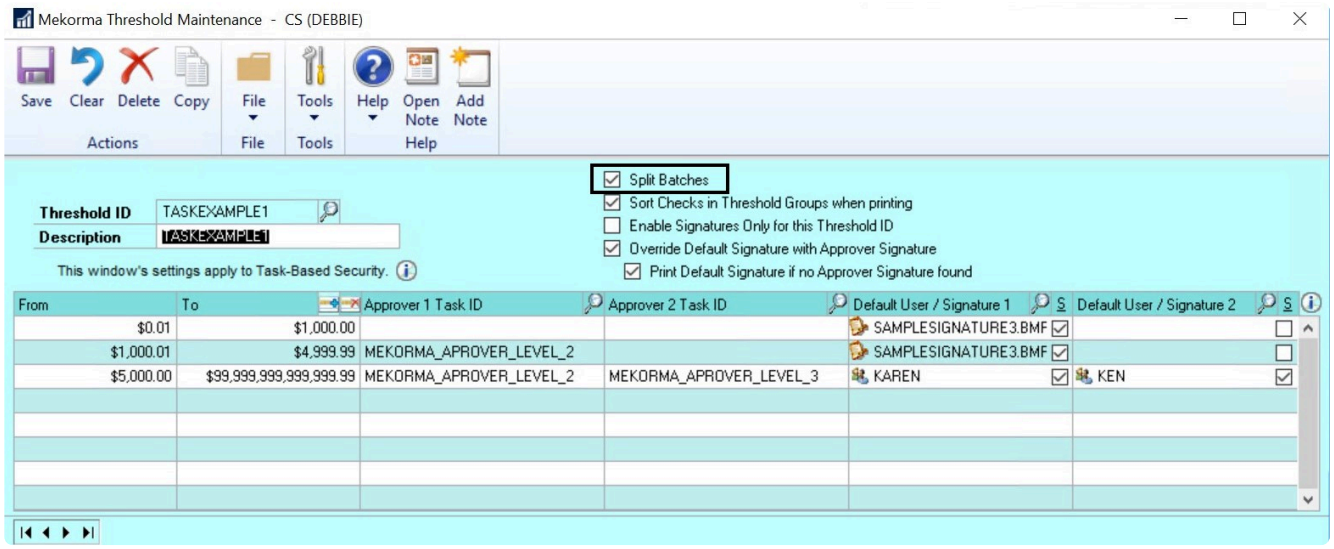
- If transactions within a certain threshold range *do not* need to be approved, those transactions can be placed into their own batch to continue through the workflow.
- Transactions that *do* require approvals are split into separate batches according to threshold level and then go through the configured approval process.

You can split payables batches based on the threshold levels designated in the applied Threshold ID.

1. Open the **Mekorma Threshold Maintenance** window (Mekorma Area page > Setup > System > Threshold Maintenance).

2. In the **Threshold ID** field, create a new Threshold ID that has at least 2 dollar-value ranges or use the lookup to select an existing Threshold ID.

3. Mark the checkbox labeled **Split Batches**.




The split batch functionality will now activate and your batches will split by threshold level if each threshold level has a different set of approvers.

To see how split batches works when processing payments, click here.

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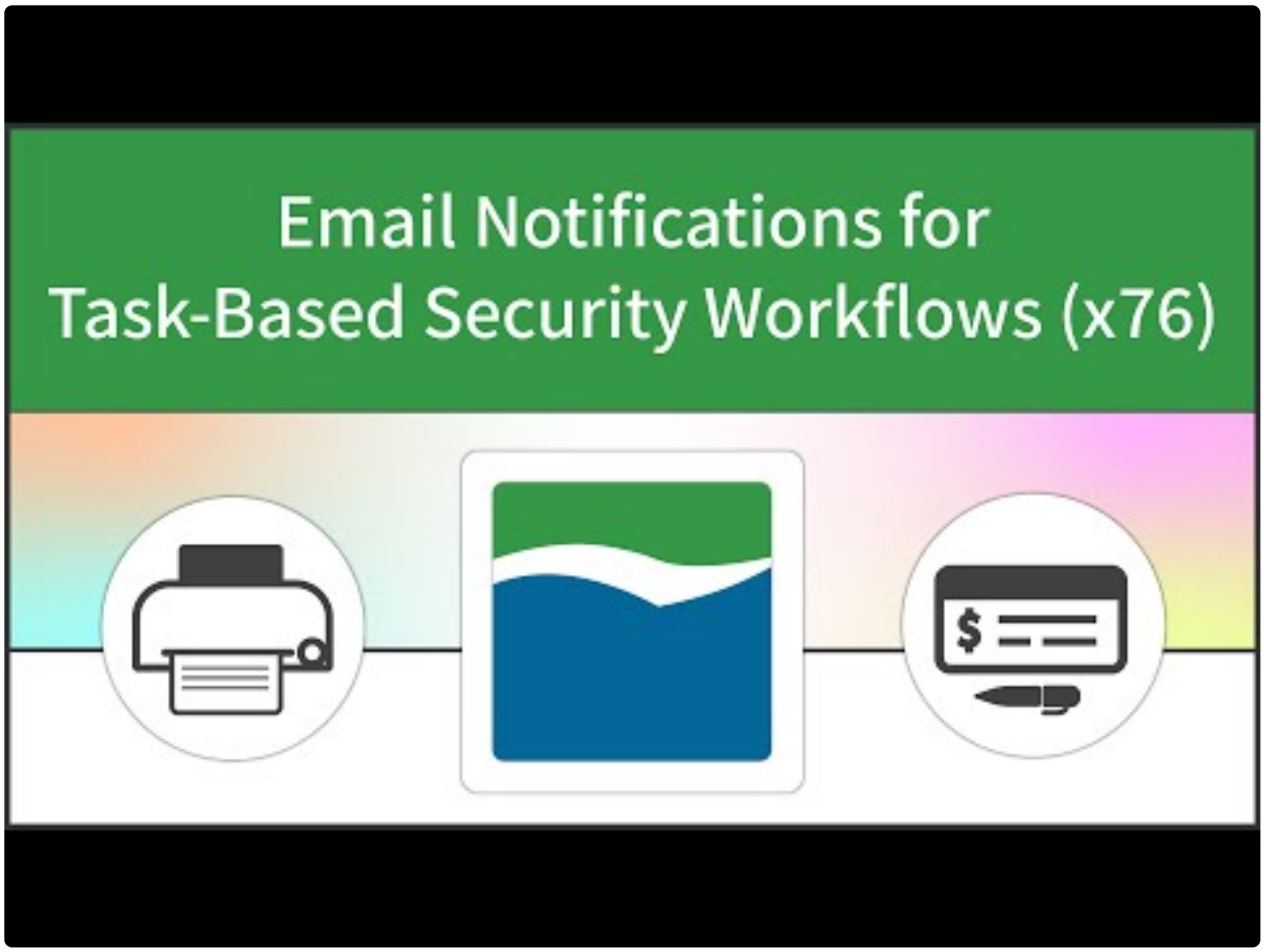
# 6.6.8.2. Out-of-Office Feature Setup

If an Approver 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 on your behalf.

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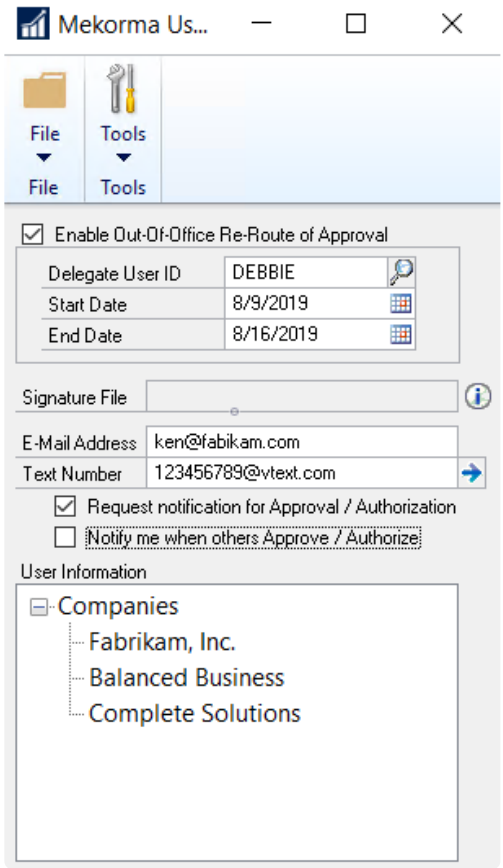
4. Use the look-up to select the desired Delegate. All GP users will be listed, but *you must choose a User with access to the Mekorma Approval or Batch Status List so they are able to approve transactions*.




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

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

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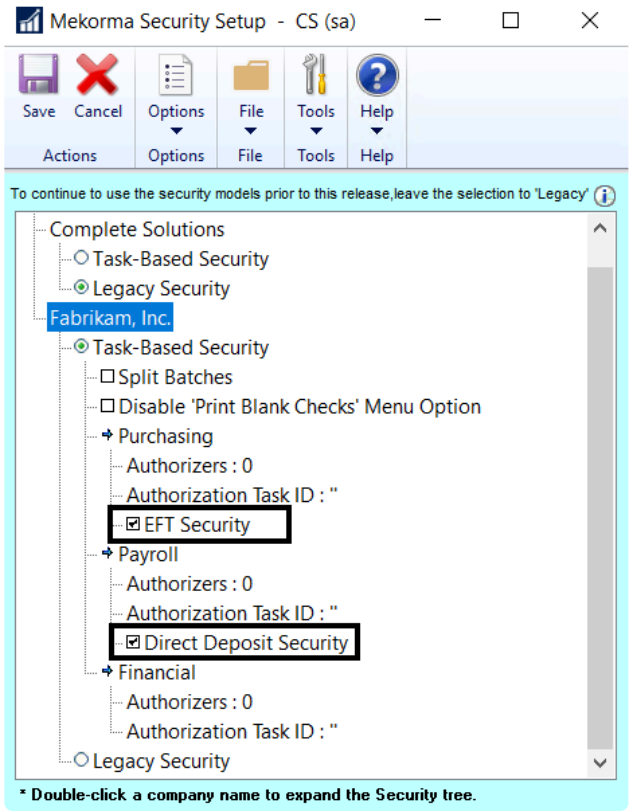
# 6.6.8.3. Enable EFT/ Direct Deposit Security

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** tree is expanded.
3. Check the box next to **EFT Security** (Purchasing) and/or **Direct Deposit Security** (Payroll).




4. Click **Save**.

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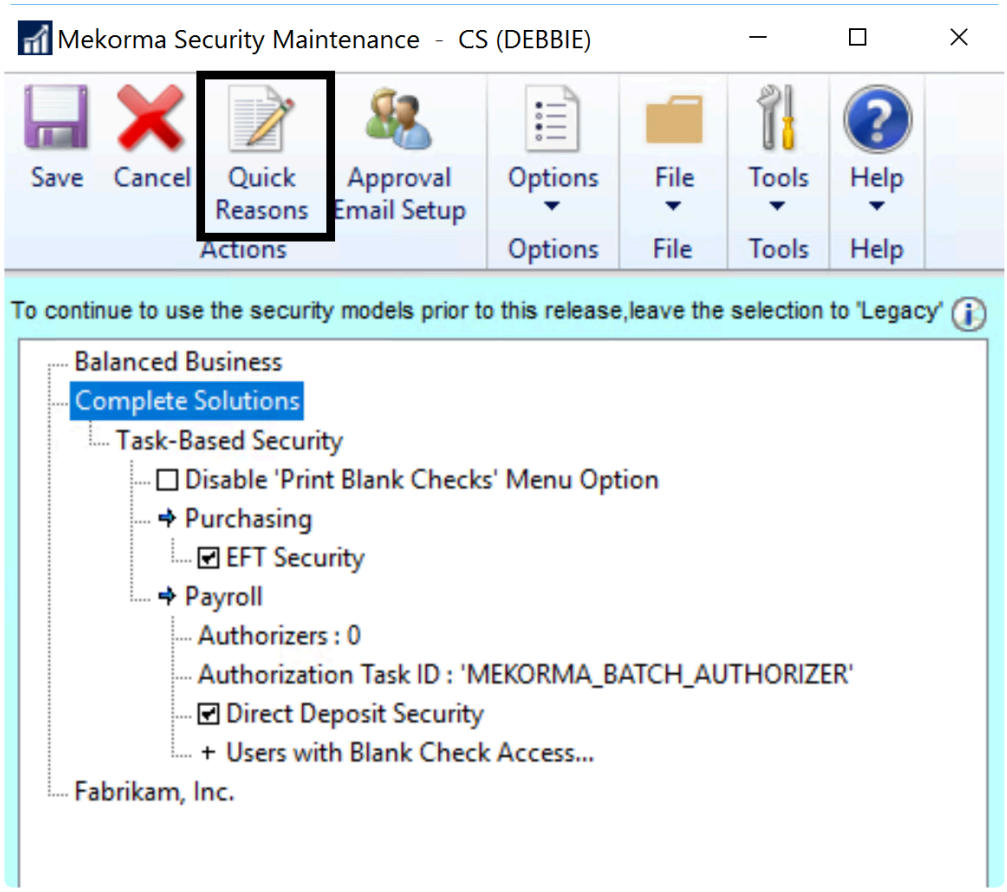
# 6.6.8.4. Configure Quick Messages

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.

1. Open the **Security Setup** window.

2. Click on **Quick Reasons** to open the **Quick Reasons** 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.

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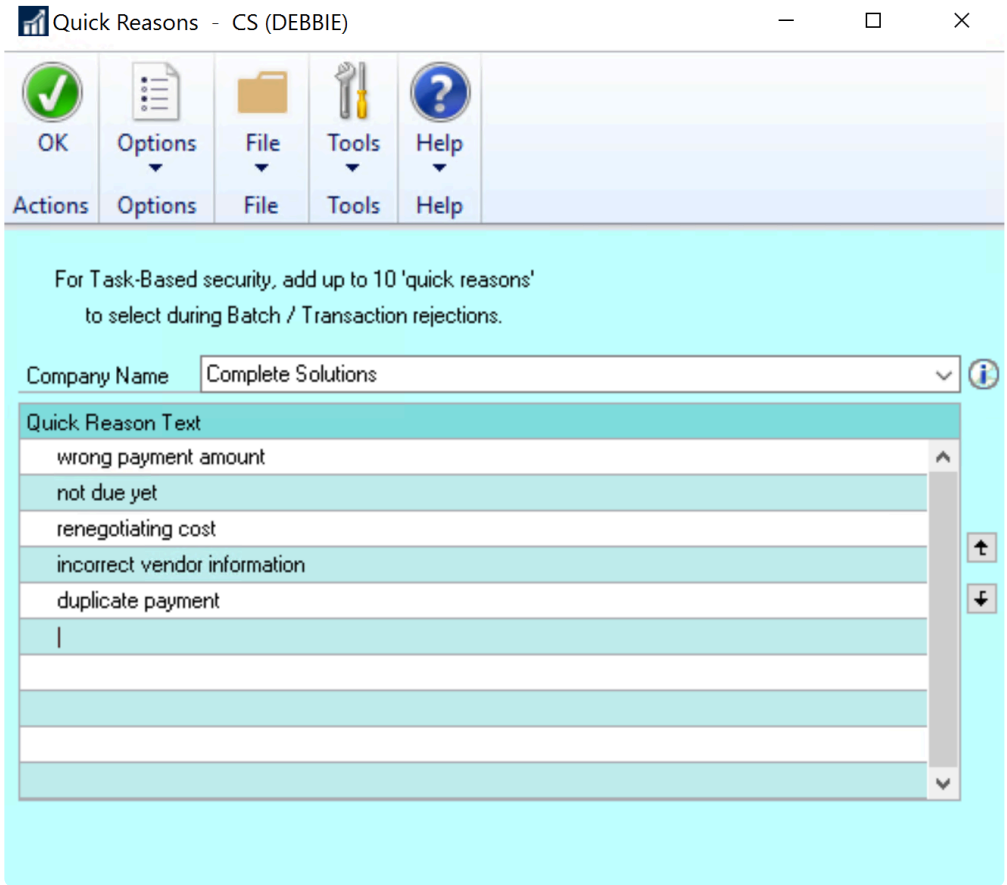


5. Click **OK** to save and close the window.

6. Approvers can then use Quick Reasons during the approval process, when a payment or voucher rejection reason is needed.

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# 6.7. Security for Transaction Checks

## Recommendation: Separation of Duties = Disable Transaction Checks

Giving access to the same person to enter an invoice into the system and to cut a payment is a security concern. Best practice recommends **separation of duties**.

For that reason we recommend withholding access to the alternate window for Mekorma Transaction Checks. This will effectively disable transaction check printing by making any checks printed unusable. The system will offer regular GP check printing but since you are printing checks on blank check stock they will not have the MICR line, signatures, or other necessary features.

## Option Two: With Secure Approval Workflow Implemented, Transaction Check printing is limited to Approvers

Since Transaction checks are printed on-the-fly, we cannot send them through a workflow. However, the security rules that you have setup still apply. For recommendations about how to setup security with transaction checks in mind, see Setting Security Rules for Transaction Checks If you choose to give access to transaction checks, they can be printed if the following conditions hold:

1. the GP User entering the transaction and printing is set up as an approver with a security task.
2. the check is within the threshold level that that user is allowed to approve.
3. only one approver is required.

If two approvers are required for the check in question, the invoice will need to be posted and the payment will need to be submitted through the Approval workflow.

The user who prints the check is recorded as the Approver the audit log.

> Note that if the vendor being paid has a Threshold ID assigned to their Vendor Class, those rules will override the rules on the checkbook.

## Last option: No Security

Finally, if you do not enforce security rules in your setup, for example you use signatures only but no approvers, you will be able to print a transaction check if the user has Alternate window access.

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# 6.8. Security for Miscellaneous Checks

Coming soon

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# 6.9. Setup Authorizers for Payroll

The US and Canadian Payroll systems benefit from Threshold ID security. However, they do not have the same kind of workflow. The way that Payroll works is that one user must Build, Calculate and Print the checks and cannot interrupt the flow to send a notification to an Approver.

Instead of going through a workflow, you can designate an Authorizer Task ID on your Payroll system to impose one or two Authorizers. Anyone that has the Authorizer Task ID assigned to them will be able to put in the their Dynamics GP User ID and Password right before the payments are generated in order to authorize. If you configure for 2 Authorizers, then two people will need to put in their credentials. They will have to be present in person or via a remote desktop session to enter their credentials.

To set this up:

1. Open the **Mekorma Security Maintenance** window (Mekorma Area Page > Setup > System > Security Setup).

2. Click the word Authorizers under the Payroll Tree. A form will appear to the right.

3. Change the number of Authorizers to 1 or 2.

4. Choose the Authorization Task ID. Mekorma supplied the ID **MEKORMA_BATCH_AUTHORIZER** for this purpose.

5. Click the **DD Security** checkbox if you want to impose the same Authorization rule on both checks and Direct Deposits (recommended).

6. Click **Save**.

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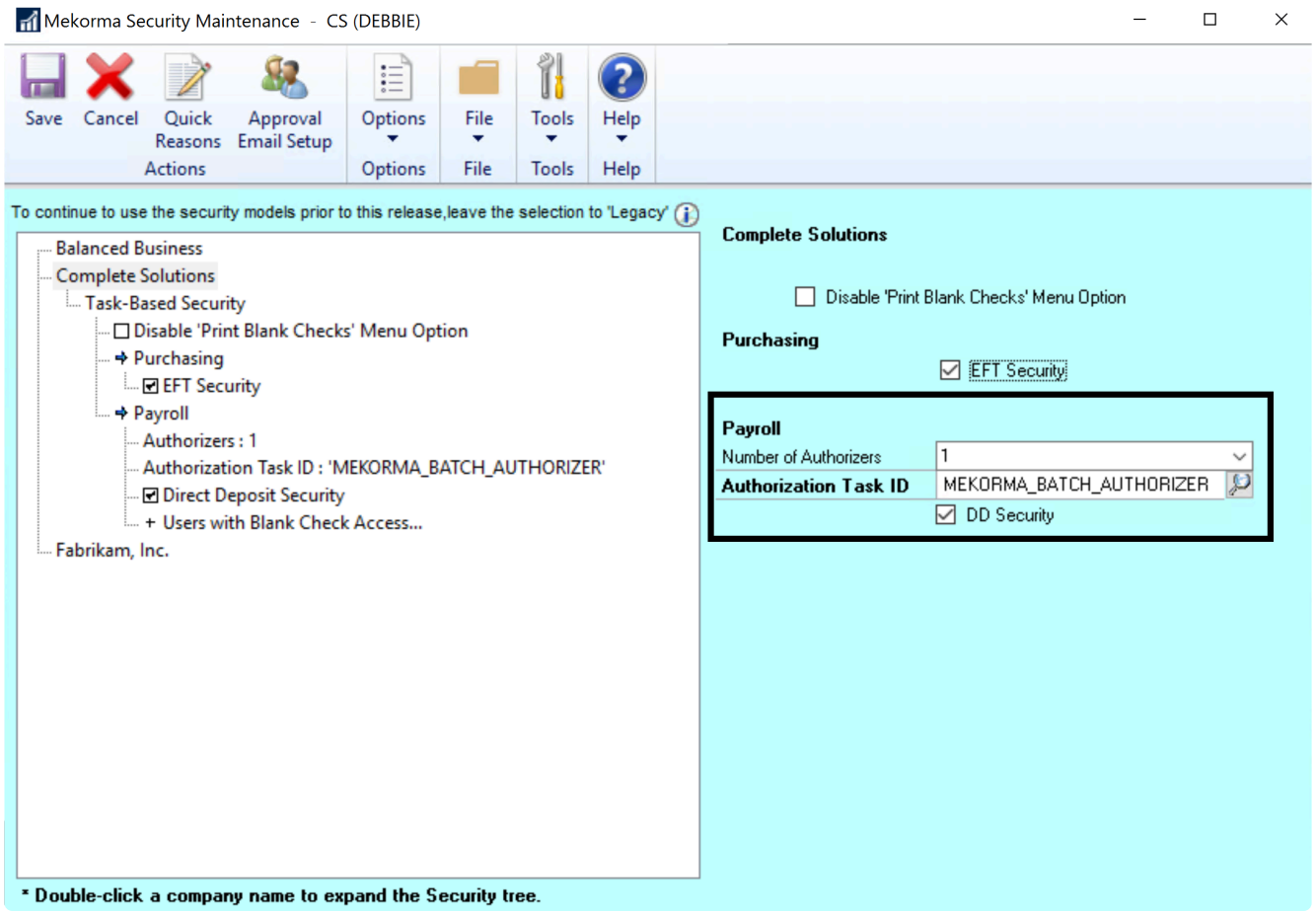


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# 6.10. Automate the Selection of Printers

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

1. Use the **Action Board printing options** when printing payments from the Action Board.

2. Configure GP's **Named Printers**

## 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.

## GP Named Printers

Mekorma leverages Microsoft Dynamics GP's **Named Printers** feature to bring 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 and you will not have to choose a printer each time you process payments.

This is how to automate the selection of printers if you are not using the **Action Board**

Follow this link for instructions on how to setup your Named printers.

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# 6.10.1. Action Board Printer Selection

You can set up print tasks on a system, company, or on a per-user basis for payments printed from the Action Board. For context, Action Board Setup will give you broader overview of the Action Board.

> ! Note that because of the variety of printer and operating system configurations, especially with Citrix and Terminal Server environments, this selection needs to be activated by our Customer Success Team. Please contact Customer Success if you would like to use it and they will enable it free of charge and make sure it works in your environment.

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 option.

## Admin Printer Selection

To configure default Action Board printers, either for *all* companies or for specific companies the System Admin can do this setup in advance:

1. Open the **Action Board Setup** window (Mekorma Area Page > Setup > System > Action Board Setup) and click on the **Printers** button. This will open the **Action Board Printer Setup** window.

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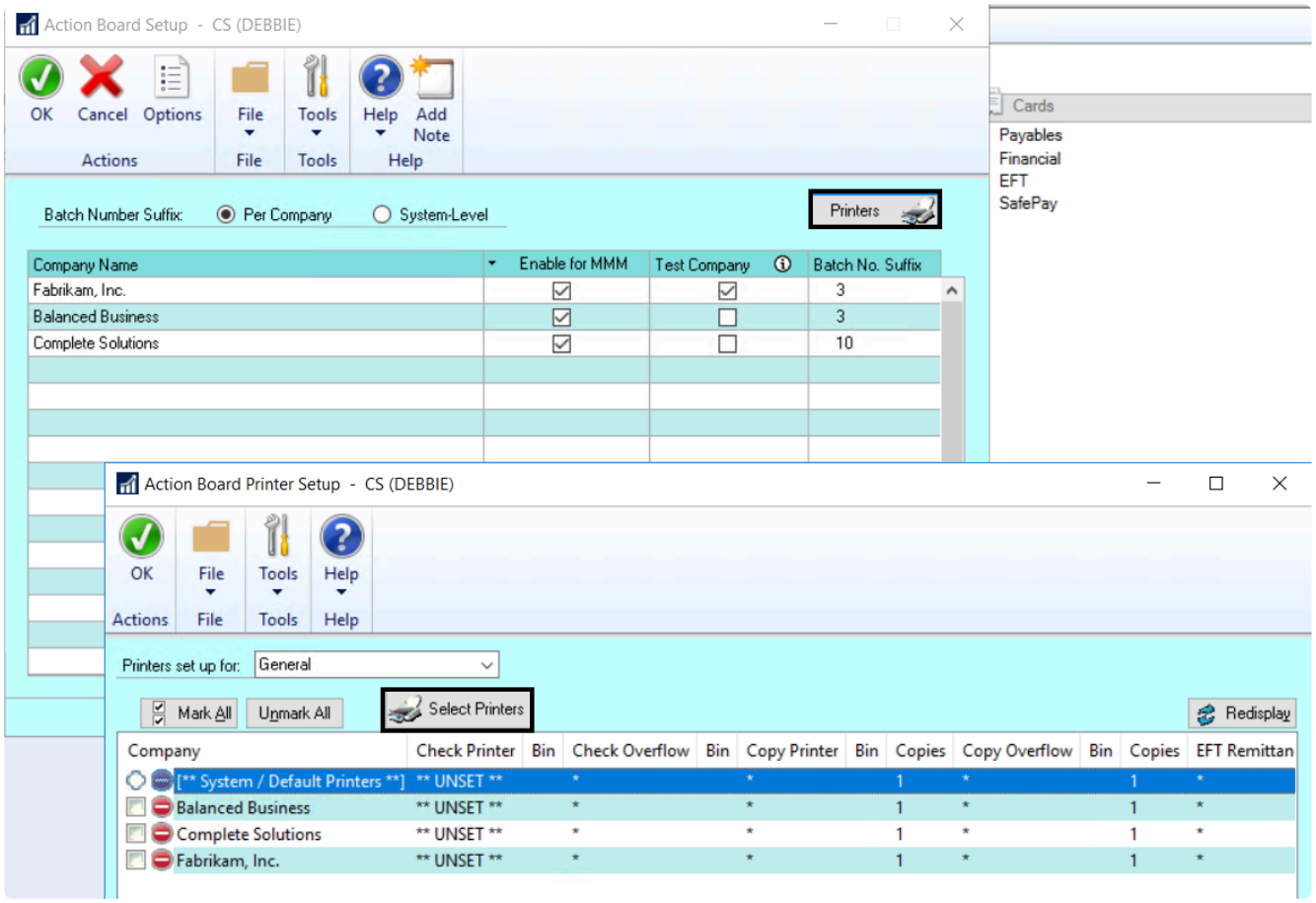


2. Select **System/Default printers**. To configure default Action Board printers for individual companies that override the system-level settings, follow the same steps except select a company, or choose multiple companies that should have the same printer assignments instead of selecting **System/ 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—your actual checks.
   - Check Overflow—your remittances if you are using overflow pages. You could designate the same printer as checks but a different printer bin in order to get your checks and overflows to collate.
   - Copy Printer—non-negotiable check copies (but see PDF Check Archive for an electronic way of doing this).
   - Copy Overflow—remittance overflows for copies.
   - EFT Remittance—if an EFT remittance needs to be printed you can direct it elsewhere so that it doesn't use check stock.

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

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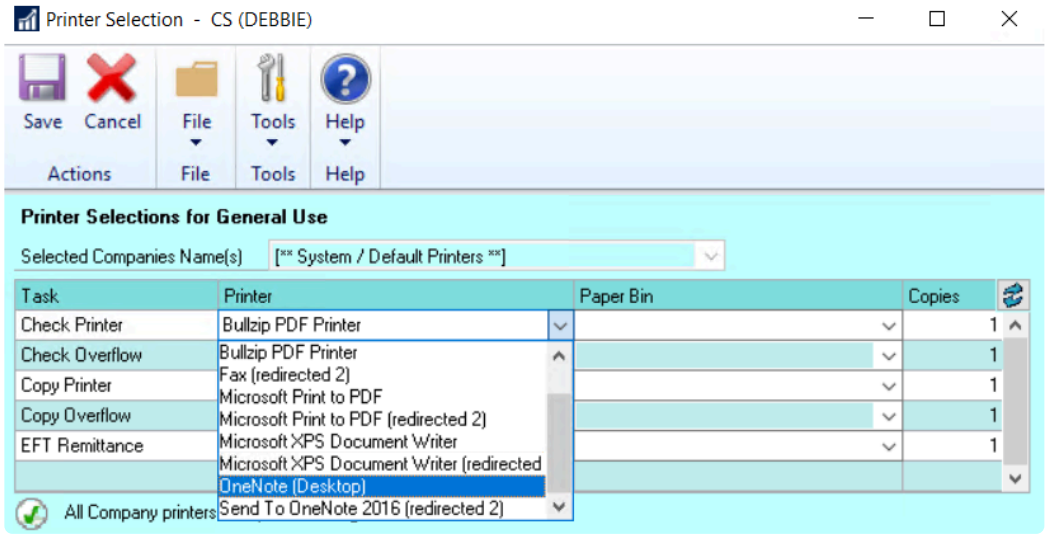


5. **Save** the settings. The default printer setting will then apply to all companies. When processing payments from the Action Board, checks and EFT remittances for all companies will print from the System/Default printer.

# 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. User-level settings override both company and system-level settings:

> 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.

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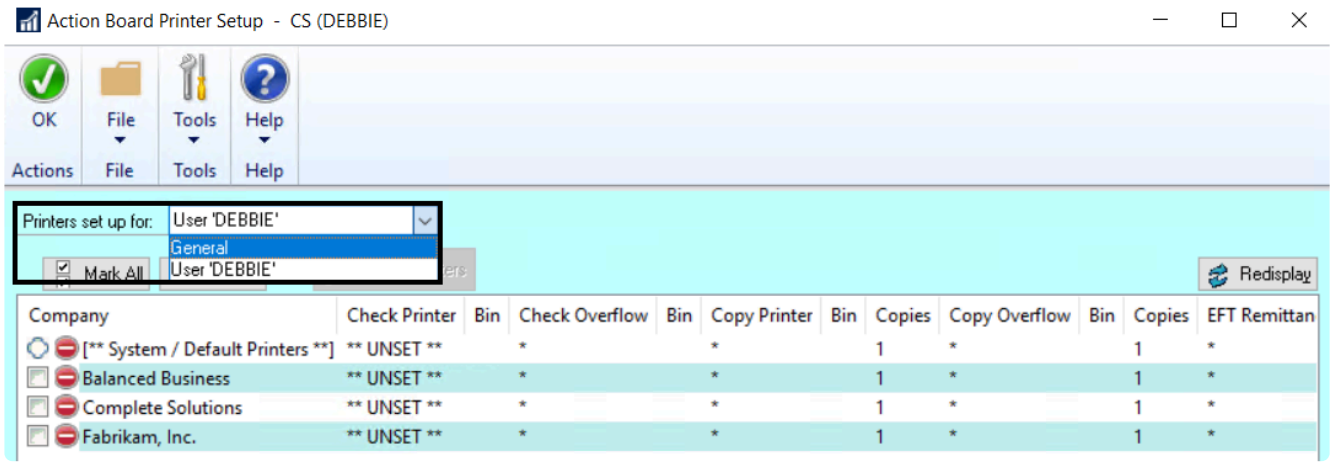
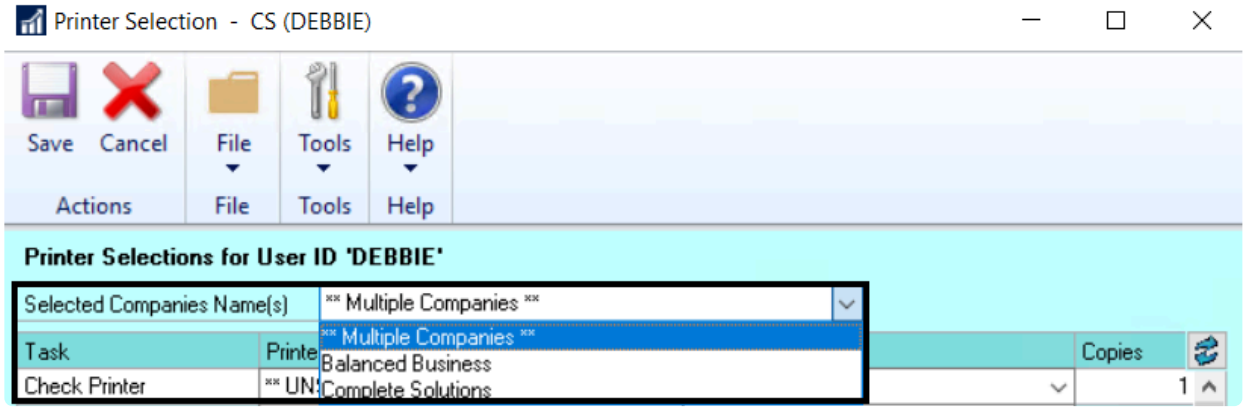



4. Choose either System/Default printer to apply your individual settings across all your GP companies. Or, choose one or multiple companies to customize the printer selection. Click the **Select Printers** button to open the **Printer Selection** window.

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 (see above explanation).

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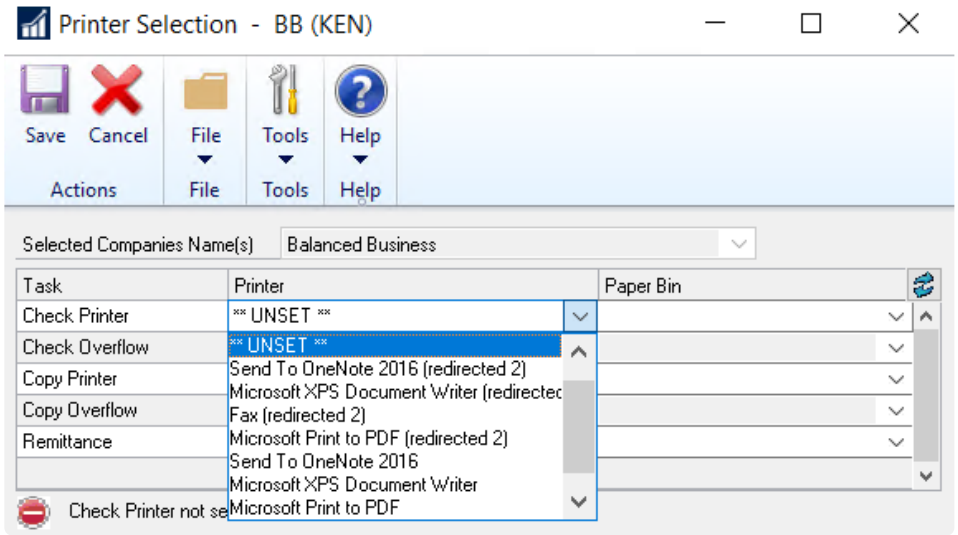


7. **Save** the settings. The printers specified will only apply to payments printed by that user, for the specific tasks configured. **User settings will override Company and System/Default printer settings.**

> ! **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.

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# 6.10.2. Named Printers with Mekorma Payment Hub

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. Setup Named Printers
2. Assign Named Printers to Mekorma Tasks

https://www.youtube.com/embed/8_RlBvtUrG4?rel=0

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# 6.10.2.1. Setup Named Printers

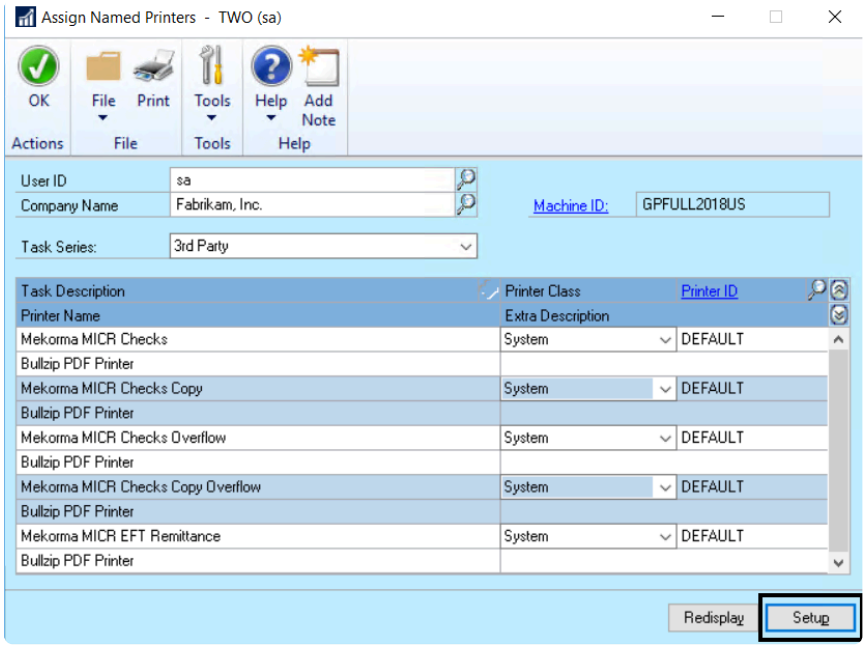
The first step in configuring Named Printers is to name them! Printers must be setup with Printer IDs:

1. Login as an Administrator.

2. Navigate to the **Assign Named Printers** window (Microsoft Dynamics GP drop-down menu > Setup > System > Named Printers).

3. Confirm that a Machine ID is entered, and that a default printer has been assigned in Dynamics GP.

4. Click on **Setup** to open the **Setup Named Printers** window.




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

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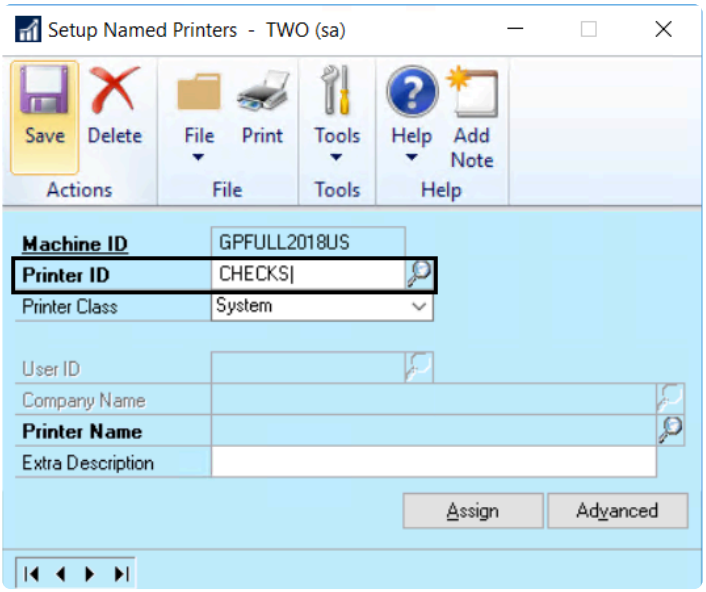
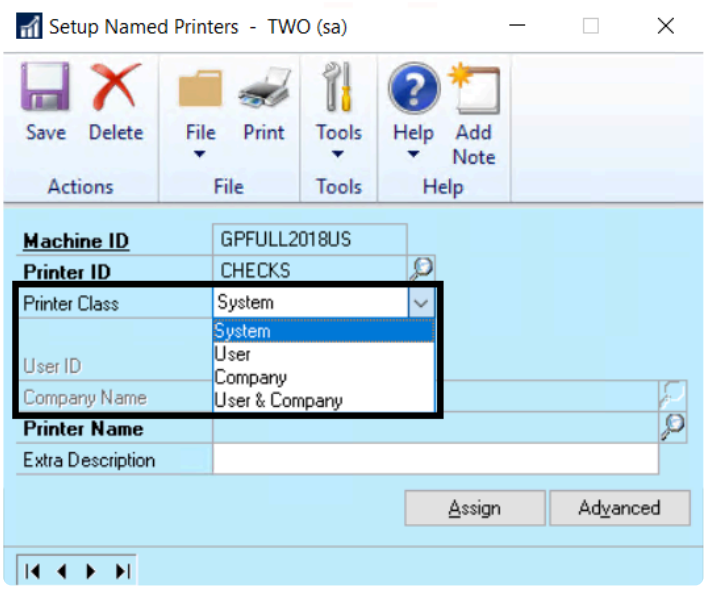



6. Choose the Printer Class from the drop-down menu options:
   a. **System**: Applies the same designated printer across companies and for every GP user.
   b. **User**: Allows each individual user to be assigned a unique printer, applied to every company the user prints from.
   c. **Company**: Gives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




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

> ! When setting up a printer for check copies, you must enter the integer value (1, 2, 3) for the number of copies desired in the 'Extra Description' field. Check copies will not print if this

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field is left blank.

8. Click **Save**.

9. Proceed to assign printers to Mekorma Tasks…

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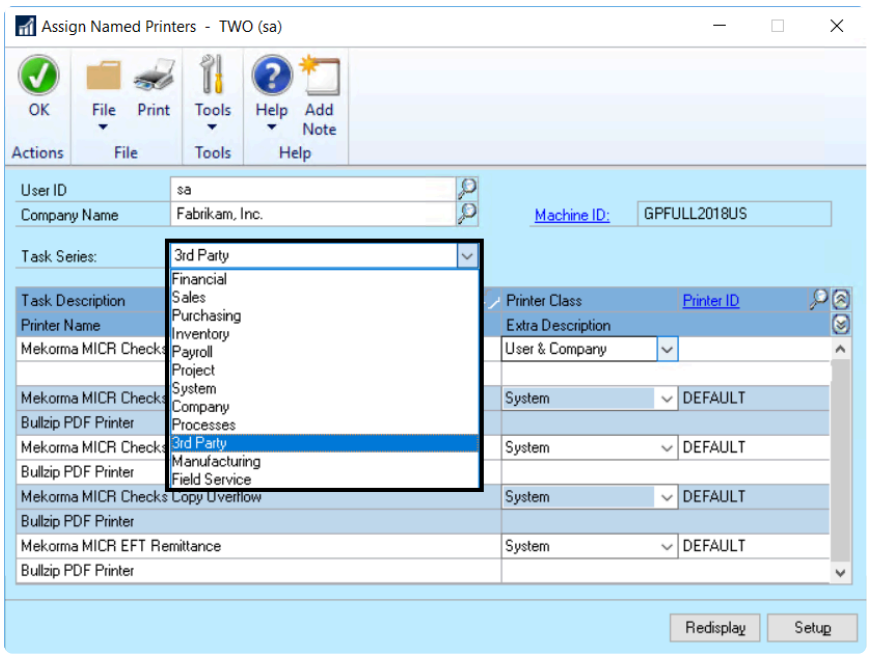
# 6.10.2.2. Assign Named Printers to Mekorma Tasks

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:

1. Log in as System Administrator ('sa').

2. Navigate to the **Assign Named Printers** window (Microsoft Dynamics GP drop-down menu > Setup > System > Named Printers).

3. Choose **3rd Party** from the Task Series drop-down menu.




4. Click on a Mekorma Task Description. *Example: Mekorma MICR Checks*

5. Select the Printer Class you'd like for that task. *Example: System*

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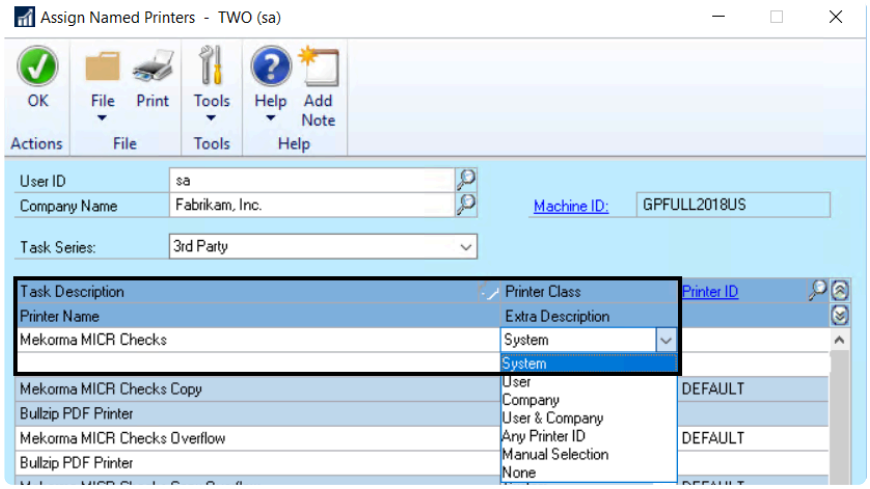
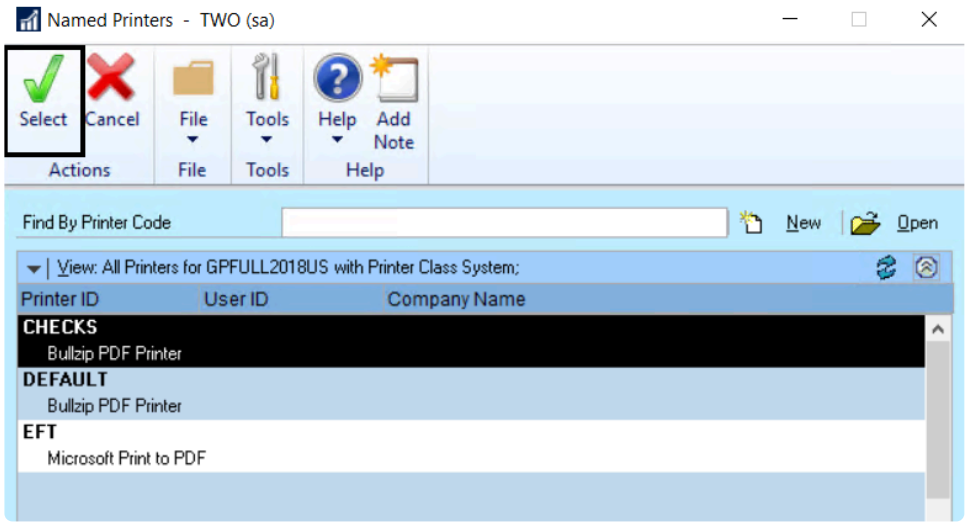



6. The **Named Printers** window will open, listing available printers within the System Printer Class – click on the desired printer, then **Select**. *Example: CHECKS*




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

> **!** Please Make Note of the Following:
>
> You must make the 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:*

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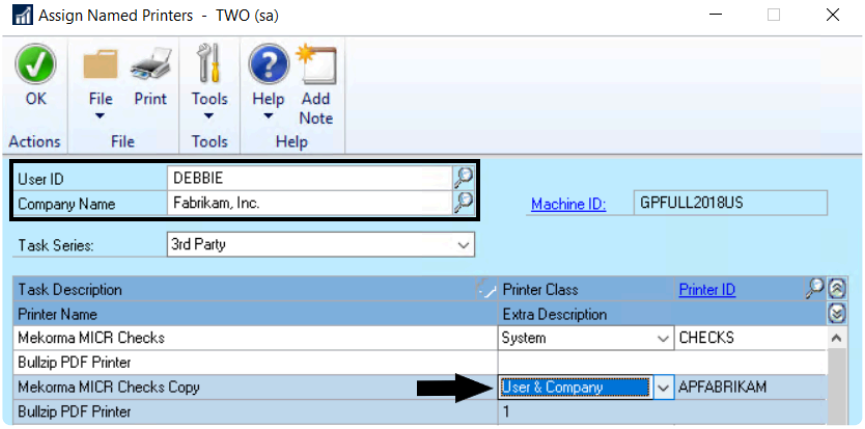


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# 6.11. Configuring Assign by Checkbook

## Decide whether to Assign Checkbooks to Vouchers or to Vendors

Some companies need to ensure that certain **invoices** are paid from certain checkbooks. This happens often in the non-profit sector if they have an operating checking account for some payments and another account for making grant payments. Or perhaps it is a property management company that pays each invoice out of a specific checkbook based on the property.

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.

When you assign checkbooks to **vendors** it is to ensure that ALL the invoices for certain vendors are paid by a specific checkbook. So, using one of the examples above, it is possible that if you were a non-profit paying grants, a vendor receiving a grant would never be paid from the operating account. In that case, you can designate a vendor checkbook right on the GP Vendor Maintenance screen rather than having to specify checkbooks for each voucher.

Note that trying to Assign Checkbooks by both Vendor and Invoices would lead to unpredictable results. So, before configuring, choose which method you plan to use.

## Enable Assign by Checkbook

For either type of assignment, the feature must be enabled to take effect.

1. Open the **Mekorma System Options** window (Mekorma Area Page > Setup > System > System Options).

2. In the **Assign by Checkbooks Options** section, mark the box next to **Enable Assign by Checkbook**.

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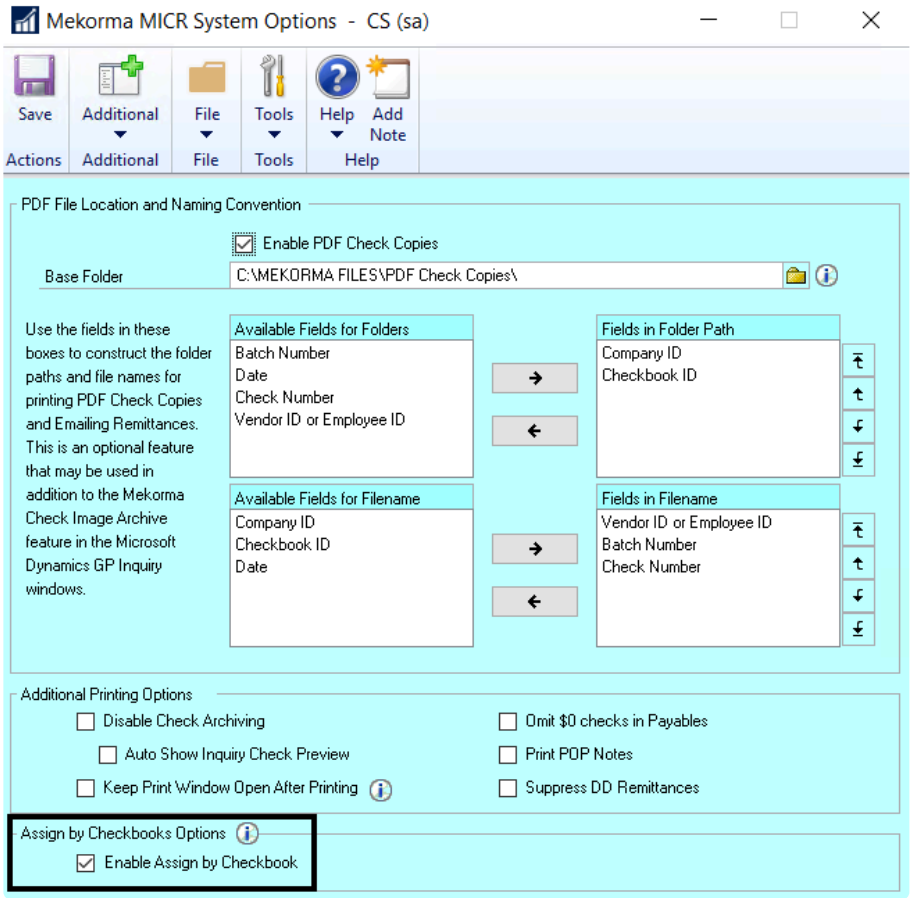


Once this feature is enabled, you can Select Vouchers by Voucher Checkbook ID or Select Vouchers by Vendor Checkbook ID during the batch building process.

# Setup Default checkbook by Vendor

To set this up, all you need to do is include a Checkbook ID on the Vendor Master screen for each of your vendors (Mekorma Area Page > Cards > Payables > Vendor > Options).

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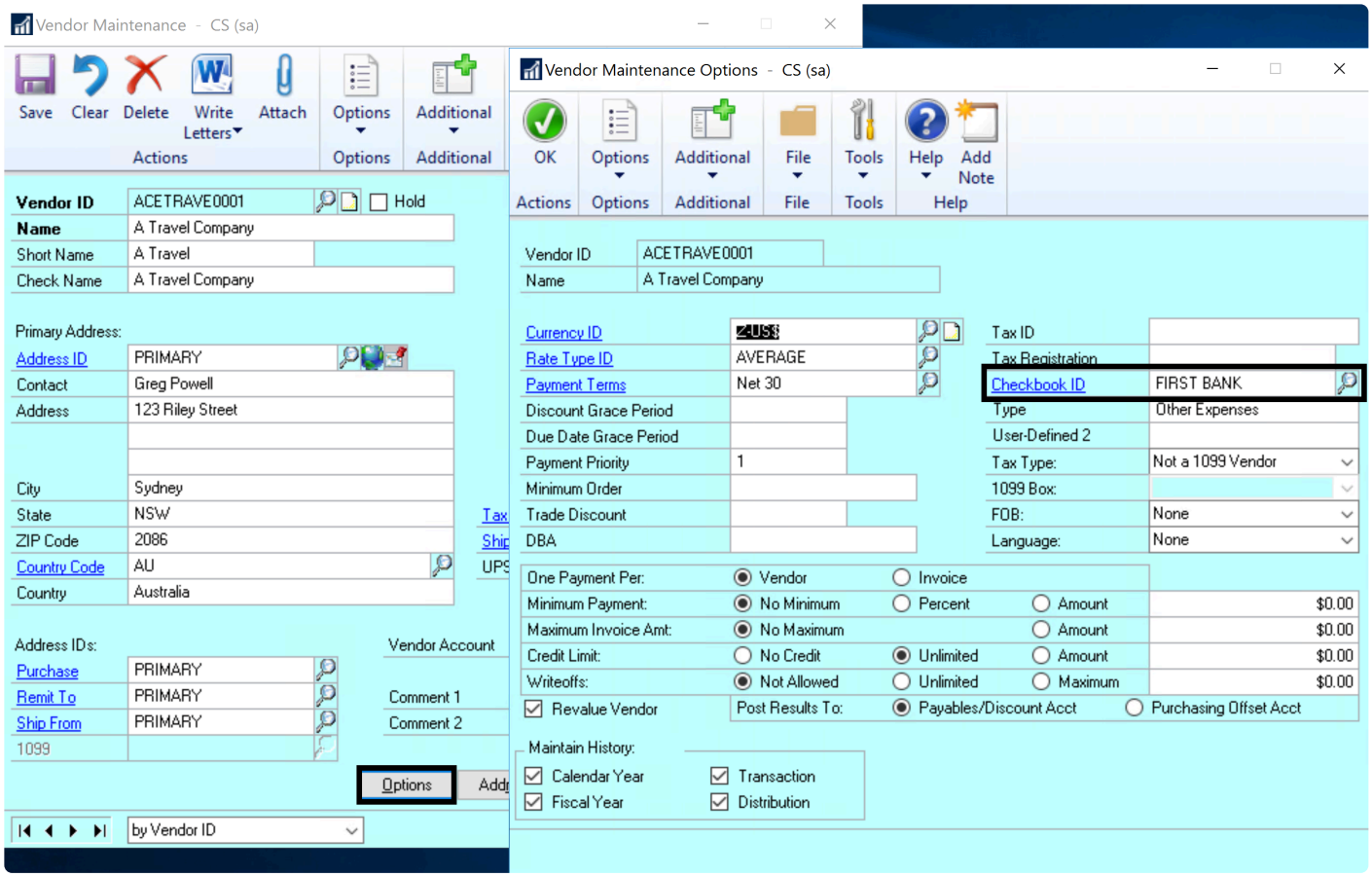


# Setup Default checkbook by Invoice

If you decided to Assign Checkbooks by Invoice, you can designate a checkbook on each and every voucher. The additional two settings shown here are shortcuts that you may be able to use to default for most vouchers, depending on how you have divided your workflow between team members or batches. This can save you data entry keystrokes!

## Default checkbook from Invoice Batch

When you start create a voucher batch, you can designate a checkbook with that batch. In general, the checkbook assigned to the batch will be automatically assigned to all of the vouchers in the batch. So you will not need to purposely designate a checkbook with each voucher unless you want to override the default. You could easily create a different batch for each checkbook so that you never have to think about specifically assigning the checkbooks to each voucher.

## Default checkbook from 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 but perhaps the users are sharing batches. If a user has a default, they can just enter all of their invoices without having to think about what checkbook to assign them to. *Please note: the default checkbook for the user will*

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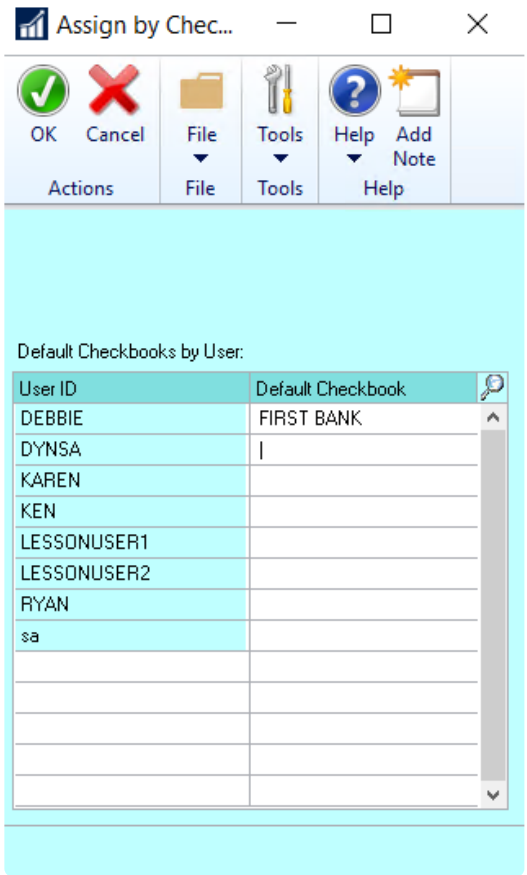
*override the default checkbook assigned to a batch.*

1. Open the **Mekorma Assign by Checkbook window** (Mekorma Area Page > Setup > Purchasing > Mekorma Assign by Checkbook).

2. Click into the **Default ID** field for a user.

3. Use the look-up to select the appropriate checkbook.




4. Repeat this step for all users needing default checkbook assignments.

5. Click **OK** to save.

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# 6.12. Setting up Check, Check Remittance Copies and EFT Remittances

You can store your checks and check remittance copies electronically instead of on paper. There are two methods to do this and you can use one or both:

1. The **Check Image Archive** displays images of payments right from the Dynamics GP Inquiry windows.

2. The **PDF Check Archive** generates PDF copies of posted checks to a hard drive location.

### Why do we have two options and how do EFTs fit in?

The **Check Image Archive** helps you answer vendor questions on-the-fly. It gives you a quick way to see the remittances that the vendor received right from the Inquiry windows. You can also reprint the remittance if you need to send or email it to your vendor.

The **PDF Check Archive** stores images outside the system and is primarily used when the company has an external document management system that wants to pull in the check and remittance images. It is also available if you have users outside of GP that need access to this information.

The **PDF Check Archive** is also needed when you use Mekorma to email EFT remittances to your vendors. These are the PDFs that get emailed. So it is important to set up this repository before you set up your EFT processing.

## Setting up the Check Image Archive

The Check Image Archive shows the Payment Images automatically by default when you access the payment inquiry screens.

It is possible to disable either the automatically displayed Image or the entire image archiving feature as follows:

1. Open the **System Options** window (Mekorma Area Page > Setup > System > System Options).

2. Under **Additional Printing Options**, toggle the box labeled **Auto Show Inquiry Check Preview** to enable or disable the automatic preview feature.

3. Under **Additional Printing Options**, toggle the box labeled **Disable Check Archiving** to enable or disable the entire feature

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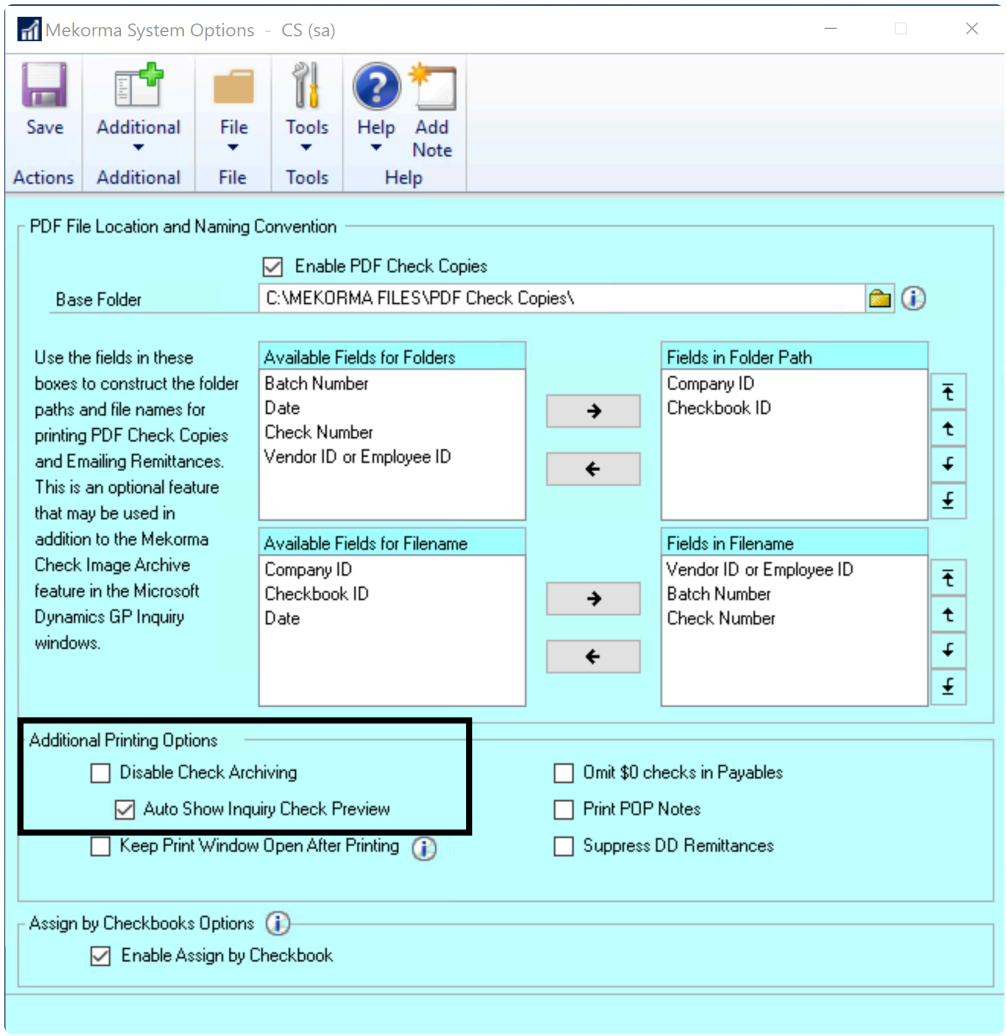


# Setting up the PDF Check Archive

From the same window, you can enable your **PDF Check Archive** if you need to store .pdfs out on the hard drive or you are sending EFT remittances through Mekorma.

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

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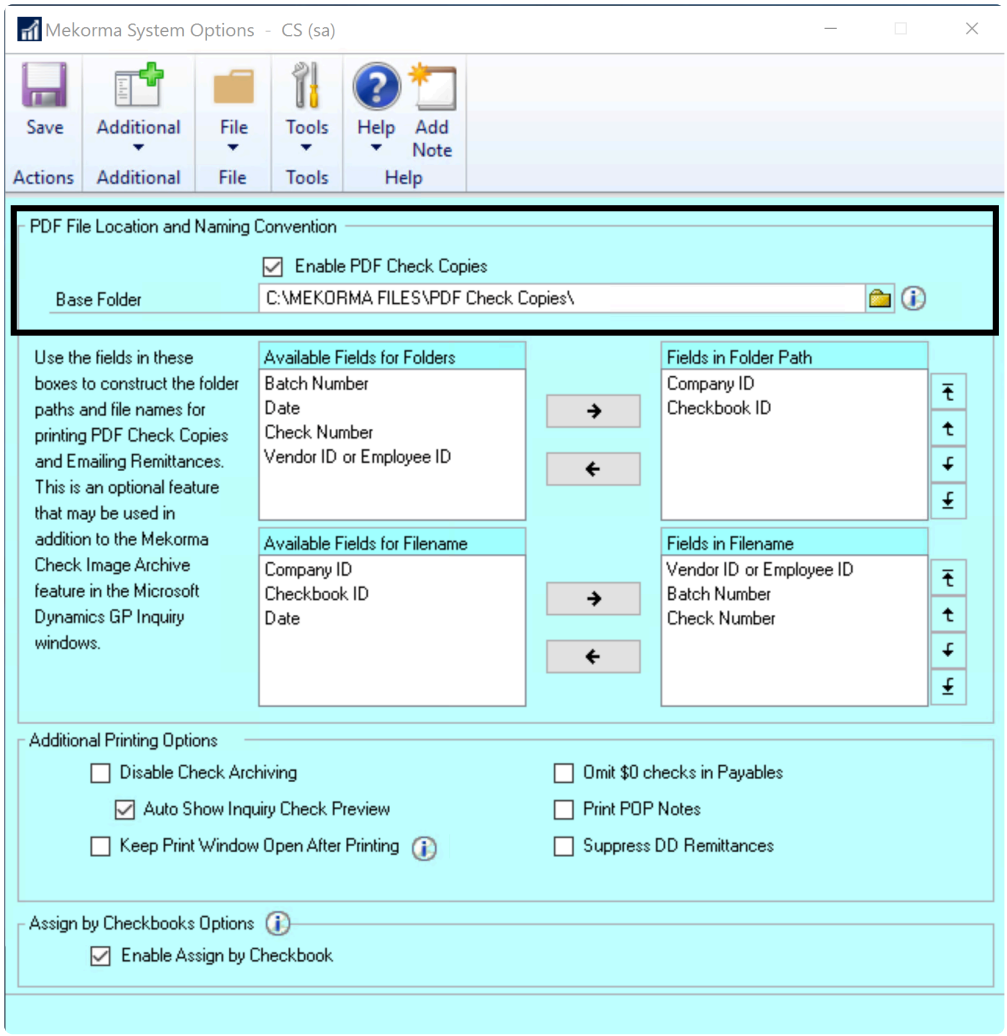


This window gives you quite a bit of control over how to structure folders and how you structure the filenames for the .pdf files.

2. 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.*

3. Choose from the options listed under the **Available Fields for Folders** section. If you choose one it will be a sub-folder under the Base Folder field location. If you choose more than one, the system will create a hierarchy of folders based on your choices.

4. Choose from the options listed under the **Available Fields for Filename** to name your file. You can choose as many as you want and the system concatenates them together to form .pdf.

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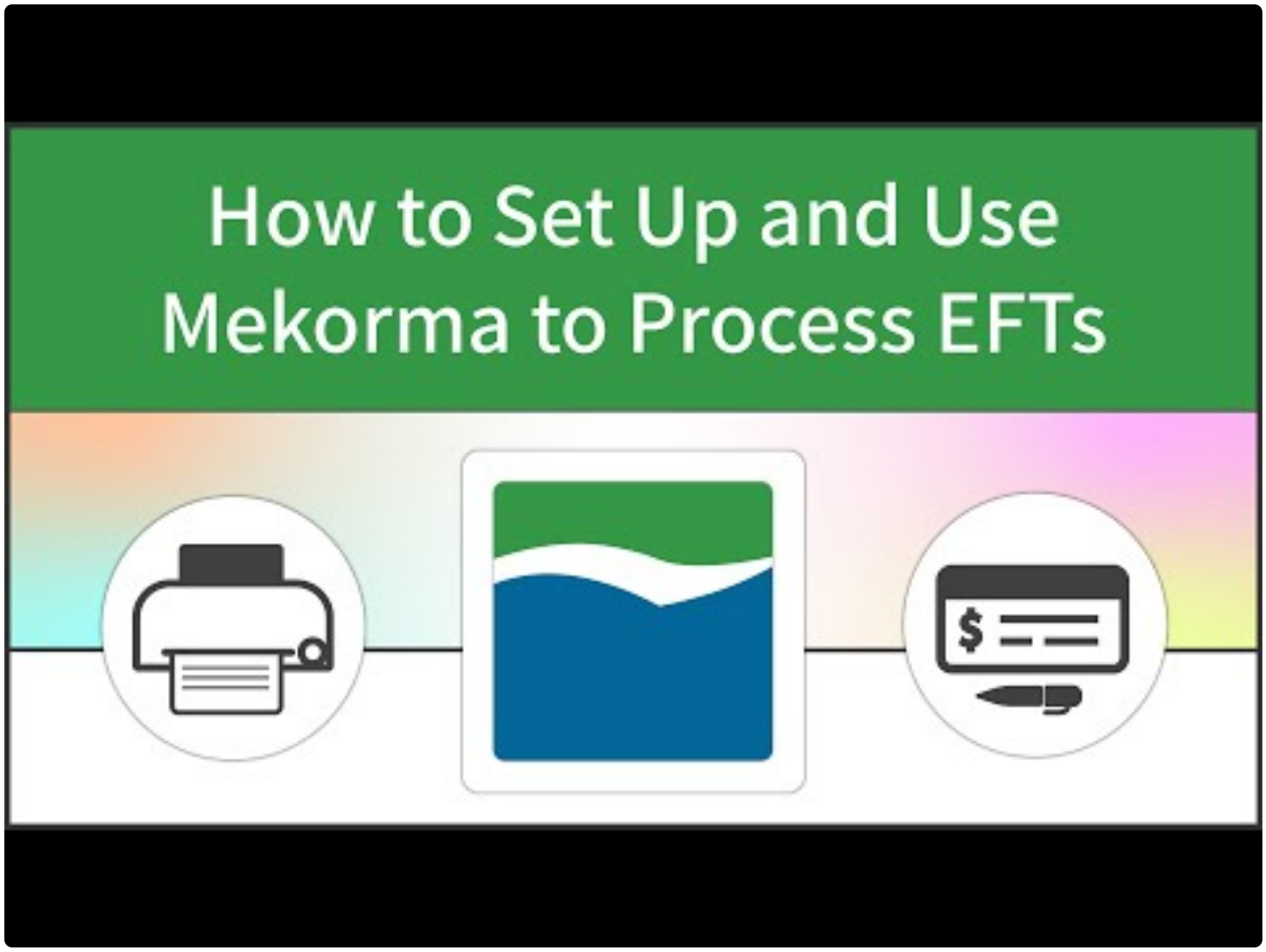
# 6.13. Setup for EFT Processing

> Note that this section only applies if you will be configuring in-house processing to generate EFT files and send them to your bank. If an outsource provider is processing for you, they will pay your vendors via checks, EFT or credit card, and you don't have to do any of these setups. For more information, refer to Remote Payment Services.

This section explains how to setup Dynamics GP EFTs to use the Mekorma Payment Hub's advanced remittance features. This section assumes that your checkbook(s) are already configured for EFT processing in Dynamics GP.

The benefits of processing Dynamics GP through the Mekorma Payment Hub are:

- You can maintain the same remittance fields as you use for your checks
- The remittances are archived in the check copy archive
- You can use special EFT fields on the check stock to void the checks but still print remittances
- The security system for approving EFT payments can be the same as with your checks
- You can process both check and EFT batches easily in the Action Board

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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 and Logos for check formats if you want special logos or comments to show just for EFT payments.
5. Setup for EFT Processing in the Action Board.

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# 6.13.1. Specify Check or Remit Numbers

Note that this section only applies if you will be configuring in-house processing to generate EFT files and send them to your bank. If an outsource provider is processing for you, they will pay your vendors via checks, EFT or credit card, and you don't have to do any of these setups. For more information, refer to Mekorma Remote Payment Services.

This section shows how to configure check numbers instead of the EFT numbering sequence for your EFTs. This option must be configured in Dynamics GP.

The reason you may want to use check numbers for EFTs is if you are printing EFT remittances instead of emailing them and you have pre-printed check stock. With Mekorma Payment Hub the best practice is to use EFT numbers and email remittances or print remittances on blank check stock.

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.

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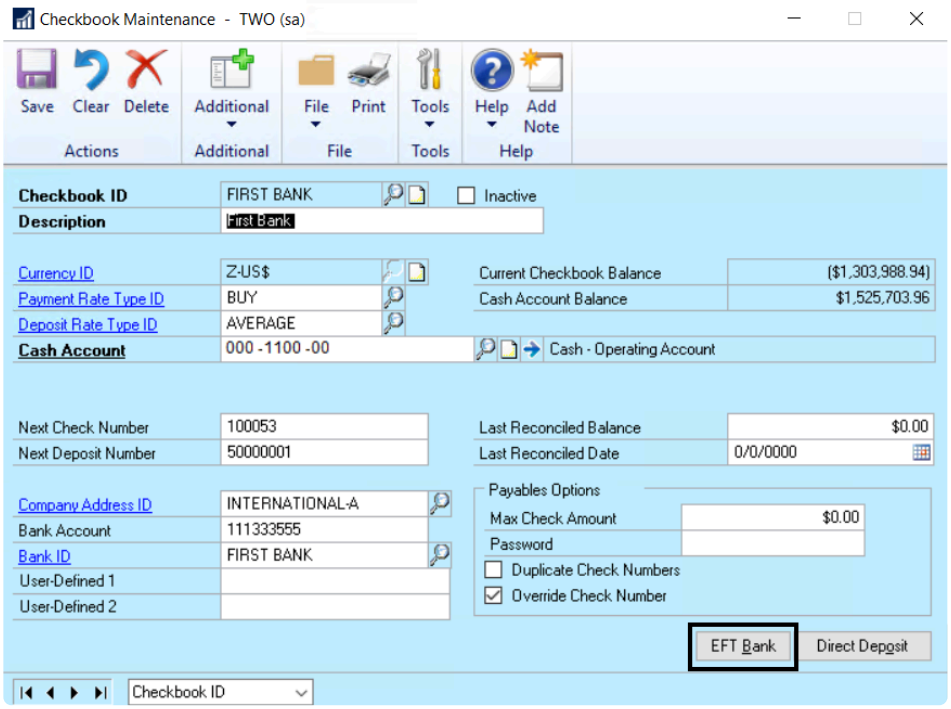
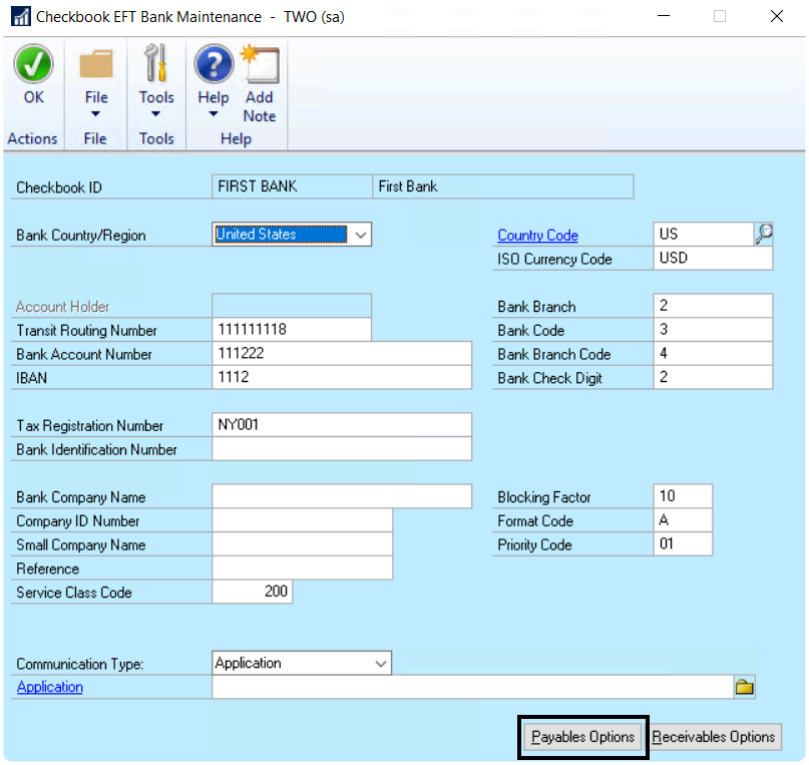



4. Select the **Payables Options** button to open the **Checkbook EFT Payables Options** window.




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

## Use Check Numbers

- When using blank check stock, EFTs will print with check numbers as non-negotiable checks using **Mekorma Payment Hub** and as reports based on the EFT Remittance Option selected.

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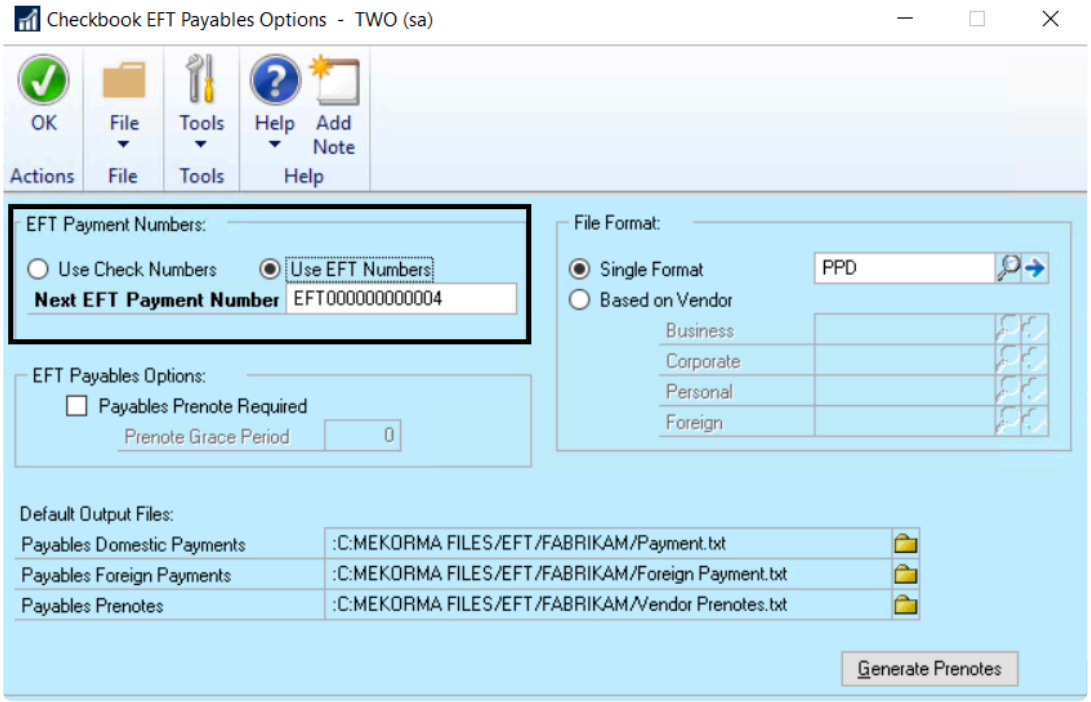
- If using pre-printed check stock, EFTs will print in the same way. However, be advised that you must select Microsoft Dynamics GP Report Writer as the EFT Remittance option.

### Use EFT Numbers

- When using blank check stock, EFTs will print with remittance numbers as non-negotiable checks using **Mekorma Payment Hub** or reports based on the EFT Remittance Option selected.
- When using pre-printed check stock, EFTs will print in the same way. We do not recommend using pre-printed check stock when printing EFT remittances with EFT numbers.




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.

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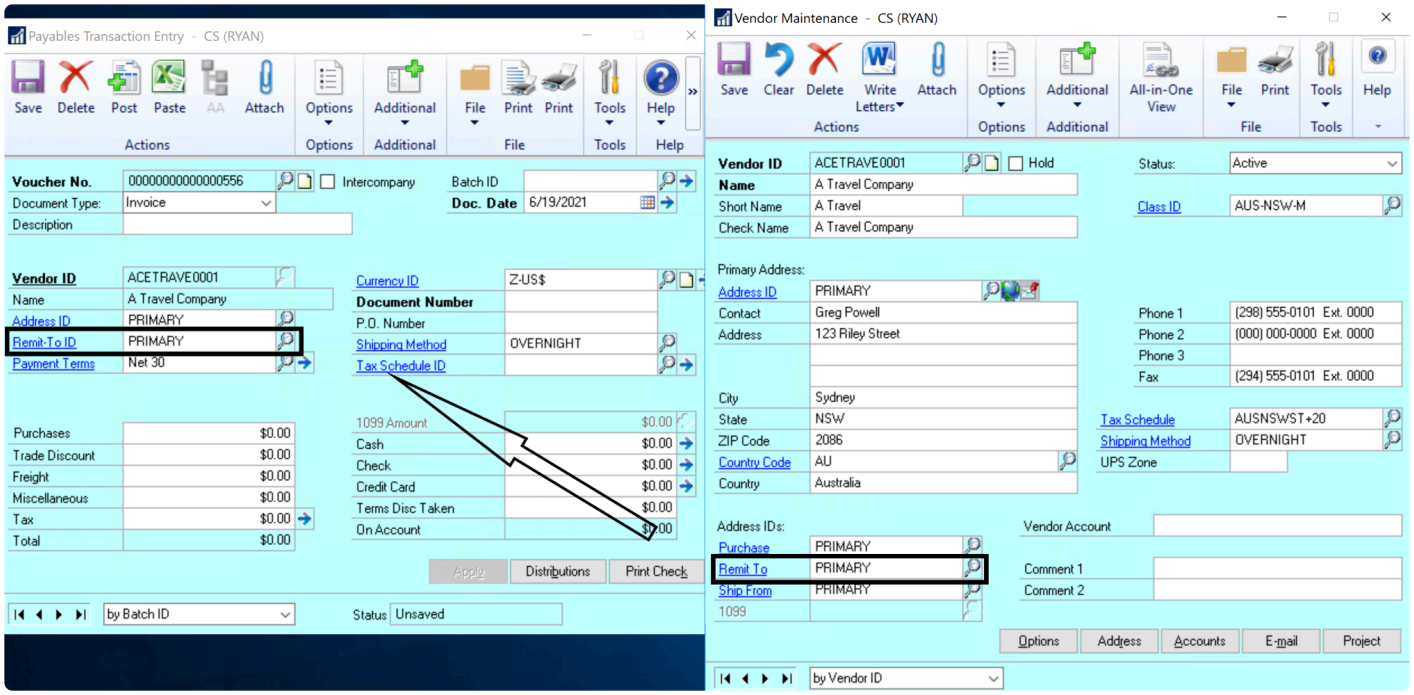
# 6.13.2. Setup your Vendor EFT Remit-tos

In Dynamics GP, the way that the system determine whether a vendor's invoices will be selected for an EFT batch or a check batch is via the Remit-To address on each invoice. Note that the Remit-To address on the invoice defaults from the Remit-To address on the Vendor Maintenance card, but you can override it if you have created multiple Address IDs for that particular vendor.




A Remit-To address is considered an EFT Remit-To address if the EFT Bank information screen is active as shown below.

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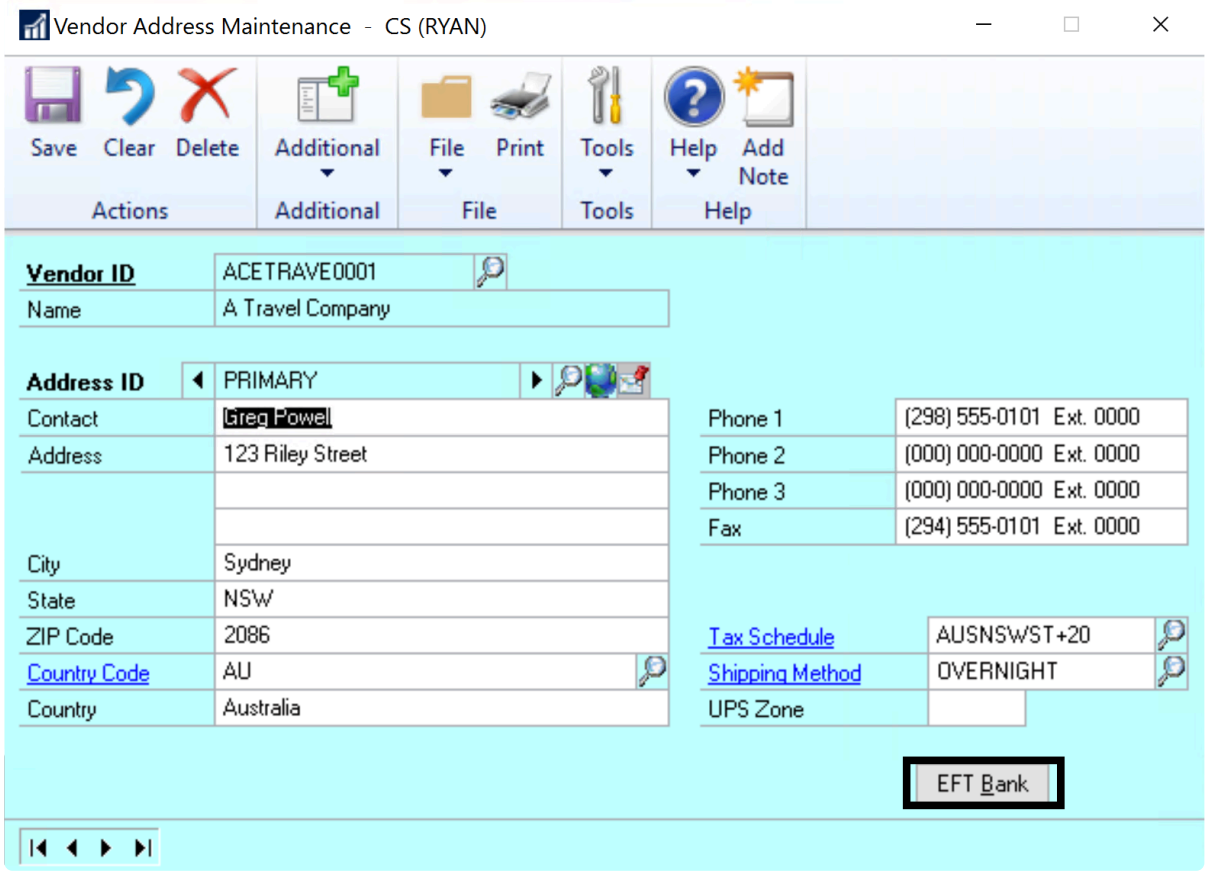


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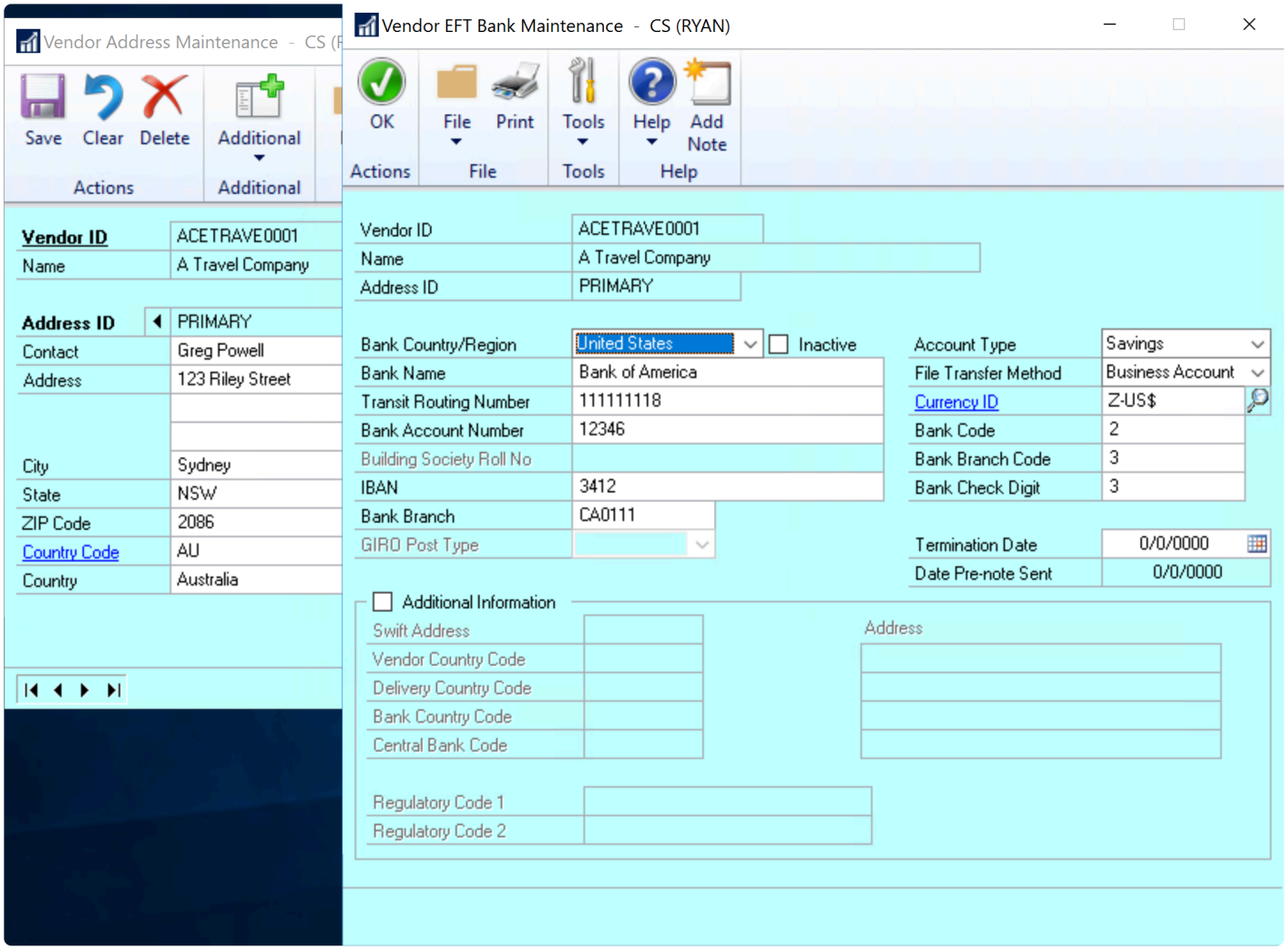


For further information about this topic, please refer to your Microsoft Dynamics GP documentation.

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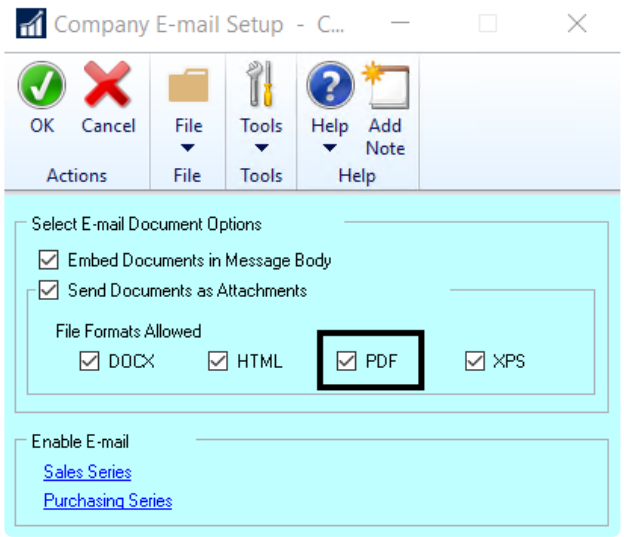
# 6.13.3. Configure Email Settings

> Note that this section only applies if you will be configuring in-house processing to generate EFT files and send them to your bank. If an outsource provider is processing for you, they will email remittances to your vendors for you and you do not have to configure this. For more information, refer to Remote Payment Services.

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.

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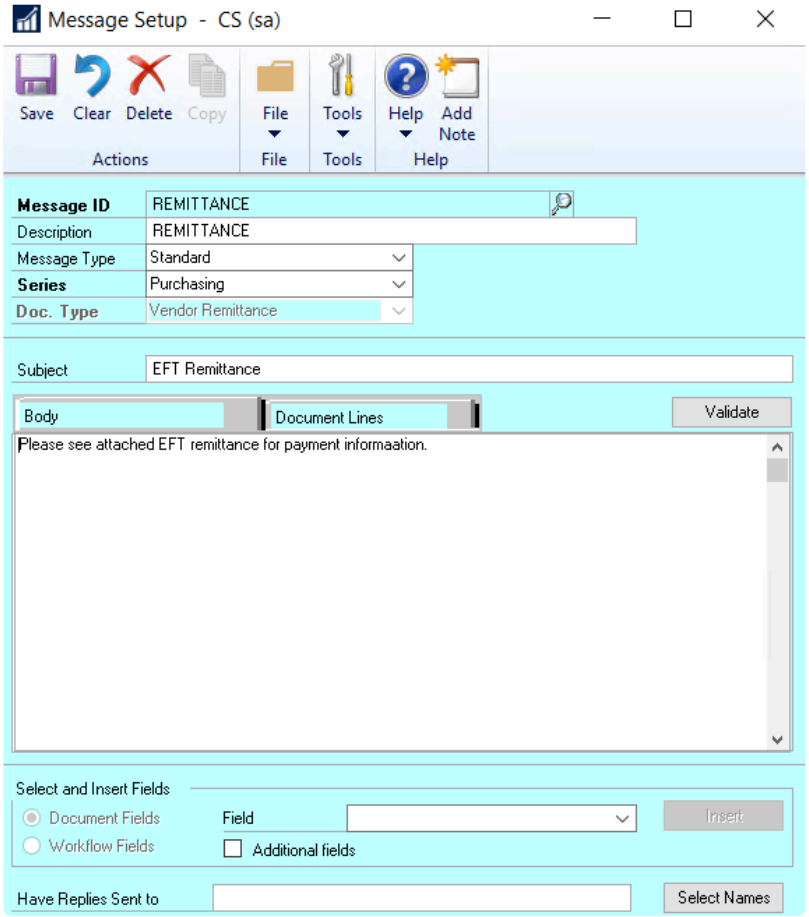
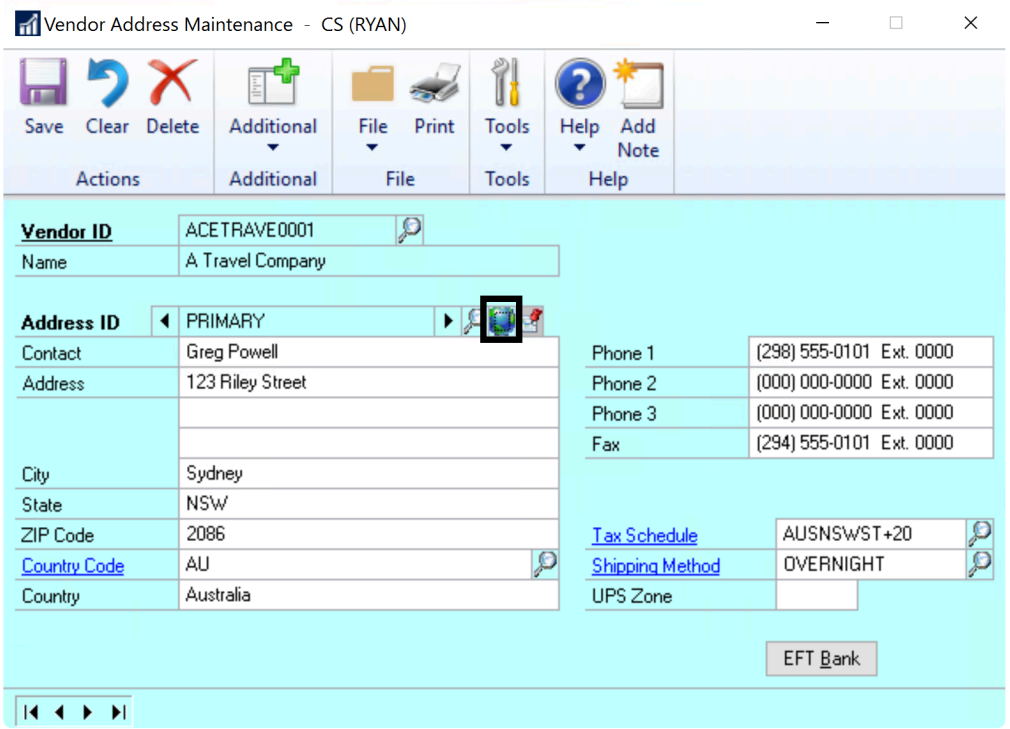



3. For each vendor who accepts EFT payments, enter the appropriate email address so the system knows where to send your EFT remittances. Go to the **Vendor Address Maintenance window > Internet Information window**:

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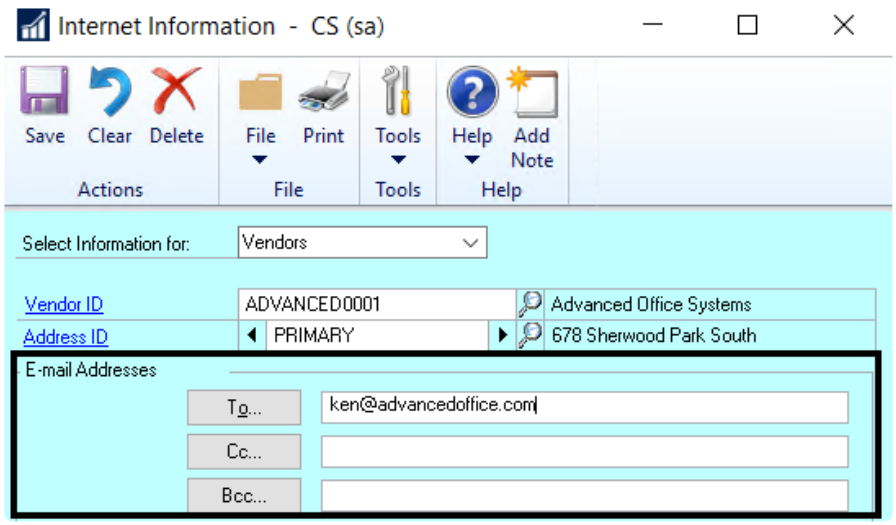
4. This is where you enter the email address:

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# 6.13.4. Choose EFT Remittance Options

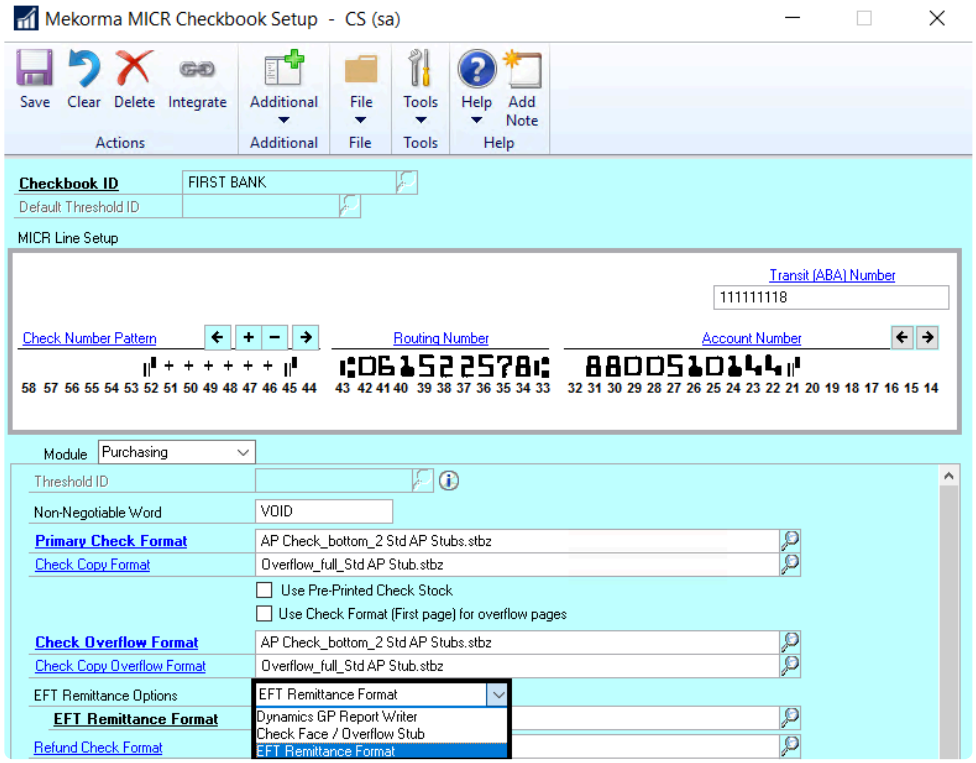
> Note that this section only applies if you will be configuring in-house processing to generate EFT files and send them to your bank. If an outsource provider is processing for you, they will email your vendor remittances for you. For more information, refer to Remote Payment Services.

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

1. Open the **Checkbook Setup** window (Mekorma Area Page > Setup > Purchasing > Checkbook Setup).

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

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




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

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

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- **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 Payment Hub** 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.

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# 6.13.5. Enable EFT Comments and Logos for Check Formats

> Note that this section only applies if you will be configuring in-house processing to generate EFT files and send them to your bank. If an outsource provider is processing for you, they will configure your remittances for both EFT and Virtual Credit Card payments. For more information, refer to Remote Payment Services.

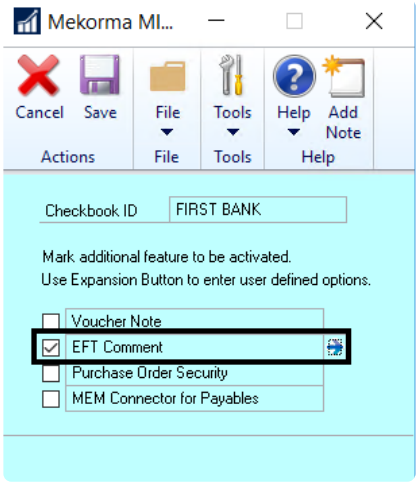
The EFT Comment field prints a comment if the format is being used for an EFT transaction. EFT comments configurations are stored on a per-checkbook basis.

1. Open the **Checkbook Setup** window (Mekorma Area Page > Setup > Purchasing > Checkbook Setup).

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 **Options** window.

6. Type in content that you would like to populate the EFT comment fields for the checkbook that you've selected. When the EFT comment field is added to a layout in the Configurator, the information saved here will be used to populate that field upon printing.

7. The EFT Comment is a field that can be placed on the check face or on the header of the remittance portion. It will only show if the payment is an EFT payment. Once you have activated this feature, you should go into the Payment Hub Configurator and add that field to the format.

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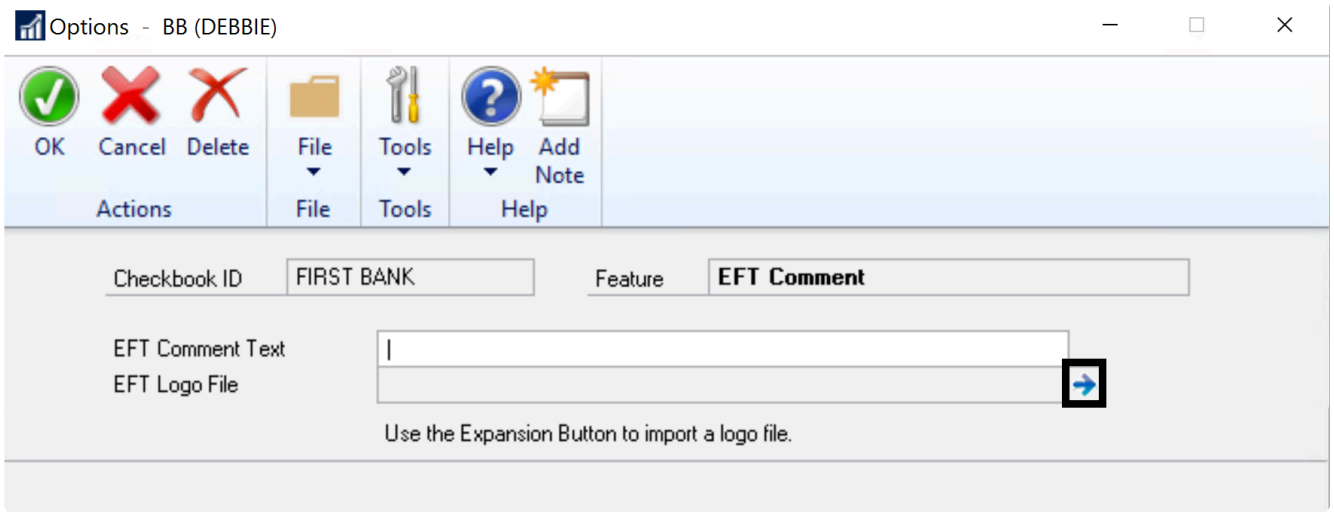
8. Click **OK** to save or go on to click the right arrow if you want to add an EFT Logo, which also only prints if the payment is an EFT payment:




9. 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.

10. Click **OK** a couple of times to save.

11. Once you have activated this feature, you should go into the Payment Hub Configurator and add that field to the format.

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# 6.14. Action Board Setup

Since the Action Board is the heart of the Payment Hub, understanding the Action Board is key. It is the WAY to process payments, providing a single-window method of managing the entire payment process, across companies and checkbooks.

The basic concept for setting up the Action Board is to create your Build IDs and Process IDs. With these basics you can start testing your process:

- Create a Build ID
- Create a Process ID

The Action Board mimics the processes that you otherwise would do manually. In order to be a fully automated process, you have to use various tools to tune the system to your requirements. The Action Board needs to know how to deal with any dialogs that would pop up asking you questions or choices to be made during the process. The rest of these steps detail both required and optional settings you can configure in this regard:

1. Configure Printing and Posting Reports (Required)

2. Automate Printer Selection (Required)

3. Optional:
    - Control Your Batch Names
    - Results Reports Email Setup
    - Options for Building Batches
    - EFT Options for the Action Board
    - Check Sorting Options
    - Show/Hide Dynamics GP windows during processing

Note that implementing the Action Board is built upon the underlying manual processes. So before you can embark on this level of automation, it advisable that you have fully configured and tested your check printing and your EFT processes and that they are working to your satisfaction. Then, with those building blocks in hand, you can fully automate your process.

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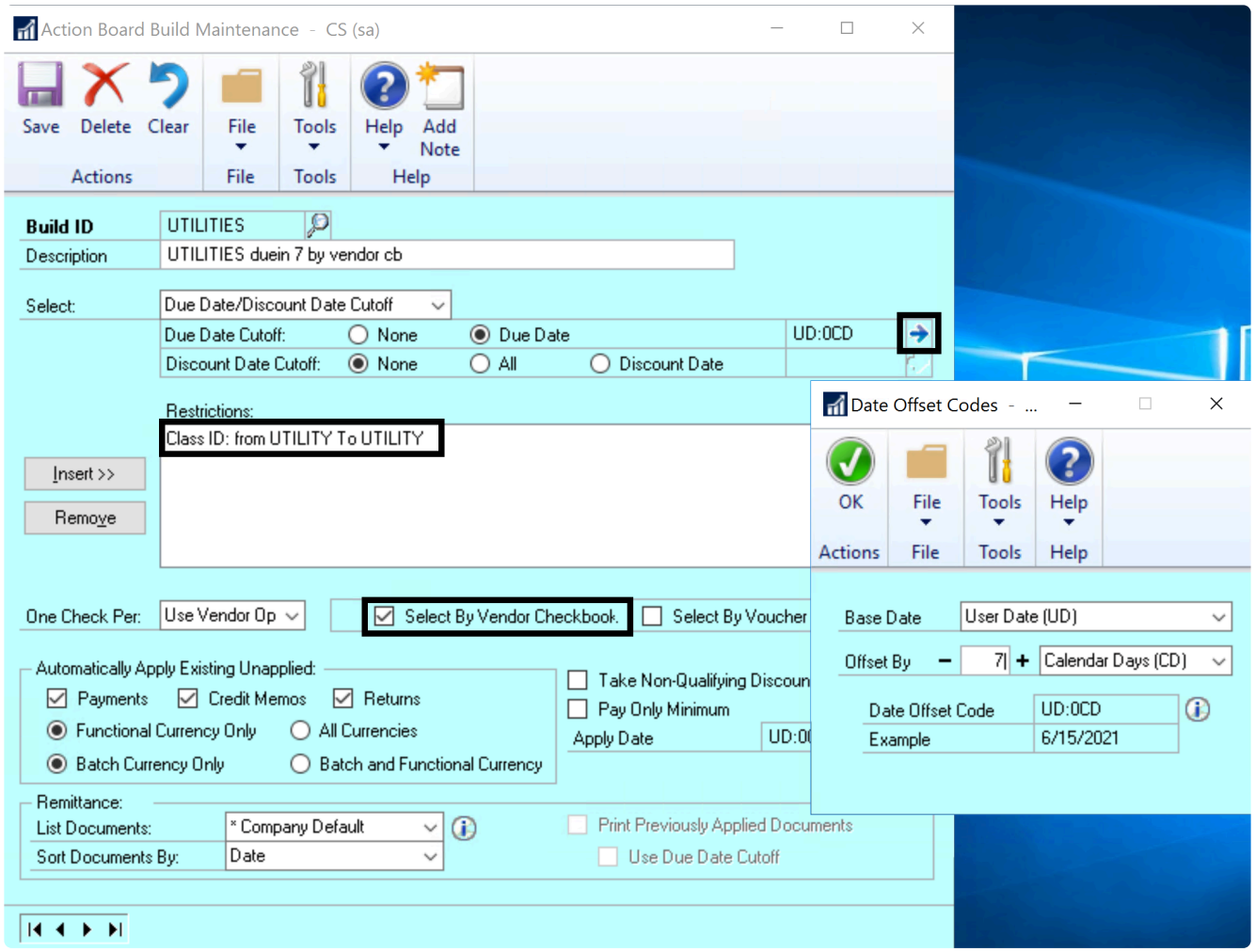
# 6.14.1. Create a Build ID

A Build ID allows you to save rules for selecting your batches. You then assign the Build IDs to Process IDs to build numerous batches with different criteria.

The function of Build IDs is to select the filters and sorts for the batches> However, these rules are not yet linked to any particular company or checkbook. Process IDs are then used to assign these rules to companies and checkbooks in any number of combinations to create your fully automated process.

1. Open the **Build Maintenance** window (Mekorma Area page > Setup > System > Action Board Build Maintenance).




2. Type in the name of your new Build ID and an optional description.

3. The Action Board builds using Dynamics GP's Build Payment Batch window and the selections mimic that window. Select build criteria using any of these options from the **Select:** drop-down menu. Multiple selections can be inserted:
   - Vendor ID
   - Vendor Name

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- 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.

The Action Board provides these additions to the normal selections:

- The Due Date and Discount Date cutoffs are calculated fields. They are calculated when you build, using your Dynamics **User Date**. So you can set up a rule such as “Pay everything due in 7 days” or “Pay everything whose Discount Date is prior to the end of the month”.
- The Payment Hub provides the ability to Assign Checkbooks to *Vendors* so you can choose to build for only vendors assigned to this checkbook.
- The Payment Hub provides the ability to Assign Checkbooks to *Vouchers* so you can choose to build for only vouchers assigned to this checkbook.

You can mix and match build criteria. For example, the Build ID above is being set up to do 3 things:

1. Only paying the UTILITIES Vendor Class

2. The user is in process of adding a Due date calculation to pay everything due in 7 days.

3. The Assign Checkbooks feature is being used to indicate only vendors from the Build checkbook should be included in the batch
    - Note that the build checkbook will be specified when they define the Process ID in the next configuration step.

Another example of how customers use this is Payment Priority, which they use to divide up their batches so that each batch relates to a specific payment priority. By mixing and matching the filtering criteria in combination with different checkbooks, you can get quite clever.

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# 6.14.2. Create a Process ID

A **Process ID** allows you to specify all of the batches that you want to build. You assign Build IDs to specific checkbooks so you can filter what vendors and vouchers to pay in each batch. The **Process ID** lets you list these sequentially so that one batch after the other is built each time, without error and without intervention.

## Basic

There are two forms of the **Process ID Maintenance** window. This section describes the Basic form of the window and below we describe an Advanced form of this window. The Advanced form is handy if you have a lot of checkbooks and companies, but we suggest you start with the Basic window to get the hang of it.

1. Open the **Action Board Process Maintenance** window (Mekorma Area Page > Setup > System > Action Board Process Maintenance).

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**.

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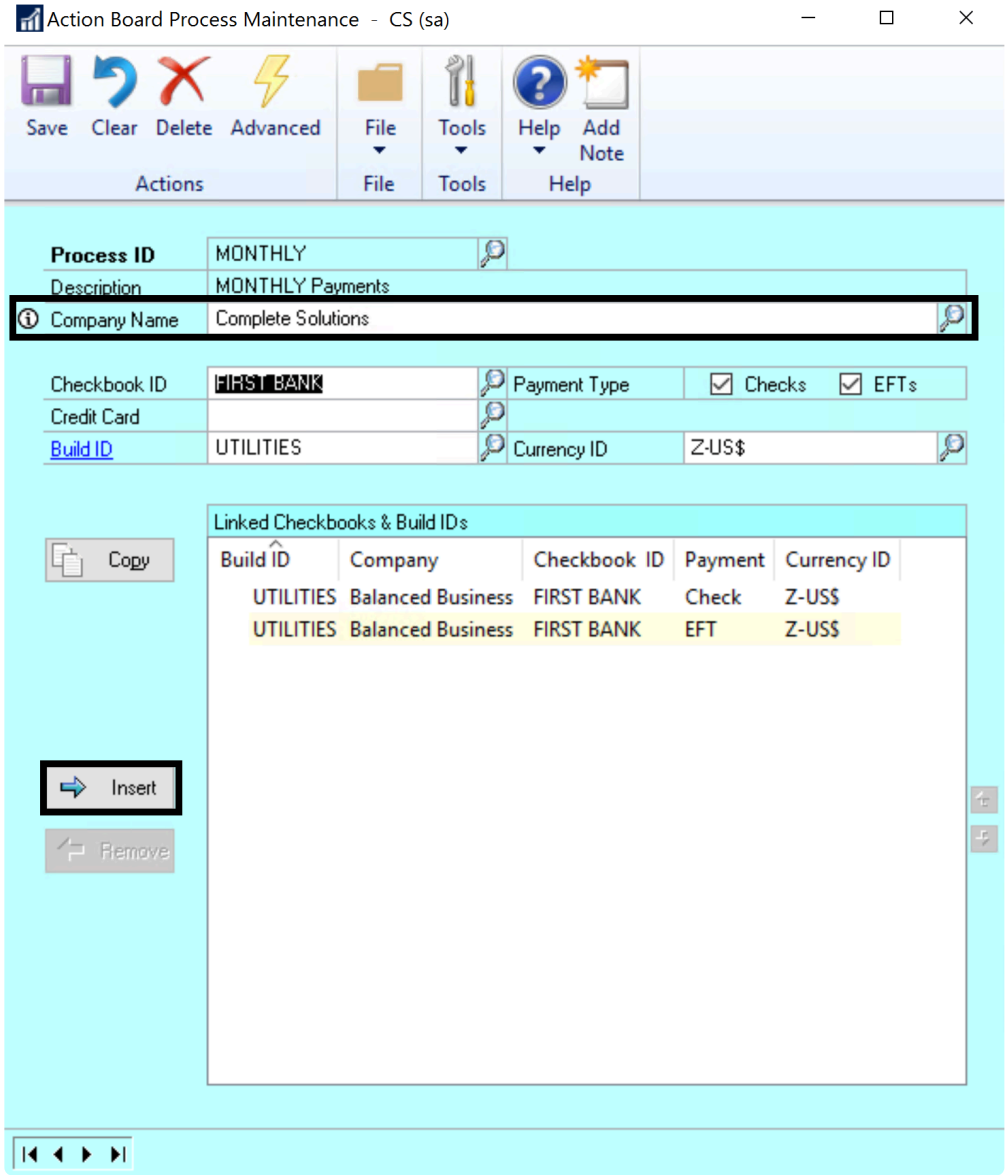


6. **Save** after adding desired criteria.

In the example above, the user is creating a monthly process for utility payments. They have some vendors setup for check payments and some for EFT so they are inserting both types of payments. They have already created the UTILITIES Build ID to limit the selection of vendors to the UTILITY vendor class and have added batches for their Balanced Business company. And the screen shows that they are about to add batches for their Complete Solutions company to this process. In their scenario, they could also create another Build ID for monthly processing, such as RENT payments, and add it to this **Process ID** for both companies.

## Advanced

The Advanced form of the **Process ID Maintenance Window** allows you to apply a single Build ID to any number of companies and checkbooks while minimizing your button clicks. Here we'll learn how to create the Process ID above for more companies with fewer clicks.

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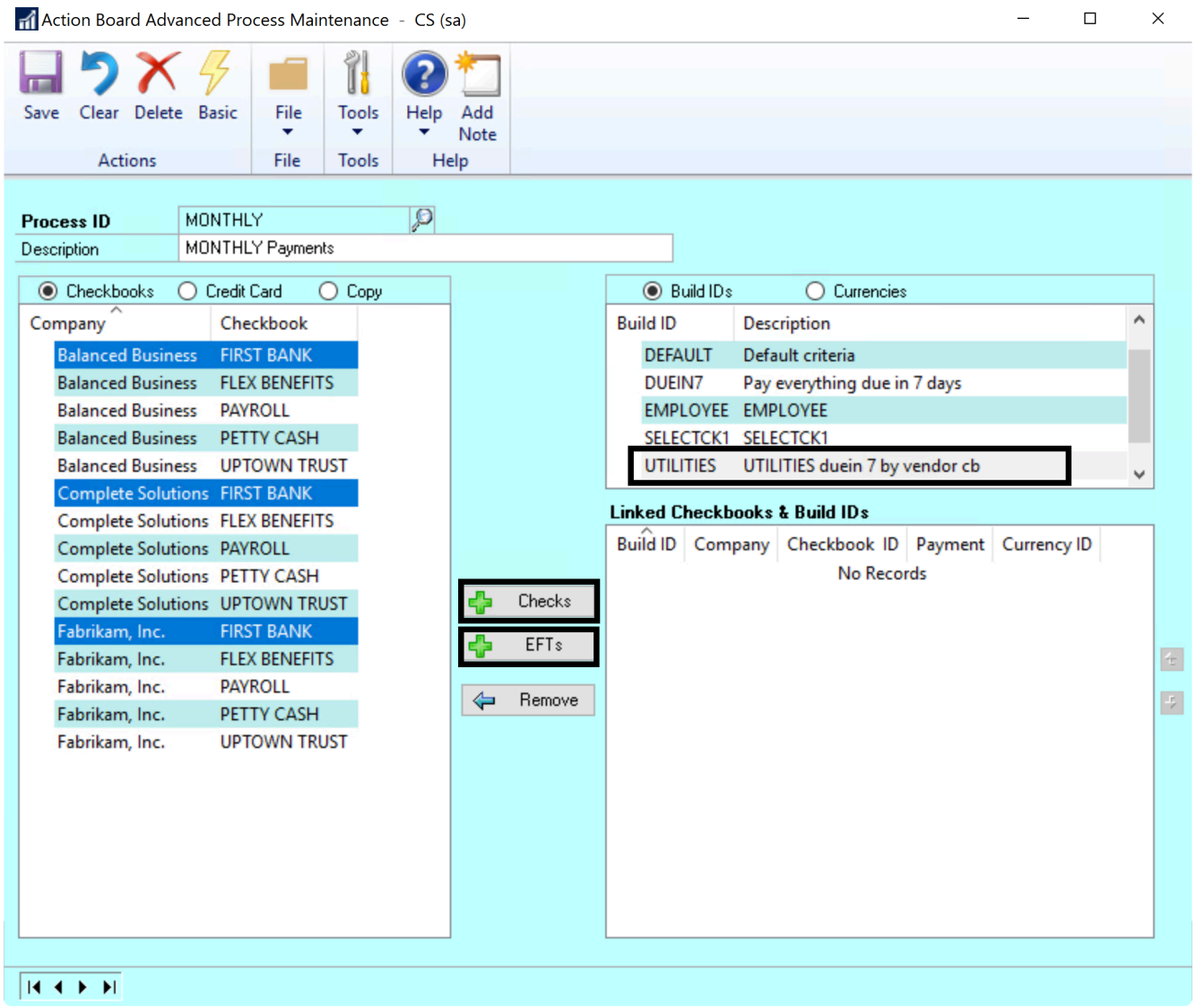
1. From the **Action Board Process Maintenance window**, click on **Advanced** in the top menu bar.




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. First, in the upper right quadrant, choose the Build ID that you want to use. Here we have selected UTILITIES and it is showing in grey instead of blue to indicate it is selected.

4. Next, in the left column, when the Checkbooks radio button is selected, all available companies and their associated checkbooks will be listed. Hold down the control key and click each company/ checkbook you want to use. Here we have selected **Balanced Business**, **Complete Solutions** and **Fabrikam, Inc.**

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**. You can see the result of this example below:

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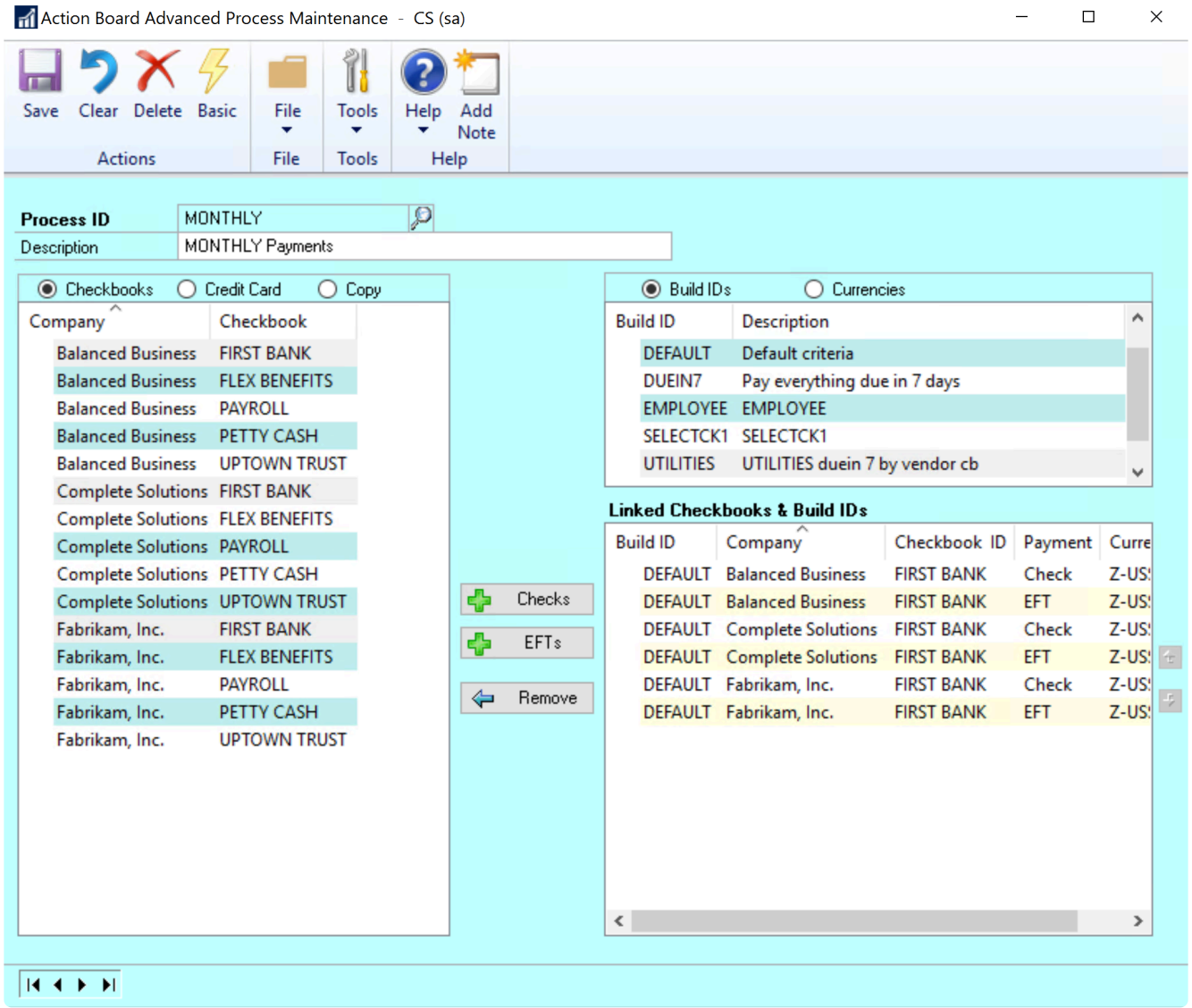


6. Repeat this process until the Process ID contains all checkbooks, payment types and Build IDs you want to include.

7. **Save** and close the window.

## Other Currencies

When you click the **Checks** or **EFTs** button, all of the lines in the Process ID default to the functional currency. After you have inserted them, you can change their currencies.

1. Select **Currencies** in the upper right quadrant to see your currency list.

2. Using the control key, click on each line in your Linked Chekbooks & Build IDs list that you want in a different currency.

3. Click the currency you want to change to.

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### Credit Card Batches

Note that in the left column, you can also list credit cards that you have configured for paying vendors. Choose companies and credit cards and link them to a Build IDs to create credit card batches, similarly to the above.

### Copying From Another Process ID

Lastly, the left column may be used to copy all or some of the lines from another **Process ID**.

1. Choose **Copy**
2. A list of **Process IDs** will appear, choose the one you want to copy from.
3. The whole Process ID will show as a list in the left column. You may select all or some of the lines that you want to copy from that list using control click.
4. Click **Copy** to copy the selected items over to the **Linked Checkbooks & Build IDs** list.

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# 6.14.3. 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.

1. Open the **Posting Setup** window (Administration > Setup > Posting > Posting)
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.

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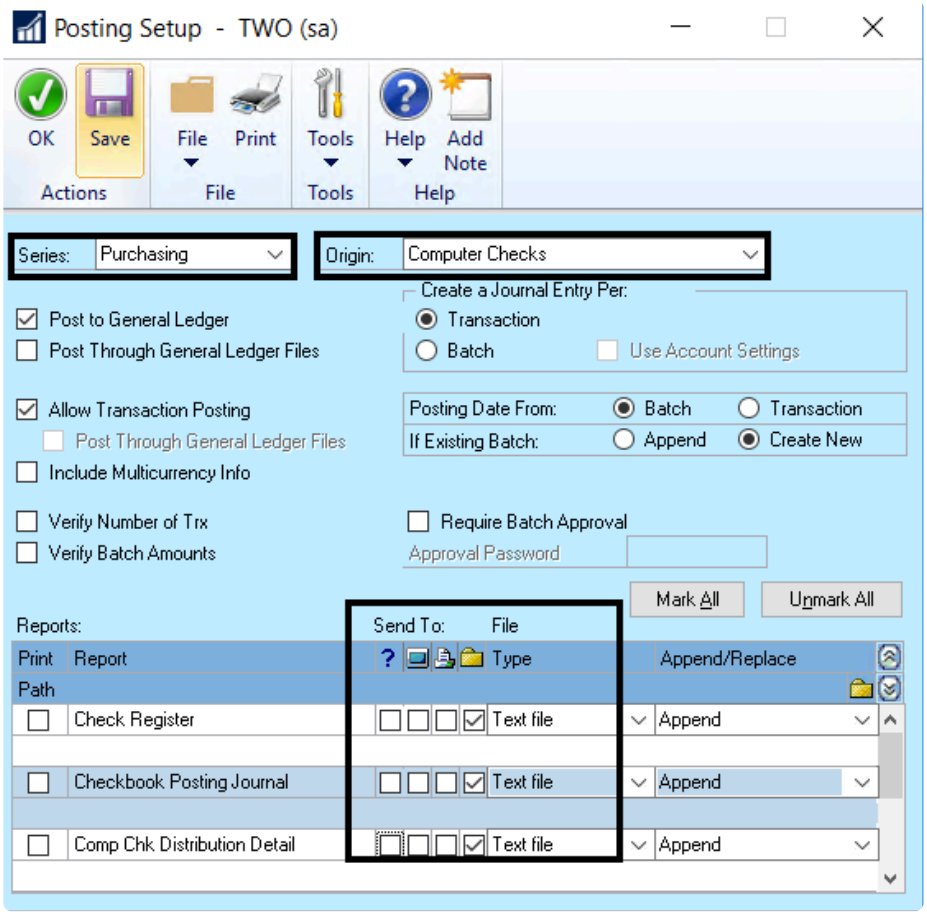
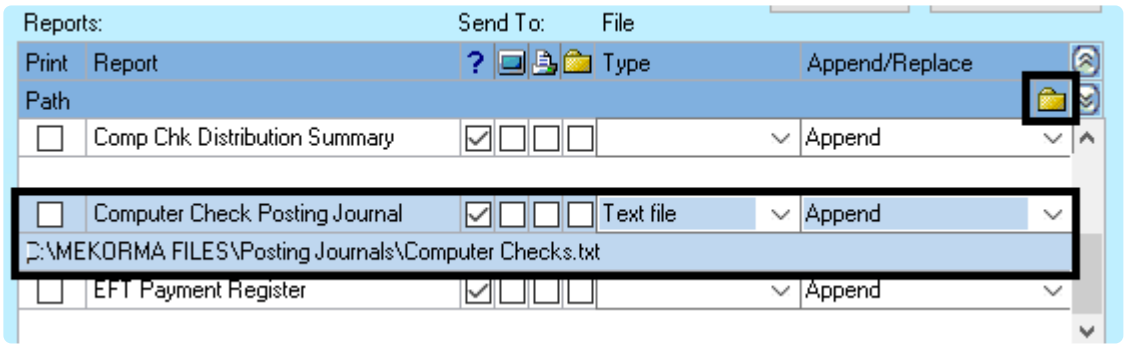



5. You can assign a destination for each individual posting journal type as needed. Click on the **Path** field directly underneath a particular posting journal, then on the folder icon under **Append/Replace**.

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




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

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# 6.14.4. Control Your Batch Names

Mekorma Action Board 'Build Batch' requires unique batch numbers. A suffix is added to your batch numbers when you build and is automatically incremented. The batch name format will be -### based on the current date.

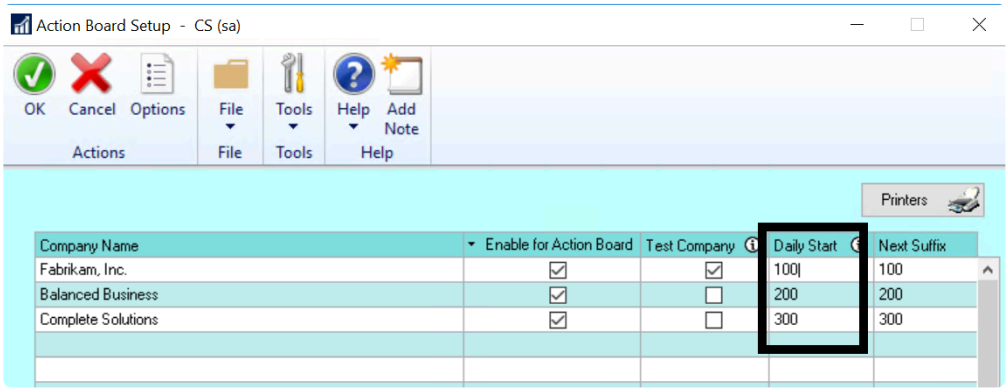
We have reserved only 3 characters for the unique suffix and have used a 3-character Alpha-Numeric value, from '001' up to 'ZZZ' for this sequence. Although we try to avoid being overly cryptic, batch names in Microsoft Dynamics GP are limited to 15 characters. The Mekorma Payment Hub uses some of them when it splits a batch and for other significant third-party products that require batch naming conventions (e.g. Multi-Entity Management from Binary Stream). So, we have come up with this convention to create unique batch names while using limited characters.

Without configuration, the daily start suffixes will always start at 1 for all companies and batches will just be named in sequence as they are created. The Daily Start option allows you to start the suffix sequence at different starting points for each company. If you do this, then all the batches from one company will be grouped together when they are sorted.

To set this up:

1. Open the **Action Board Setup** window (Mekorma Area Page > Setup > System > Action Board Setup).

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 300. If you have 36 companies or less, we recommend just using the most significant digit like we have done in this example, going from 100, 200, … to A00, B00, … Z00. However, if you have more than 36 companies, you will want to use 2 digits such as 050, 100, 150, etc. The third digit will be used to name the batch from within the company. This second example double the number of company starting points to 72 and leaves up to 50 unique batches per day per company before there is a duplicate batch name. Most of the time in a large multi-company situation only a handful of batches are created each day and this naming convention supplies ample room for unique names.

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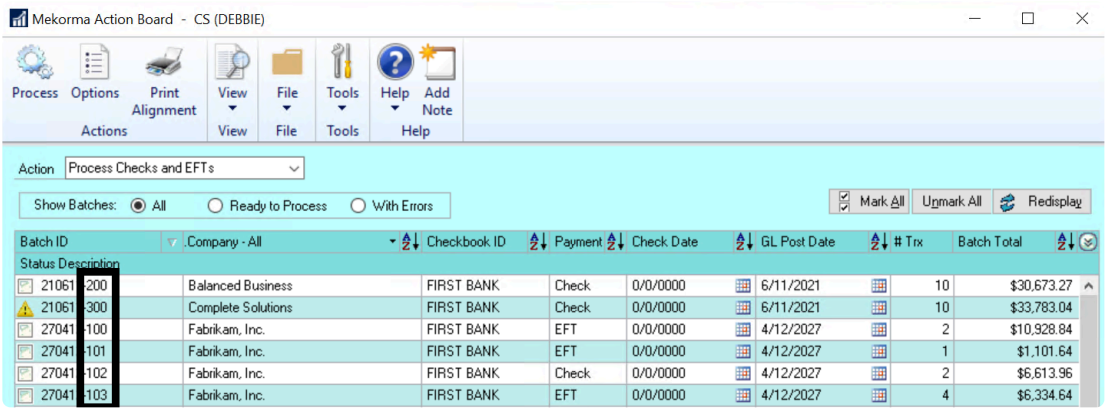
3. After running a batch-building process in the Action Board, the appropriate suffix is added to the end of each batch number according to the suffix assignment. The suffix increases by one increment for each batch:




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

5. Click **OK**.

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# 6.14.5. 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, the **Print Process Results Report** is generated.

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

By default, these reports are created/displayed immediately after the corresponding process is completed. You can choose to send them to a chosen email address instead. For example, you can send the **Build Results Report** to Approvers when using the approval workflow to notify them with a single report, rather than having them notified with every batch that is built.

## Configure Email Settings for Results Reports

1. Open the **Action Board Options** window (Mekorma Area Page > Setup > System > Action Board Setup > Options)

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.

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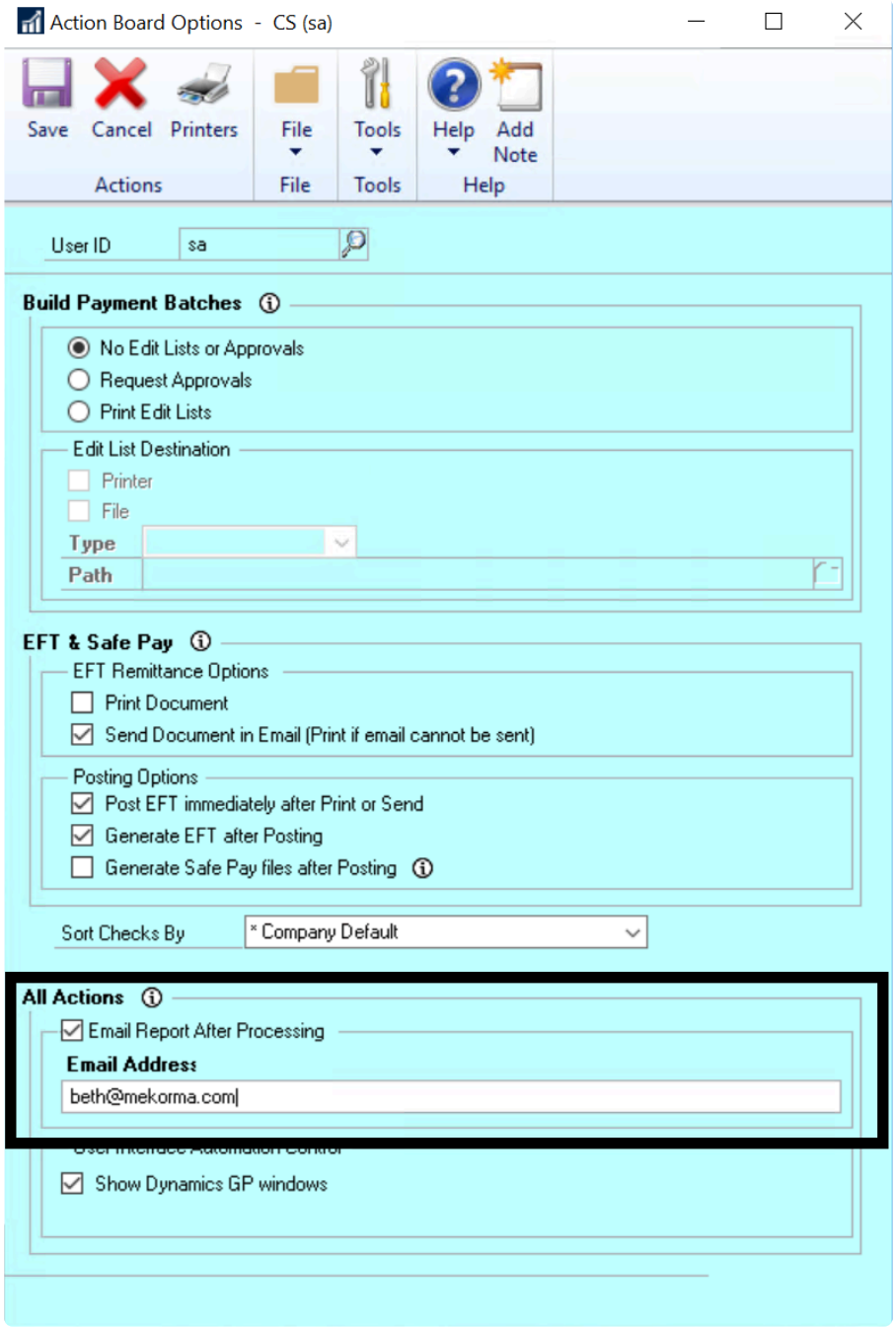


4. Click **Save**.

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# 6.14.6. 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.

1. Open the **Action Board Options** window (Mekorma Area Page > Setup > System > Action Board Setup > Options).

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.

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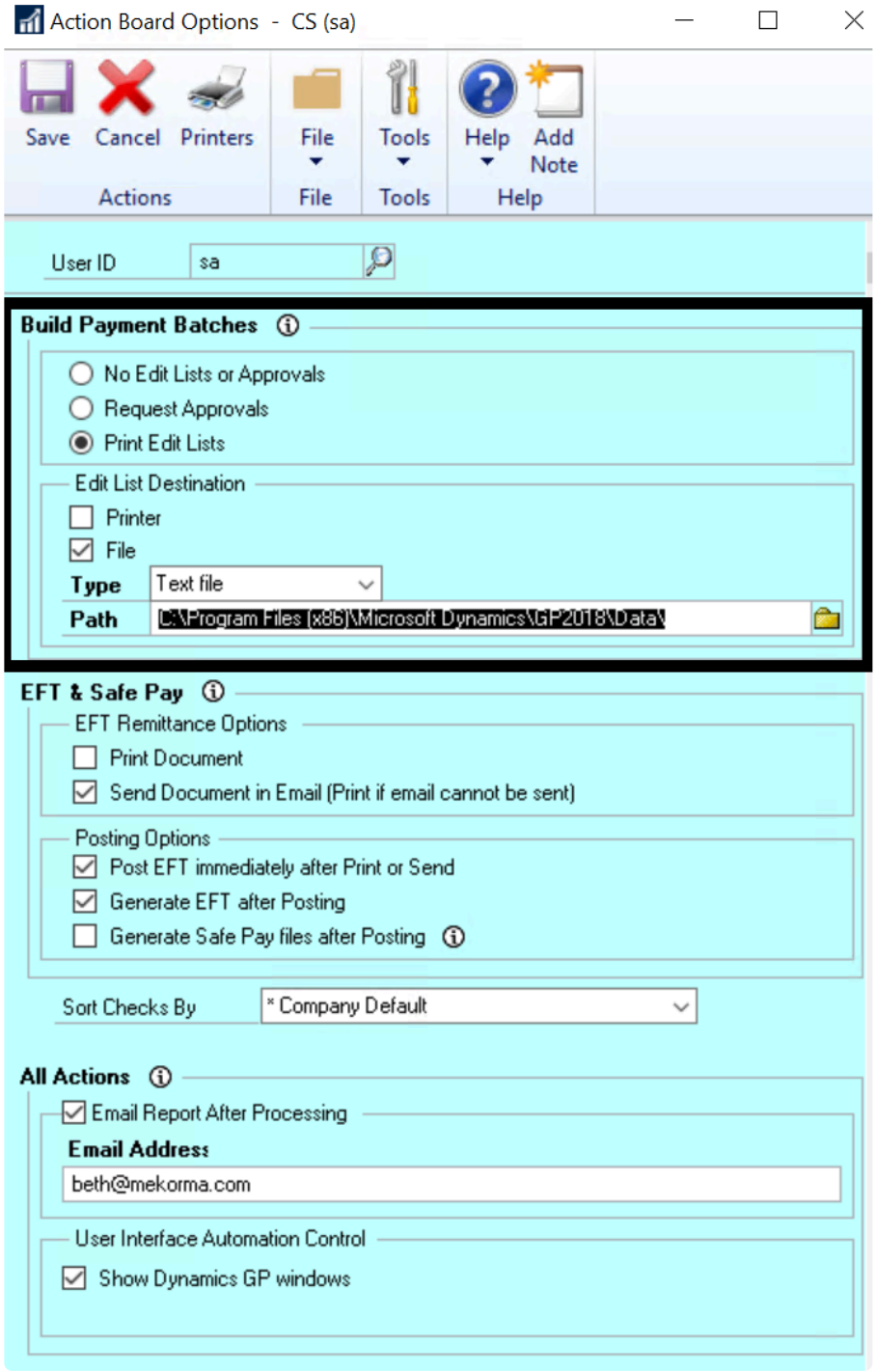


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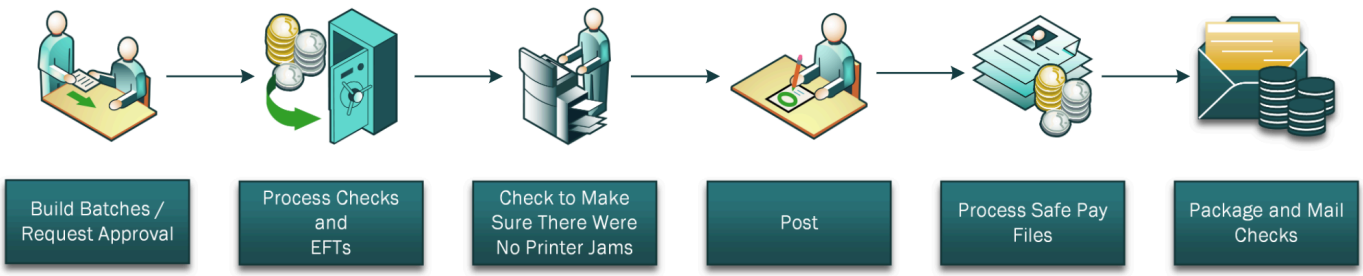
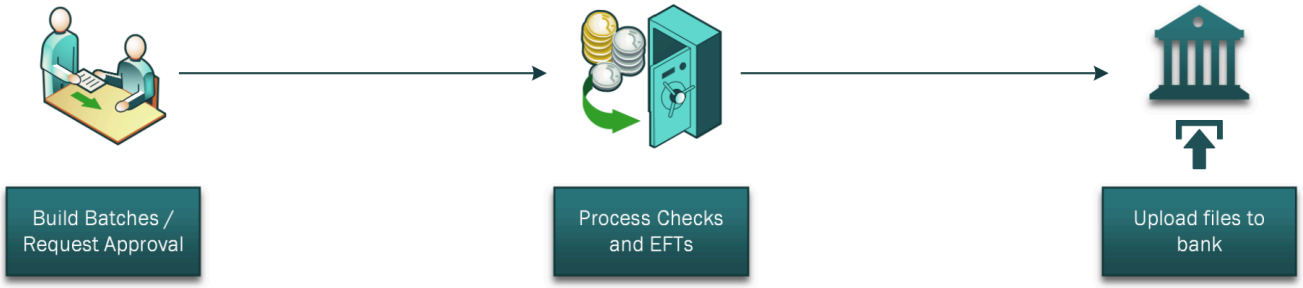
# 6.14.7. EFTs in the Action Board

When you use the Action Board, your system can select both your checks and EFT batches in one process. As you saw, you use a Build ID to set your rules for what invoices to include and a Process ID to tell the system what checkbook to use and whether to build checks, EFTs or both.

The EFT Options enhance the workflow of EFTs compared to that of checks. This what the workflow for Checks looks like:




This is one way the EFT workflow could look with the optional automation that the **Action Board** can do for you:




This is because with EFTs, further automation is possible:

1. You can post automatically instead of checking for printer jams
2. You have the option of having the process generate the EFT files automatically.

Note that in both cases, Request Approval can be done automatically as you build batches or as a separate step.

## Choose Automation Options

1. Open the **Action Board Options** window (Mekorma Area Page > Transactions > Payables > Payment Hub Action Board > Options).

2. Choose options in the EFT & Safepay section:

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## Posting Options

- **Post EFT immediately after Print or Send:** This option ensures 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.

*If you do not mark **Post EFTs Immediately after Print or Send** option, you will post the EFTs 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.*

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 generate the EFT files.
- You need to change the Transmission Date or Settlement Date in the ACH file. By default, the transmission date will be set to the Dynamics GP User Date.

## EFT Remittance Options

In addition to the above automation options, there are switches you can use to select the EFT remittance processing flags, so that the process can mimic what you would normally choose in your EFT process:

- **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 – if the vendor does not have an email address or internet access is not available, the remittance will print instead of being emailed.

> **!** You cannot use GP Report Writer when processing EFTs with the Action Board. 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**.

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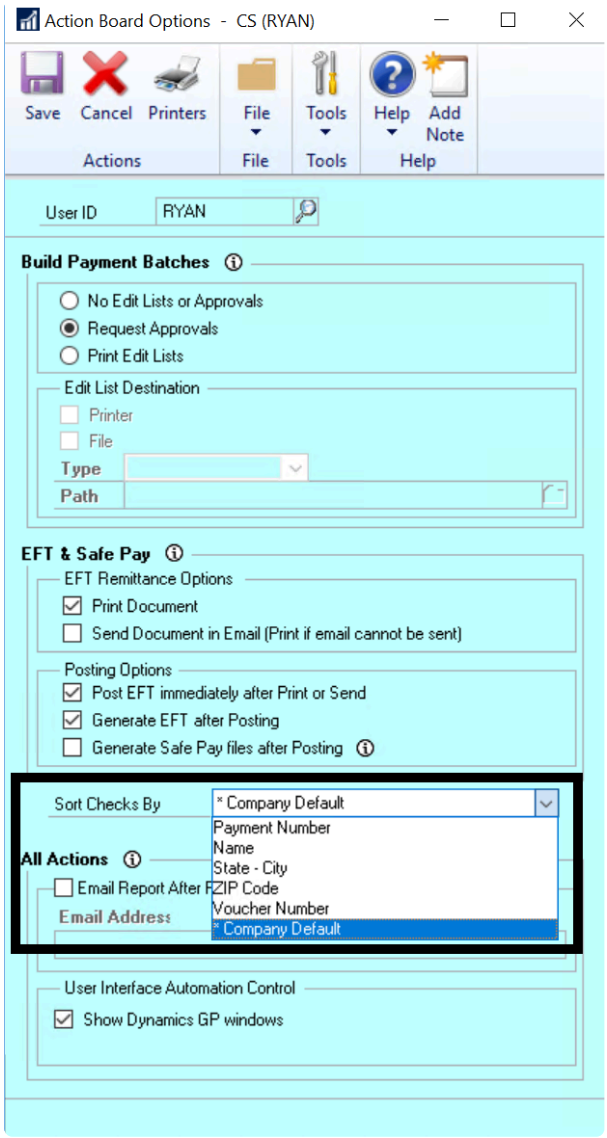
# 6.14.8. Check Sorting Options

You can choose how to sort your checks during the Action Board printing process. Note that this sort only applies within a batch, not across batches.

1. Open the **Action Board Options** window (Mekorma Area Page > Transactions > Payables > Payment Hub Action Board > Options).

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




   Note that **Company Default** defers to the default value from the **Payables Management Setup** window.

3. Click **Save**.

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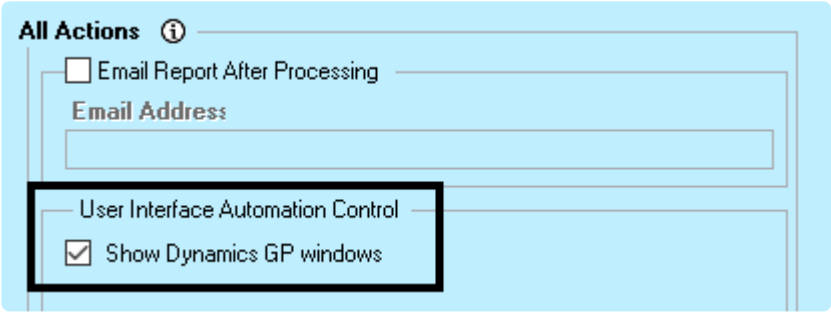
# 6.14.9. Show/Hide Dynamics GP Windows

While the Action Board is processing, it will display the windows that it is processing so that you can see what it's doing. It is designed so that you can also continue to use your computer while the **Action Board** is processing as long as you don't try to use anything in GP. This options allows you to hide the windows if the window flashing is disruptive.

1. Open the **Action Board Options** window (Mekorma Area Page > Transactions > Payables > Mekorma Action Board > Options).

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




3. Click **Save**.

> **!** Even if you choose to hide window flashing, unfortunately this option will not be able to hide the login window that shows as the system changes through companies.

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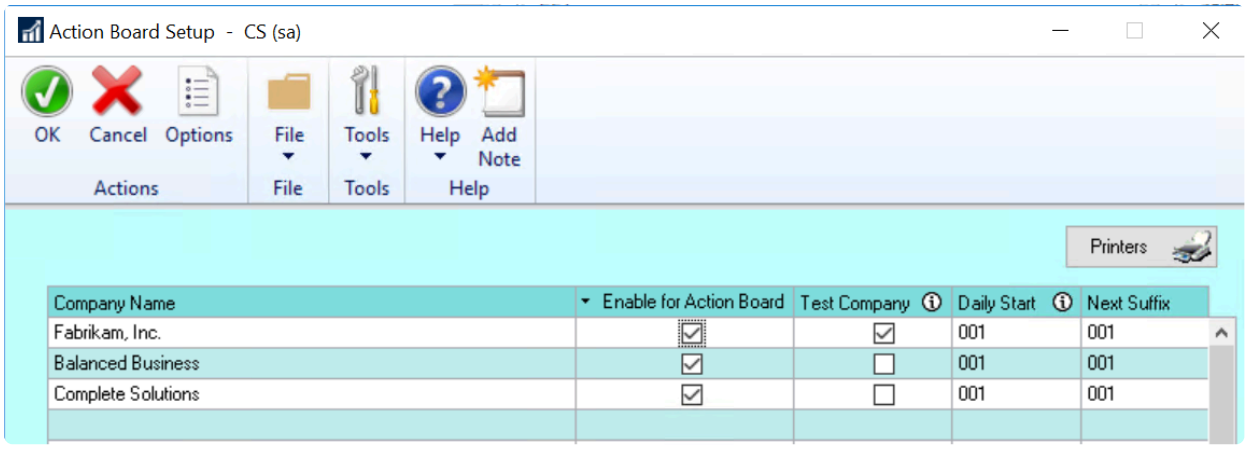
# 6.14.10. Exclude a Company from the Action Board

When you install Mekorma Payment Hub, all of your companies can be used with the Action Board. Likewise, if you create a new company, it is automatically enabled for the Action Board. Generally, there is no disadvantage to this because you are not required to select any of your companies when you create your Process IDs.

However, if you would like to limit the list of companies you see when setting up Process IDs, you can choose to exclude a company from using the Action Board.

1. Open the **Action Board Setup** window (Mekorma Area Page > Setup > System > Action Board Setup).




2. To exclude a company from using the Action Board, unmark the box in the column labeled **Enable for Action Board** for that company.

3. Click **OK**.

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# 6.14.11. Testing the Action Board

If you would like to test the Action Board payment process in a test environment or even a single test company, but you want to avoid actually generating any transactions, you can do so by designating your companies as test companies. By doing this, you render all the checks and EFTs generated by the testing processes to be unusable.

- Checks will print **without** a MICR line or signatures
- EFT files will be in a test format that is not usable by the bank.

Note that this option is provided for testing and learning, but it is *not* required for implementation.

1. Open the **Action Board Setup** window (Mekorma Area Page > Setup > System > Action Board Setup).

2. Mark the box in the column labeled **Test Company**.

3. Click **OK**.

The following companies will always be marked as test companies in both production and test environments:

- Microsoft Dynamics GP sample company, Fabrikam, Inc.
- Companies with ‘‘ in the name
- Companies with ‘‘ in the name

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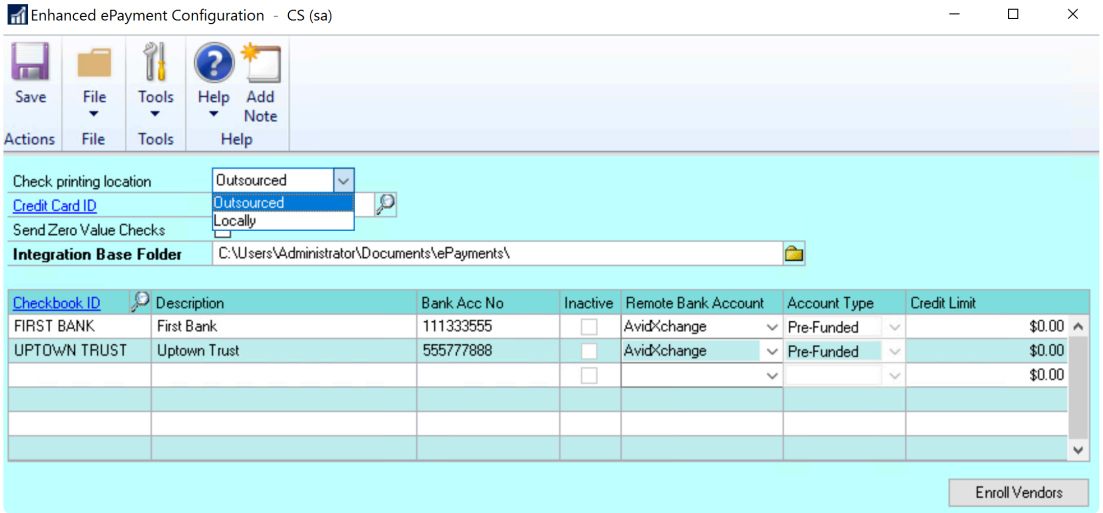
# 6.15. Remote Payment Services Configuration

Mekorma and your payment outsource provider will handle the initial implementation and configuration of the Remote Payment connector in Dynamics GP. This is necessary as Mekorma needs to implement and test the authentication to the provider's portal. However, once the system is up and running, you should be able to apply updates yourself.

## Remote Payment Services Configuration

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

To open the **Remote Payment Services Configuration** window, go to the Mekorma Area Page > Setup > Purchasing > Remote Payment Services Configuration




- The **Check printing location** field determines whether your payments are processed with the Remote Payment service (**Outsourced**), or printed and processed in-house (**Locally**).
- The **Credit Card ID** field is only required when the Remote Payment connector supports bulk funding (Corpay 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

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Corpay) and the funding method (see below for more information)
- **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.

## Choosing a Funding Method

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:

- **Transaction 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.
- **Daily funding**: All payments for the day for each checkbook are funded by a single withdrawal. Daily Funding simplifies the number of banking transactions for funding. This can reduce costs and benefit your reconciliation processes. However, this method creates some complexity in the AP setup by using a pseudo Credit Card vendor as a holding tank to net out those funding transactions. When you first implement, our implementation team will work with you to determine the best funding method for your situation.

Corpay customers: For Transaction Funding, choose **Corpay** and for Daily Funding choose **Corpay (Bulk)**.
AvidXchange customers: Transaction Funding is the only Funding method so no choices will show.

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# 6.15.1. Add Checkbooks for Remote Payments

The Remote Payment Services Configuration window is used to configure checkbooks for outsourcing.

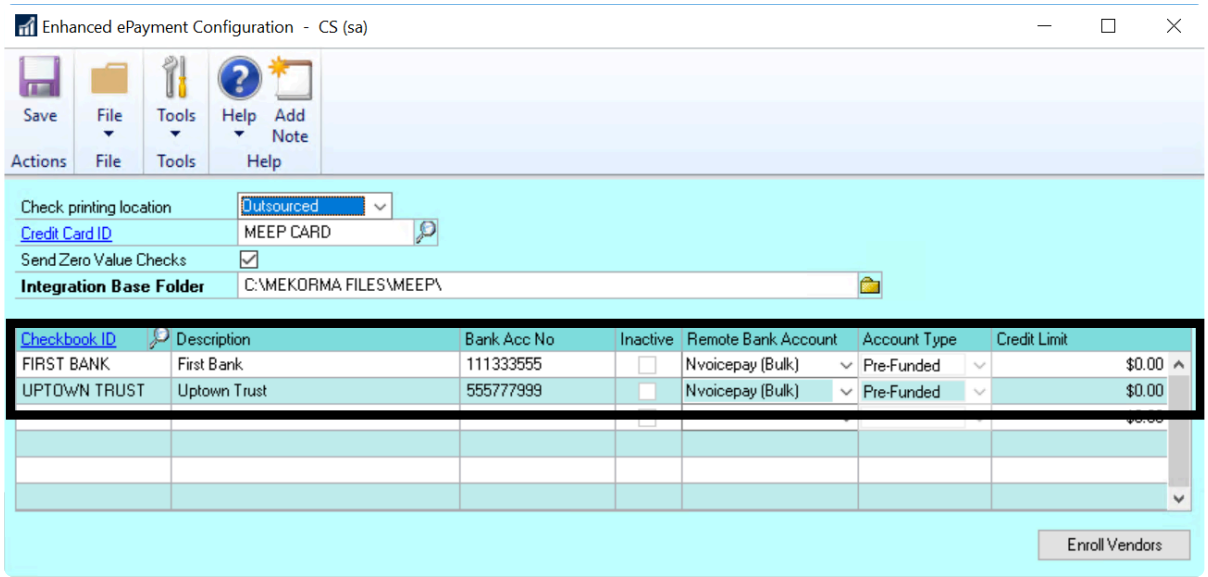
**Step 1: Checkbook is configured in the ePayment Portal**

You will need to contact your provider (AvidXchange or Corpay) and fill out the necessary paperwork. The first checkbooks are included as quoted in your original implementation and additional checkbooks can be added for a fee.The provider will then configure the checkbook within their payment portal.

**Step 2: Add the Checkbook in the Remote Payment Services Configuration** window (Mekorma Area Page > Setup > Purchasing > Remote Payment Services Configuration.)

The new checkbook must then be added in Dynamics GP.

1. Log in to Dynamics GP and open the **Remote Payment Services Configuration** window.
2. Click on the next available line in in the checkbook fields at the bottom of the window. Use the look-up to choose the Checkbook ID of the checkbook you want to add. This will pull in the GP account description and bank account number.




3. 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 Corpay customers, you must choose between **Corpay** and **Corpay – Bulk**. This refers to how you want payment funding to be done —there is a choice of funding each payment individually or funding all your payments once daily.

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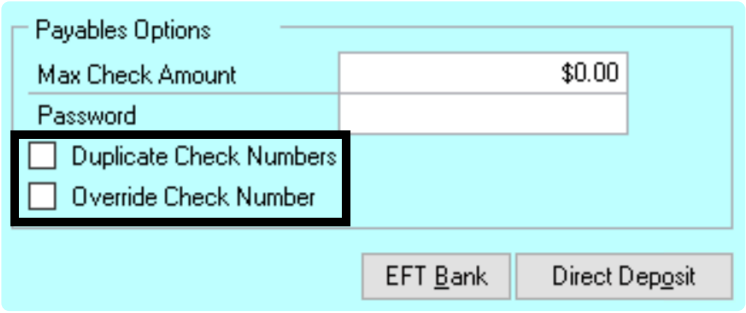
4. Click **Save** to close the window, and from that point on the checkbook can be used to pay vendors remotely.

**Step 3: Ensure your Check Numbers are Unique.**

1. Go to each Checkbook (Financial Area Page > Cards > Checkbook)
2. Please make sure that all check numbers sent to the outsource provider are unique by unmarking the Duplicate Check Number and Override Check Number settings in the lower right corner of this window.

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# 6.15.2. Enrolling Vendors

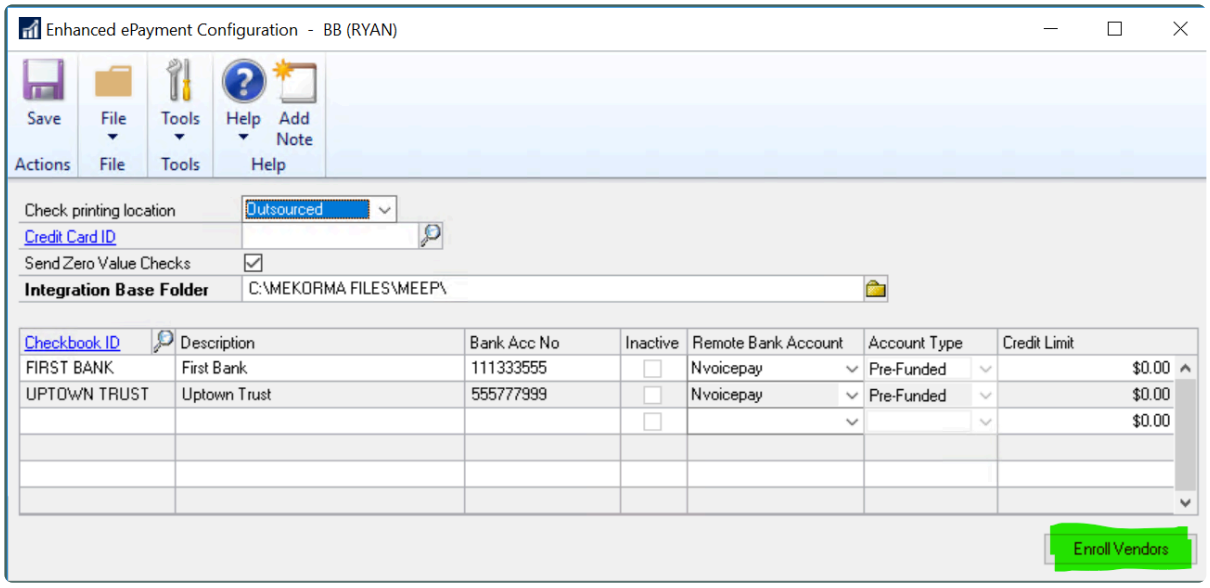
With Remote Payment Services, your vendors get to choose their payment type of check, virtual credit card or ACH.

When first implementing the system, the vendors are enrolled by communicating the vendor information to the outsourced provider as follows:

1. Follow the procedures in Add Checkbooks for Payment Outsourcing
2. Reopen the **Remote Payment Services Configuration** window (Mekorma Area Page > Setup > Purchasing > Remote Payment Services Configuration) and click the **Enroll Vendors** button.

You will click **Enroll Vendors** at initial implementation. Running **Enroll Vendors** changes any vendors with no record showing that they are **Enrolled** or **Excluded** to set them as **Enrolled**. There is no harm in clicking this button at any time because it will not change anyone who already has a status set.

All active vendors are enrolled when you click **Enroll Vendors** in this window. See below for information about **Ongoing Enrollment**.




> Note that if you want to make exceptions and process some vendors locally, you can do so. See Local Printing Options.

### Ongoing Enrollment

Once Mekorma Remote Payment Services is installed, and when you add a new vendor to the system, it will automatically enroll the vendor into outsourced processing. If you do not enter an address for the vendor, the enrollment status remains as 'Pending' enrollment but not actually enrolled until it has an address because otherwise the outsource provider won't know where to send the check.

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### Communication with Outsource Provider

This information is communicated between Dynamics GP and the Outsource Provider so that they can pay on your behalf:

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

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# 6.15.3. Local Printing Options

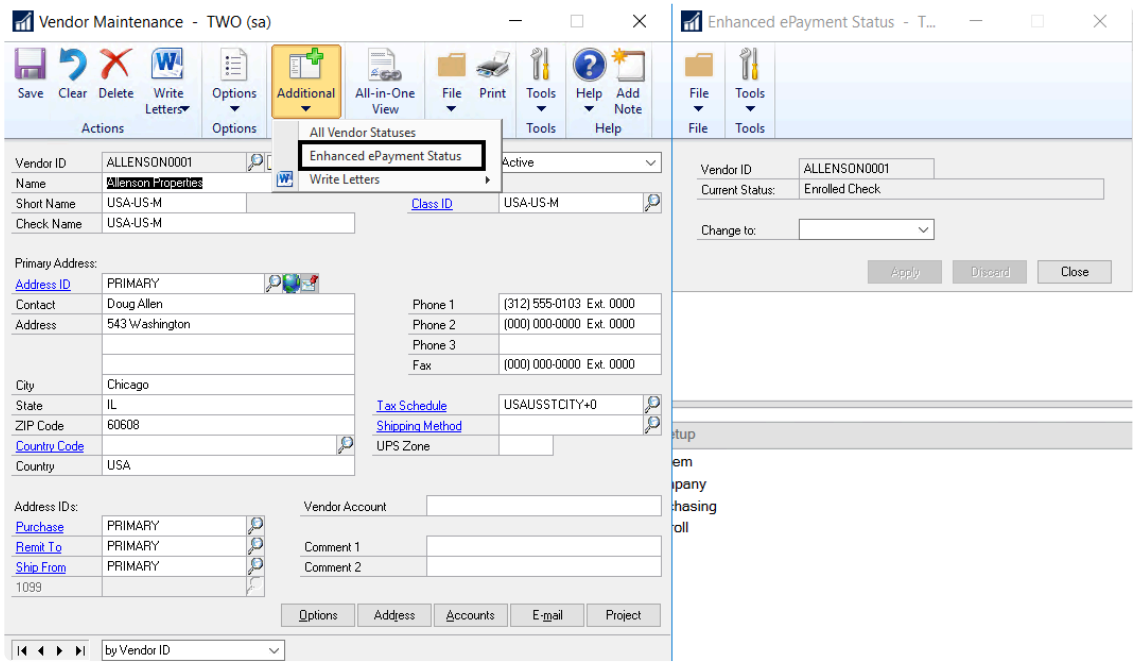
There may be circumstances in which you need to print checks/payments locally that are normally sent to the outsource provider for processing. You can do this by changing a vendor, payment, checkbook, or company's status.

## Change an individual vendor's status to Excluded

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

1. Open the **Vendor Maintenance** window and select a **Vendor ID** using the look-up (Mekorma Area Page > Cards > Payables > Vendor).

2. Click on **Additional > RPS Status** to open the **Remote Payment Services Status** window. In this example, Allenson is currently enrolled as a vendor who receives payment from the outsource provider.




3. Use the drop-down menu in the **Remote Payment Services Status** window to change the status to **Excluded**.

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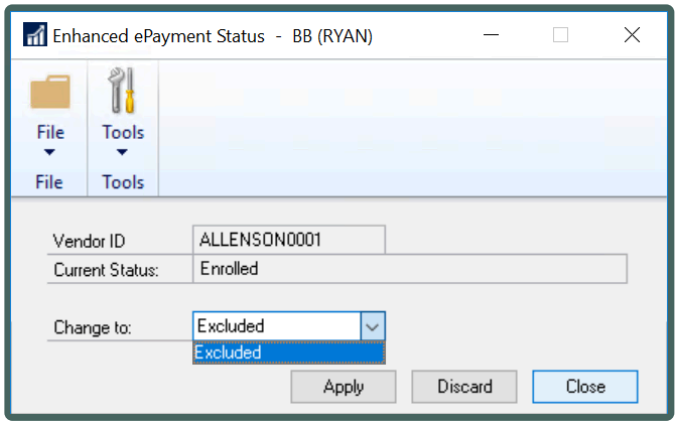


4. Click **Apply**; then **Save** in the **Vendor Maintenance** window.

There are three possible Enrollment Statuses for your GP vendors:

1. **Excluded**: This vendor's information is not sent to the outsource provider, and payments to this vendor are processed locally.

2. **Enrolled**: Payments to this vendor are sent to the outsource service for processing, unless another type of local processing exception has been set up (see Exceptions for Remote Payments).

3. **Pending**: This vendor was not automatically enrolled for outsource processing and will be processed locally. This happens if a vendor does not have a Remit-To address. In this case, the system cannot send them to the outsource provider since they would not know where to send the payment if the vendor chooses to receive a paper check.

The status of your vendors' enrollment can be viewed in the **Vendor Enrollment Inquiry** window (Mekorma Area Page > Inquiry > Payables > Remote Payment Services Enrollment Status).

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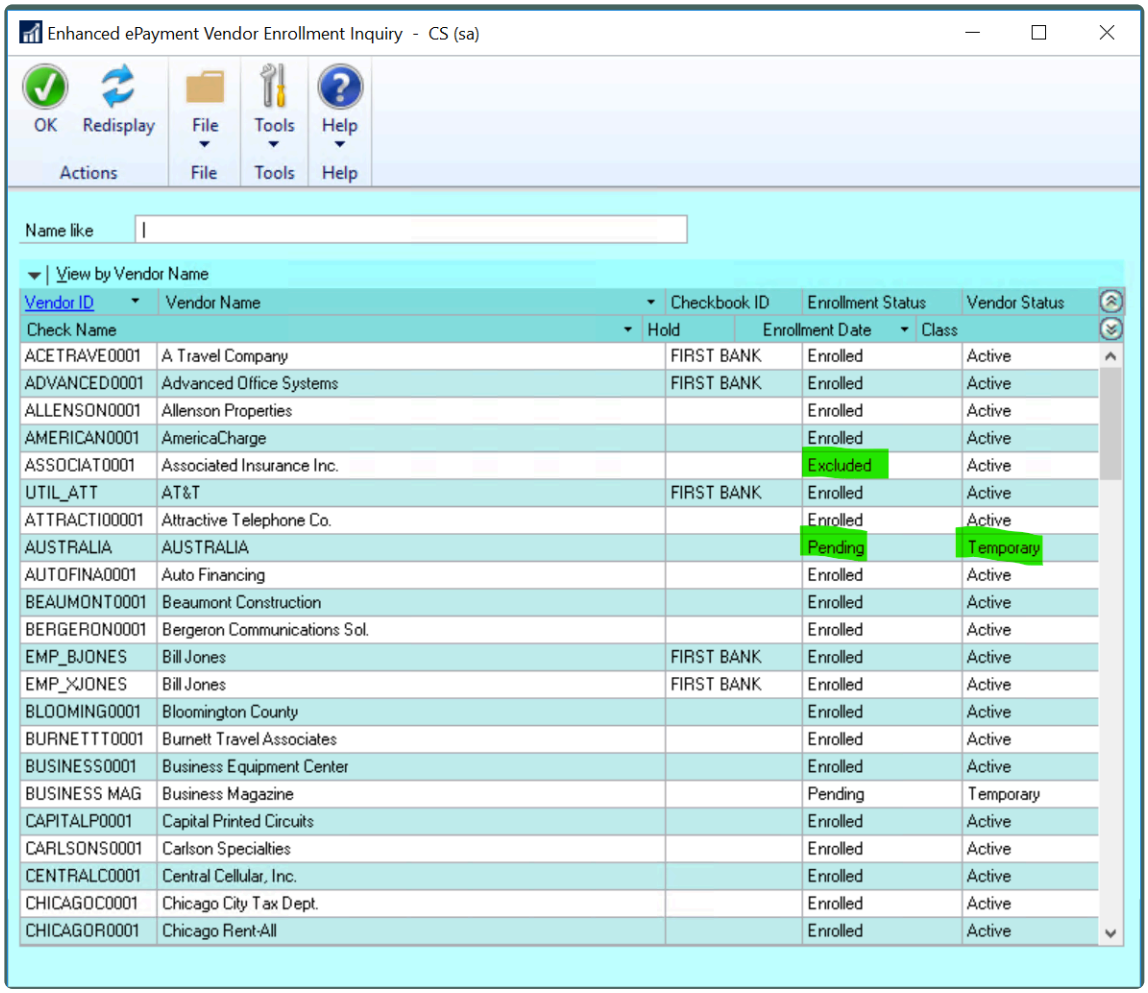


## Change an individual payment's settings to Locally

This is a one-time action that allows you to exclude a particular payment in a batch from being sent to the outsource provider. You access this from the **Print Mekorma Payments** window.

1. Open the **Print Payments** window (Mekorma Area page > Transactions > Payables > Print Payments).
2. Select a batch that contains a payment you want to switch to Local Processing.
3. Click **Additional > Payment Processing Options** to open the **Payment Processing Options** window.
4. Select the payment you want to print locally.
5. In the Process Type column, use the drop-down to choose **Locally** and click **OK** to apply the change.

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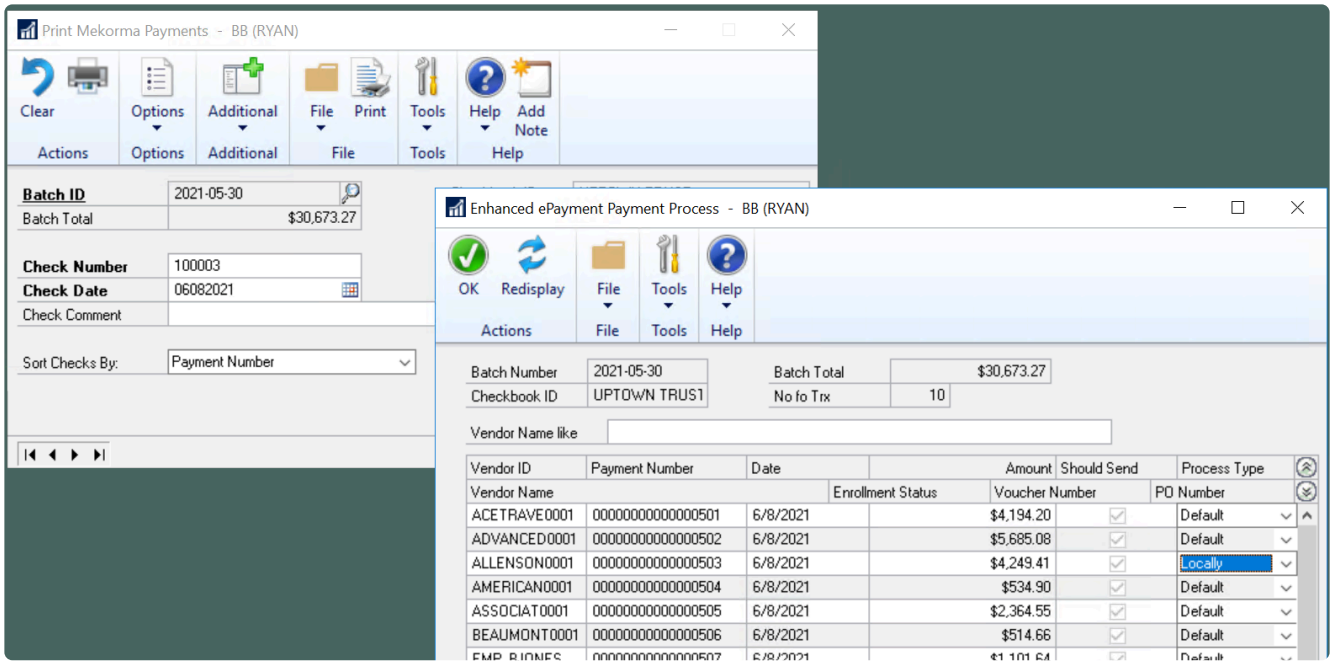
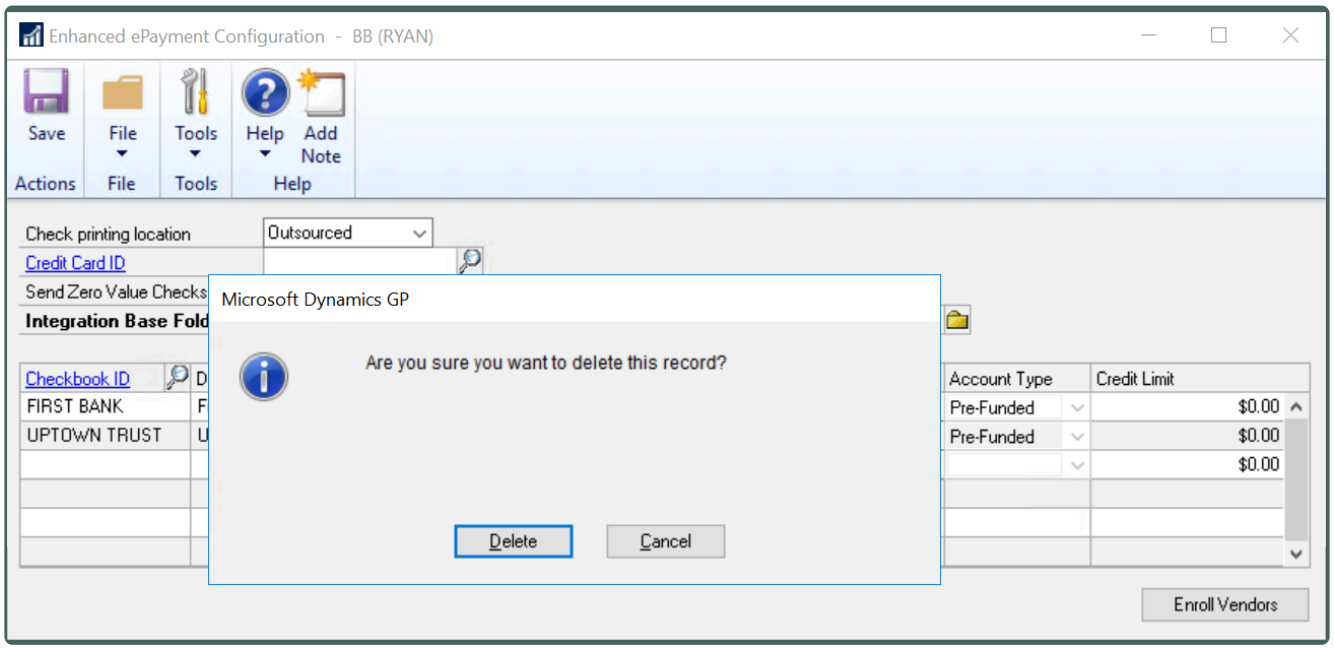



Notice that all the rest of the payments will be processed with their **Default** setting. So if the vendor is set up for Local processing, they will process locally and if the vendor is Enrolled in outsourcing they will be sent out.

## Disable a checkbook that has been configured for outsourcing

1. Open the **Remote Payment Services Configuration** window (Mekorma Area Page > Setup > Purchasing > Remote Payment Services Configuration).
2. Right-click on the row for the checkbook you want to disable and choose Delete Row. Delete the Checkbook ID and associated data.

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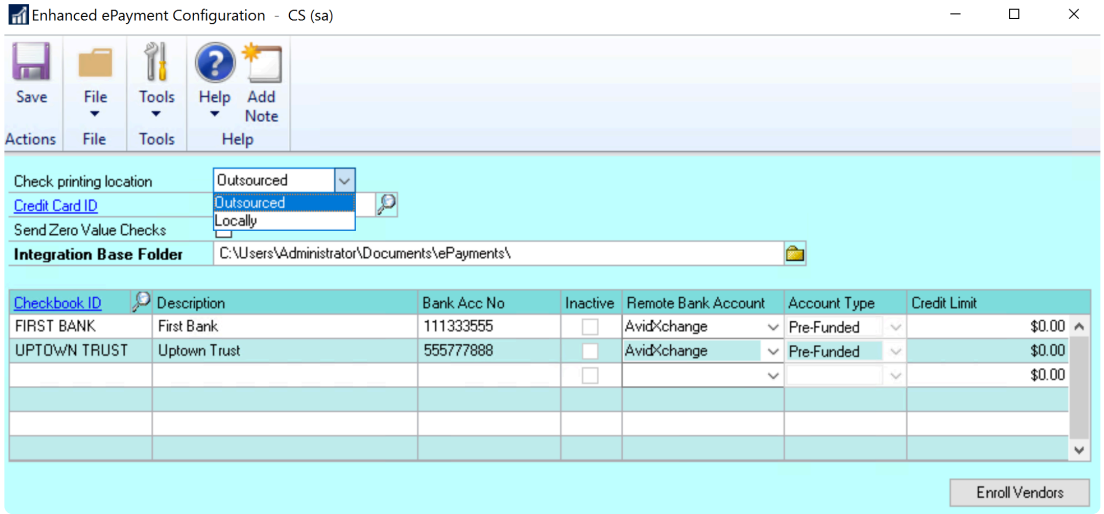
3. **Save** the changes.

Any payments from the checkbook will be processed locally.

To add the checkbook back to the Remote Payment Services configuration, add the checkbook back.

## Change an entire company's printing location

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




1. Open the **Remote Payment Services Configuration** window. (Mekorma Area Page > Setup > Purchasing > Remote Payment Services Configuration)
2. In the **Check printing location** field, use the drop-down to choose **Locally** and **Save**.

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# 6.16. 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. MEM also uses the term facility interchangeably with entity or company. 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 providing several functions:

1. If you are printing checks, the facility information can be printed on payables checks. The software uses SQL scripts to access Binary Stream tables to retrieve the necessary information.

2. If you are sending payments to outsourcing, the facility information can also be printed on your remittances. This works for MEM Decentralized processing only, where each facility has its own designated checkbook(s).

3. If you are selecting your batches using the **Payment Hub Action Board**, the connector supports the ability to create MEM batches.

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 Decentralized:

A Decentralized process uses a dedicated checkbook to pay each facility. 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. Configuring this way provides an advantage because it paves the way to outsource your payment processing and have the correct entity reported on each payment.

### 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. You can also choose to group your vouchers by facility and show sub-totals. 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.

> ! Note that **MEM Centralized** processing is not support when you send your payments through an outsource service provider. If you want to outsource your MEM payments, each

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facility must have its own checkbook.

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).*

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# 6.16.1. 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.

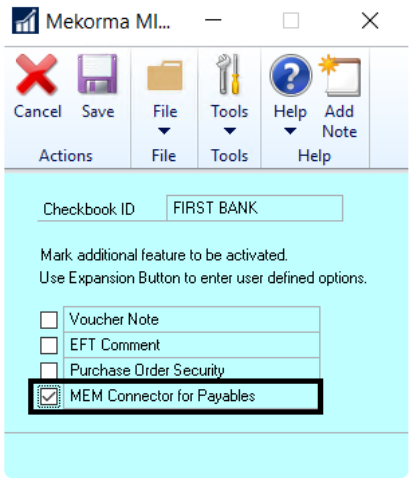
## Payables

1. Open the **Mekorma Checkbook Setup** window (Mekorma Area Page > Setup > Purchasing > Checkbook Setup).

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

1. Open the **Mekorma Checkbook Setup** window (Mekorma Checkbook Setup* window, go to the Mekorma Area Page > Setup > Payroll > Checkbook Setup).

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**.

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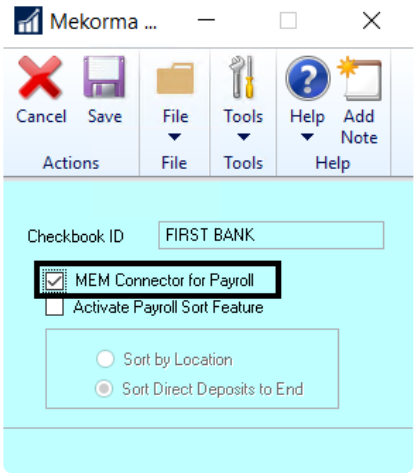


5. Click **Save** to close the window.

6. Repeat these steps for any additional checkbooks you would like to configure.

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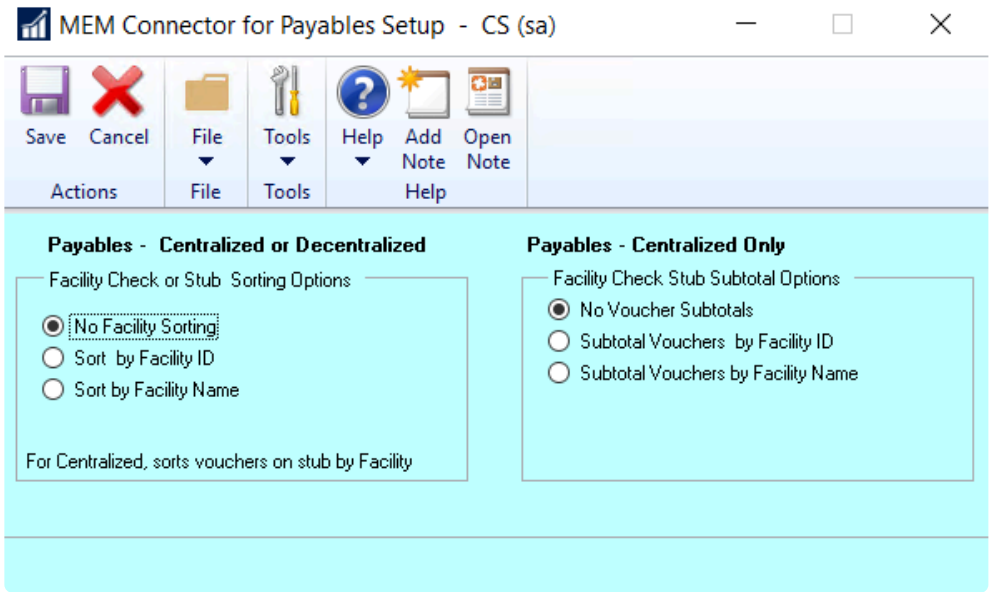
# 6.16.2. MEM Connector for Payables

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 Payment Hub** 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.**




> ! 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 (Mekorma Area Page > Setup > Purchasing > Mekorma MEM for Connector for Payables Setup).

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.

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    - 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.

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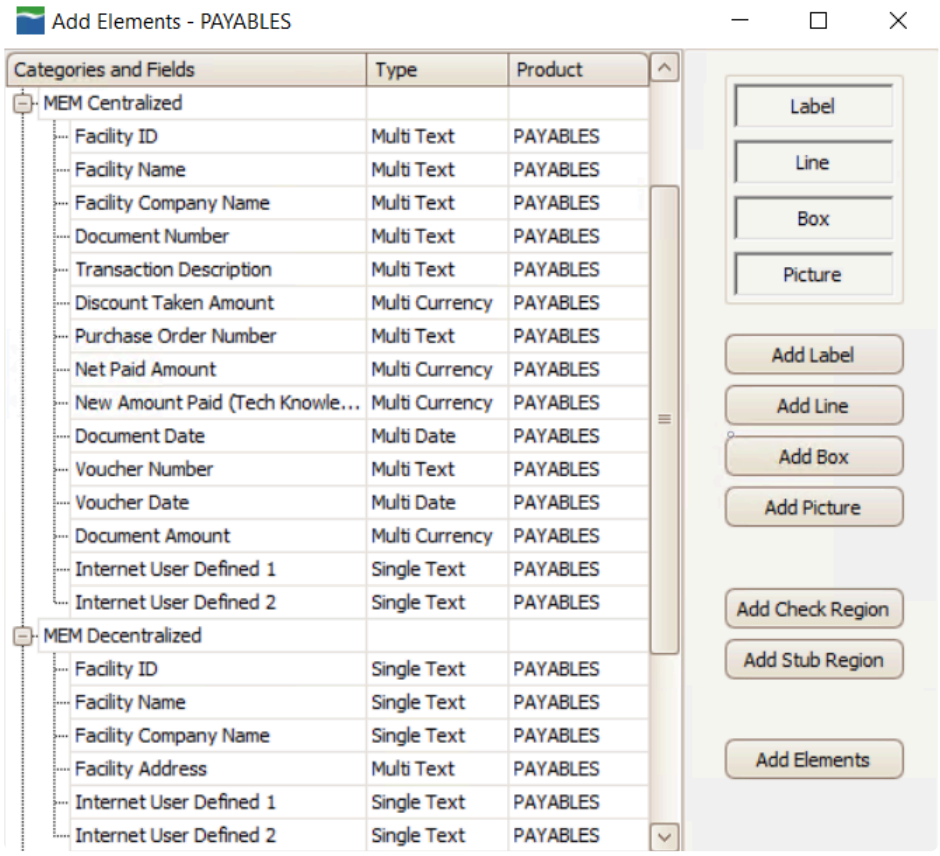
# 6.16.3. Configure MEM Connector Payables Check Formats

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:




### 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.

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### 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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# 6.16.4. 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 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.

1. Open the **Mekorma Password and Signature Setup** window (Microsoft Dynamics GP > Tools > Setup > Payroll > Mekorma US Payroll > Facility Signature ID).

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.

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3. Click the look-up next to Payroll Signature ID.
4. Choose the desired Signature ID.
5. Repeat for all payroll checkbooks.

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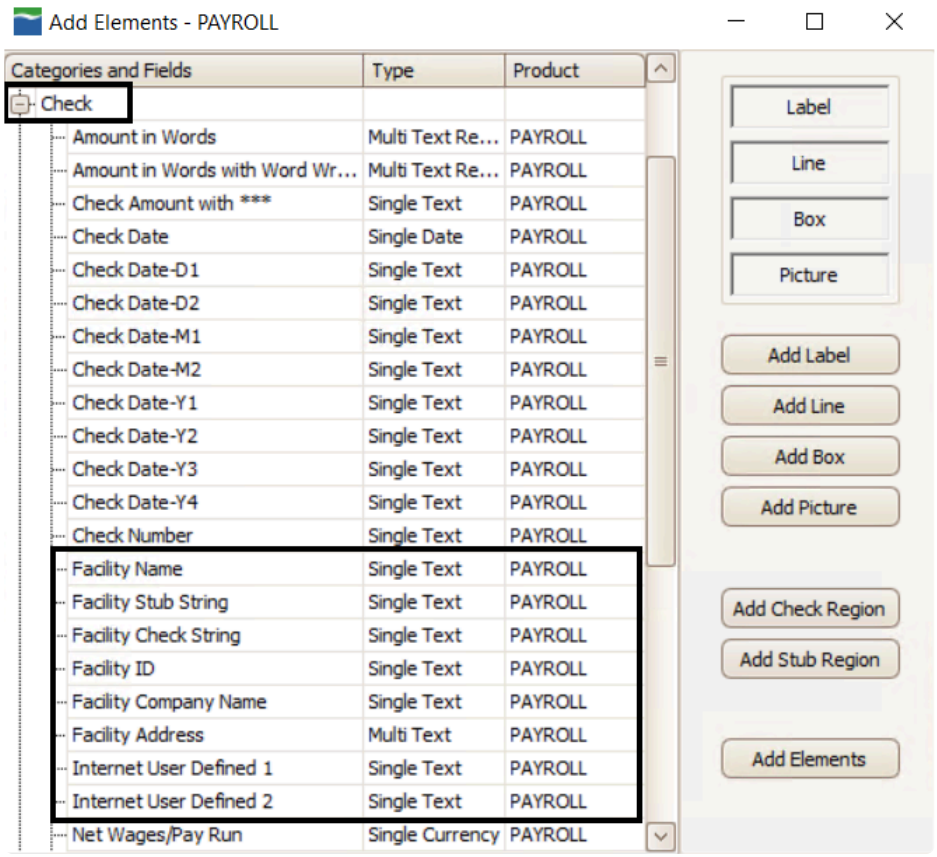
# 6.16.5. Configure MEM Connector Payroll Check Formats

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




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

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

- **Facility Name**: The description field in the GL Segment Description Setup table where the Segment Number = 1 and the Segment ID is the Facility ID.
- **Facility Stub String**: A concatenated field consisting of the Facility ID, Division Code (from the Employee Master table), and the Employee ID. This field is separated by hyphens.
- **Facility Check String**: A concatenated field consisting of the Facility ID, Division Code (from the Employee Master table), Employee ID, and Employee Class ID. This field is separated by hyphens.
- **Facility Address**: A multi-line field that will contain the street address, city, state, and zip code for the facility.

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- **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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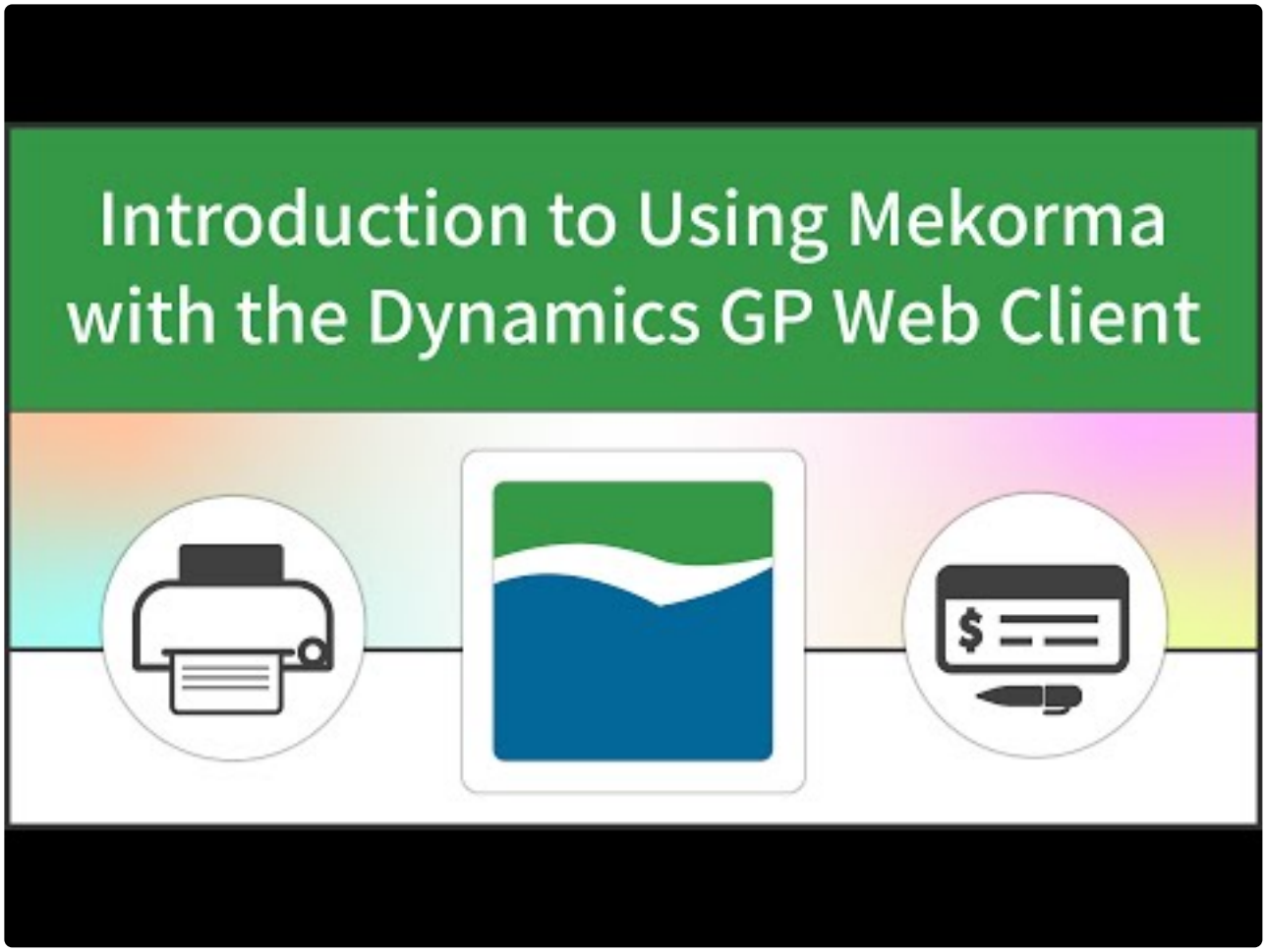
# 6.17. Dynamics GP Web Client

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.

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! A limitation of the Dynamics GP Web Client is that it will not work with the Payment Hub Action Board. If you are in a Dynamics GP Web Client environment and you would like to use the Action Board, please log in to our online portal and open a new case with the Mekorma Customer Success team.

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# 6.17.1. 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.**

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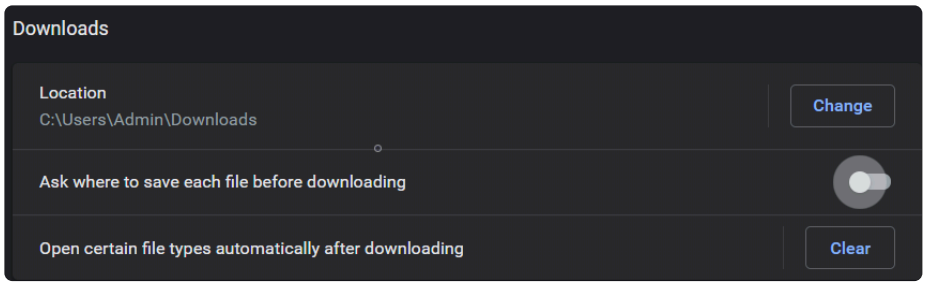
3. Scroll to **Downloads**. Choose the folder location path where the encrypted Mekorma Check Print file (.mcp) will be written at print time.

4. Turn off **Ask where to save each file before downloading**.




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

## To prevent further browser dialogs when using Chrome

1. Print a Mekorma 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.*

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# 6.17.2. 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

1. Log in to Dynamics GP as a System Administrator or Power User.

2. Open the **Web Client Security Access** window (Mekorma Area page > Setup > System > Web Client Security Access).

3. Designate the ability to print over the GP web client by marking the box next to a User's name.

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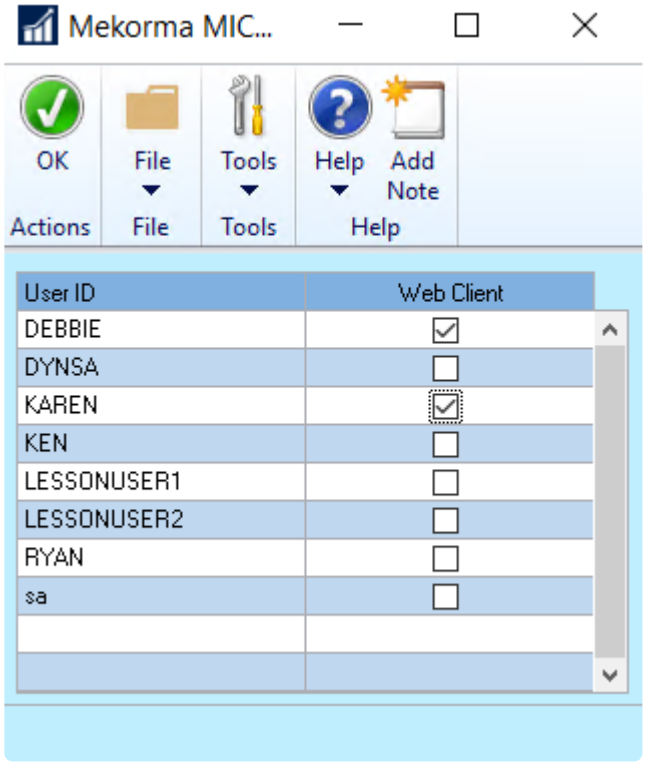


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# 6.18. Omit Zero Dollar Checks

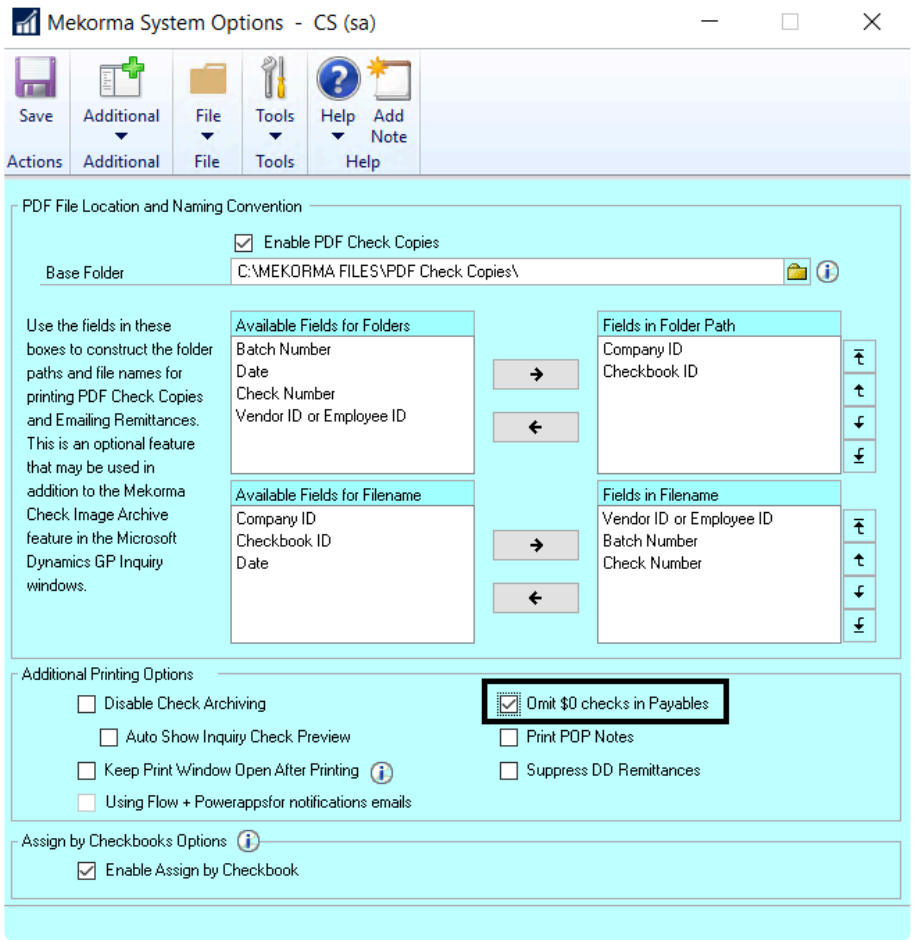
Enable this feature if you do NOT want to print a $0 checks when you process batches using Mekorma functionality.

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

1. Log in to Dynamics GP as an Admin or Power User.

2. Open the **Mekorma System Options** window (Mekorma Area Page > Setup > System > Mekorma System Options).

3. In the section labeled **Additional Printing Options**, check the box next to **Omit $0 checks in Payables**:




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

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# 6.19. Disable Print Blank Checks

On occasion, you might want to print a Blank Check for making a handwritten payment, such as if you need a check to take off-site.

Some companies consider this to be a security risk. If you would like to deny users access to the Print Blank Checks option from the **Mekorma Payment Hub** Payables, US Payroll and Canadian Payroll menus, the Print Blank Checks Menu Option can be disabled.

1. Open the **Mekorma Security Setup** window (Mekorma Area Page > Setup > System > Security Setup).

2. With the Task-Based tree expanded, check the box next to **Disable 'Print Blank Checks' Menu Option**.

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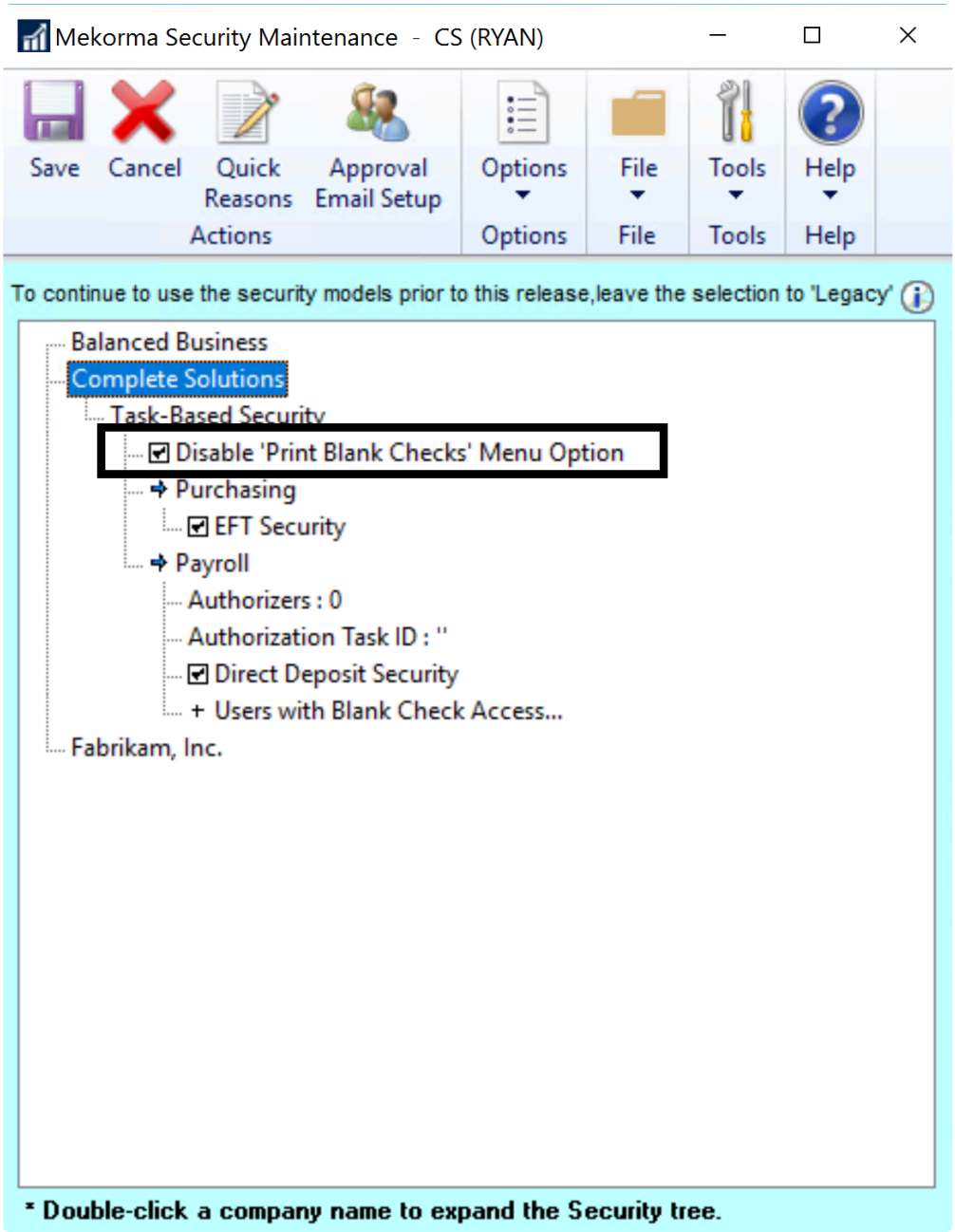


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# 6.20. Bypassing Mekorma and Printing through Dynamics GP

From time to time, some users want to use Mekorma Payment Hub in some companies or with some checkbooks and use Dynamics GP's native functionality (bypass Mekorma) with other.

Within the same company, a single user cannot process payments both using Mekorma Payment Hub and with native Microsoft Dynamics GP. If you need to do this, you will need to configure both a second Microsoft Dynamics GP user and a second launch folder that launches Dynamics GP without Mekorma Payment Hub.

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# 7. Using the Mekorma Payment Hub for Payables

This section of the User Guide will explain, guide and demonstrate how to use the **Mekorma Payment Hub**.

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# 7.1. Build Batches

## Use Action Board to Build All your Batches at Once

The method of choice for building your payment batches and processing payments is to use the Mekorma Payment Hub Action Board. The Action Board roboticizes your standard GP procedures by giving you the power to define and store batch-building rules. It then applies those rules when you're ready to build batches.

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. See Action Board Setup for more information.

## Building Batches for Payment Outsourcing (Mekorma Remote Payment Services)

Batches intended to be processed as remote payments by one of the Mekorma outsourcing providers can be created using the Action Board or by using Dynamics GP with manual procedures. This is one of the slickest ways of automating your payments—set up your rules, push a few buttons and you're done—no checks to fold, seal and mail.

When you build for remote payments—just select the batches as if they are check batches — Mekorma and your outsource provider will do the rest.

## Building Batches Manually

Of course, you can still use the standard Microsoft Dynamics GP manually to create your batches and then pay the through the Payment Hub. Use this method if you are not able to identify any repeatable rules for pulling invoices into your batches. The following windows can be used to manually build a payment batch:

- **Build Payment Batch**
- **Edit Payment Batch**
- **Edit Vendor Payment**

## Assigning Checkbooks before Building Payment Batches

Mekorma Payment Hub gives you the ability to designate checkbooks for certain vendors or for certain vouchers as an enhancement to the Batch Building process. If you would like to do that, you will want to Assign Checkbooks before building your payment batches.

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# 7.1.1. Action Board: Build All Your Batches at Once

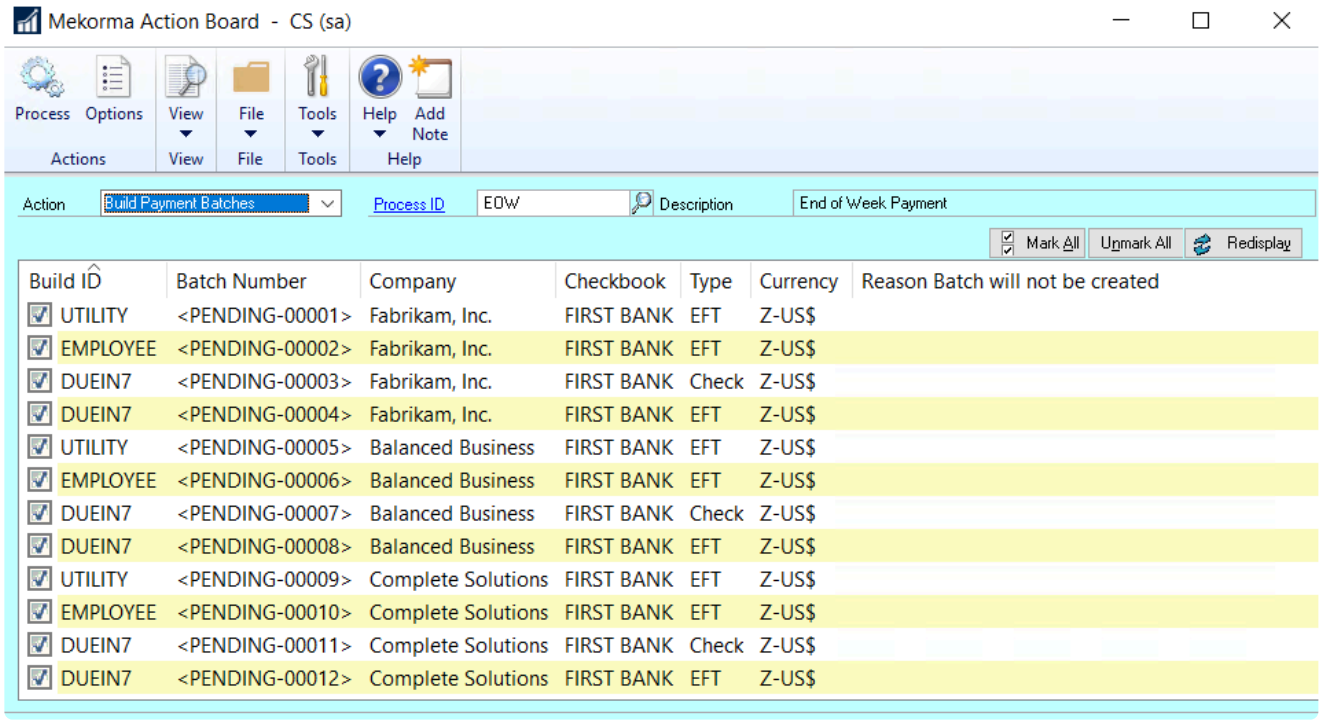
The Action Board allows you to build all of your batches across companies with one click of a button. Refer to Action Board Setup prior to building batches from the Action Board.

1. Open the Mekorma Action Board (Mekorma Area Page > Transactions > Payables > 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.




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

5. 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.

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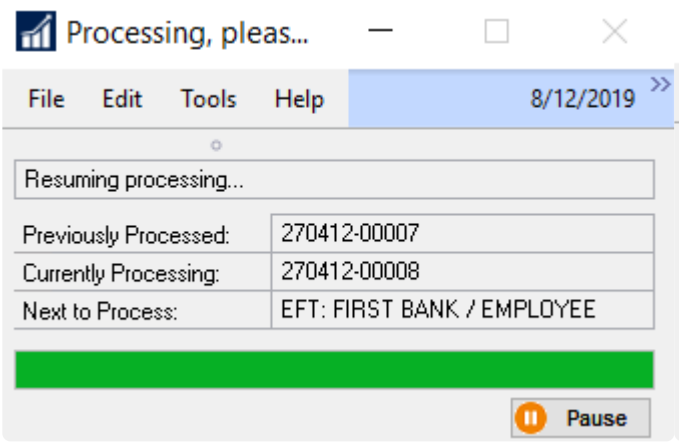
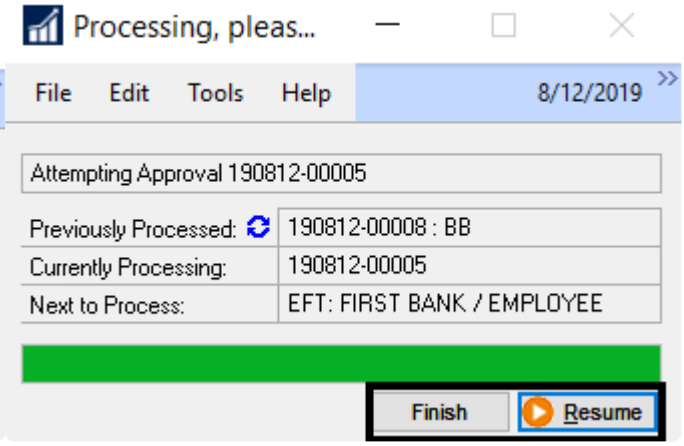
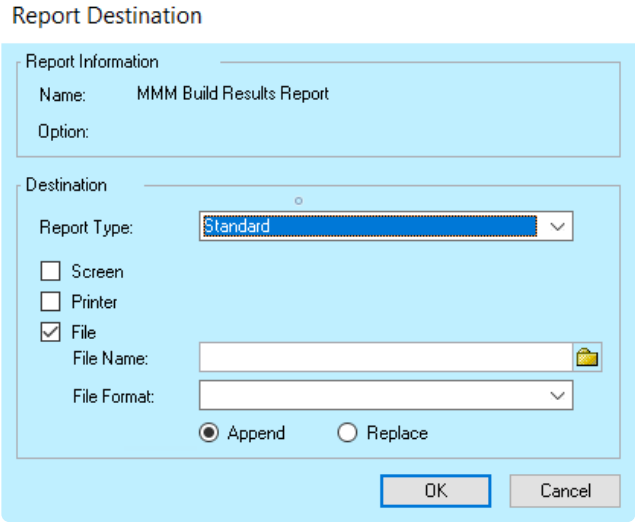
> If you need to access Dynamics GP while batches are being built, it is possible to pause the process by clicking **Pause**, then **Resume** when ready. If you do not want to complete the process after pausing, click **Finish**.




## Action Board Build Results Report

6. 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:




**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.

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Screen Output - MMM Build Results Report

File Edit Tools Find Help

Print Send To Modify 100% Completed 1 Page

```
Complete Solutions

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


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

Fabrikam, Inc.

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


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

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

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

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# 7.1.2. Build Remote Batches

One of the advantages of Mekorma Remote Payment Services is that all standard GP procedures for building batches can be used to build remote batches and all payment types can be combined in a single batch. The batches are built as standard check batches, yet the vendors will be paid by their choice of payment method.

As a review, here are the methods for building batches from most to least automated:

- Mekorma Payment Hub Action Board (Mekorma Area Page > Transactions > Payables > Mekorma Action Board)
- Build Payment Batch (Mekorma Area Page > Transactions > Payables > Build Payment Batch)
- Edit Payment Batch (Mekorma Area Page > Transactions > Payables > Edit Payment Batch)
- Edit Vendor Payment (Mekorma Area Page > Transactions > Payables > Edit Vendor Payment)

When creating a batch for payment outsourcing:

- Choose **Check** as the payment method. Payments sent for outsourcing must originate as a **Computer Check** batch. *Please note that manual payments and payments entered as Transaction Payments in a voucher will not be processed by Remote services.*
- Select a checkbook that is configured for Remote Payment Services.
- Build your batch by selecting the desired payments/ payment criteria.

When batches contain payments for vendors **Excluded** from the service – those payments will NOT be sent electronically. Mekorma Remote Payment Services will automatically split the batch when processing and print those vendor payments locally as checks.

> Please note, if your company has multiple checkbooks with some checkbooks not configured for remote payments, those payments would not be processed using Remote Payment Services even if they are made to vendors who are enrolled in the service. And for those checkbooks, batch creation rules would fall back to standard GP functionality where EFT and check payments cannot be combined in the same batch.

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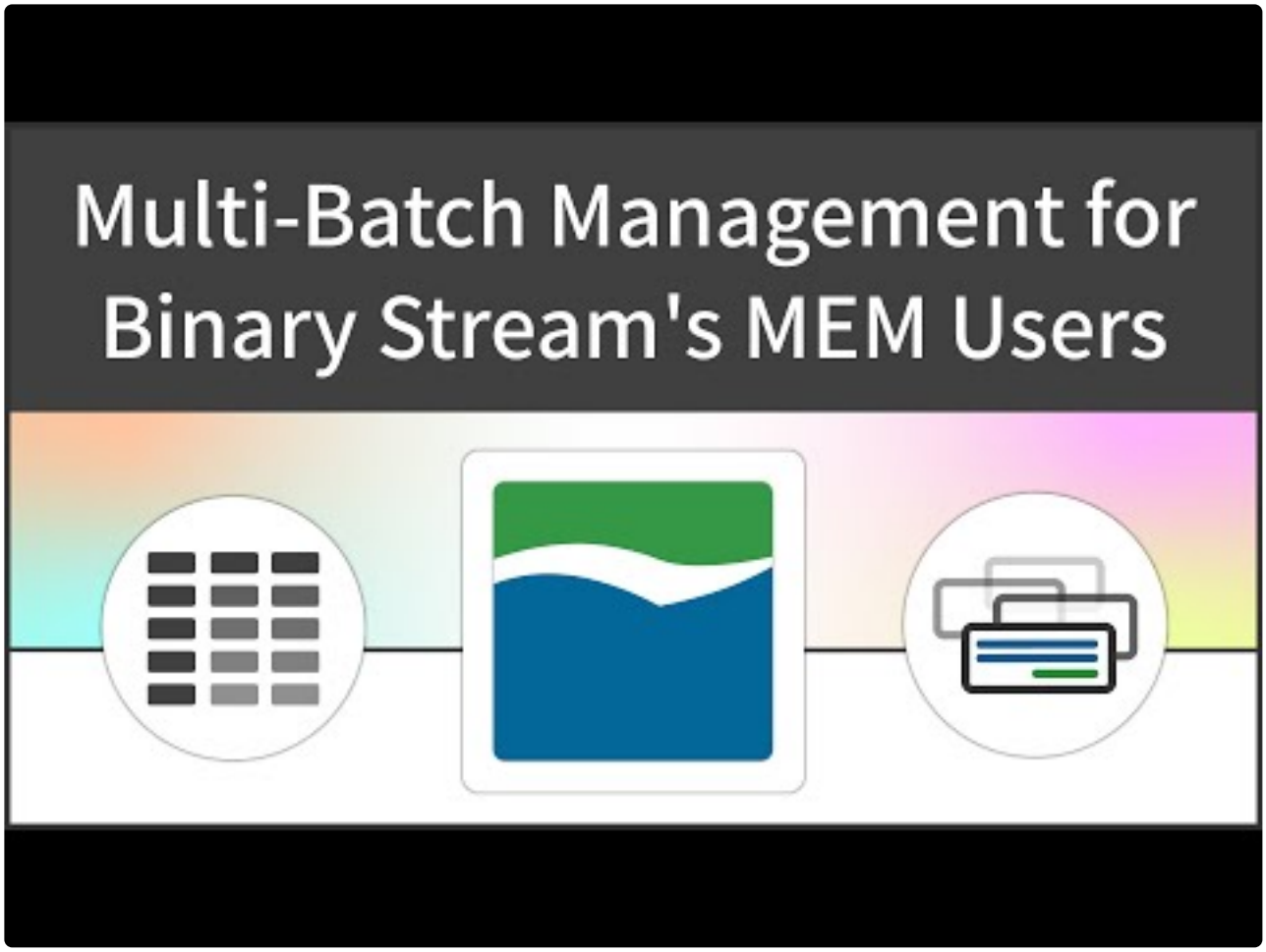
# 7.1.3. Using the Action Board with Multi-Entity Management

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

1. Open the **Mekorma Process Maintenance** window (Mekorma Area Page > Setup > System >

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Mekorma Process Maintenance).

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.

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# 7.1.4. Assign Checkbooks for Invoice Selection

Mekorma's Assign by Checkbook enables you to indicate that each invoice or each vendor should be paid by a specific checkbook. There is more extensive information about this feature on the page Enable Assign by Checkbook page to help you decide if you want to use this feature and help you get started.

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

- Individual invoices
- Payment batches
- Purchase orders
- Vendors

> ! 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.

After assigning checkbooks, you can use the feature to select invoices by vendor or voucher when building batches. This process can be also be automated into your Action Board process when you create a build ID.

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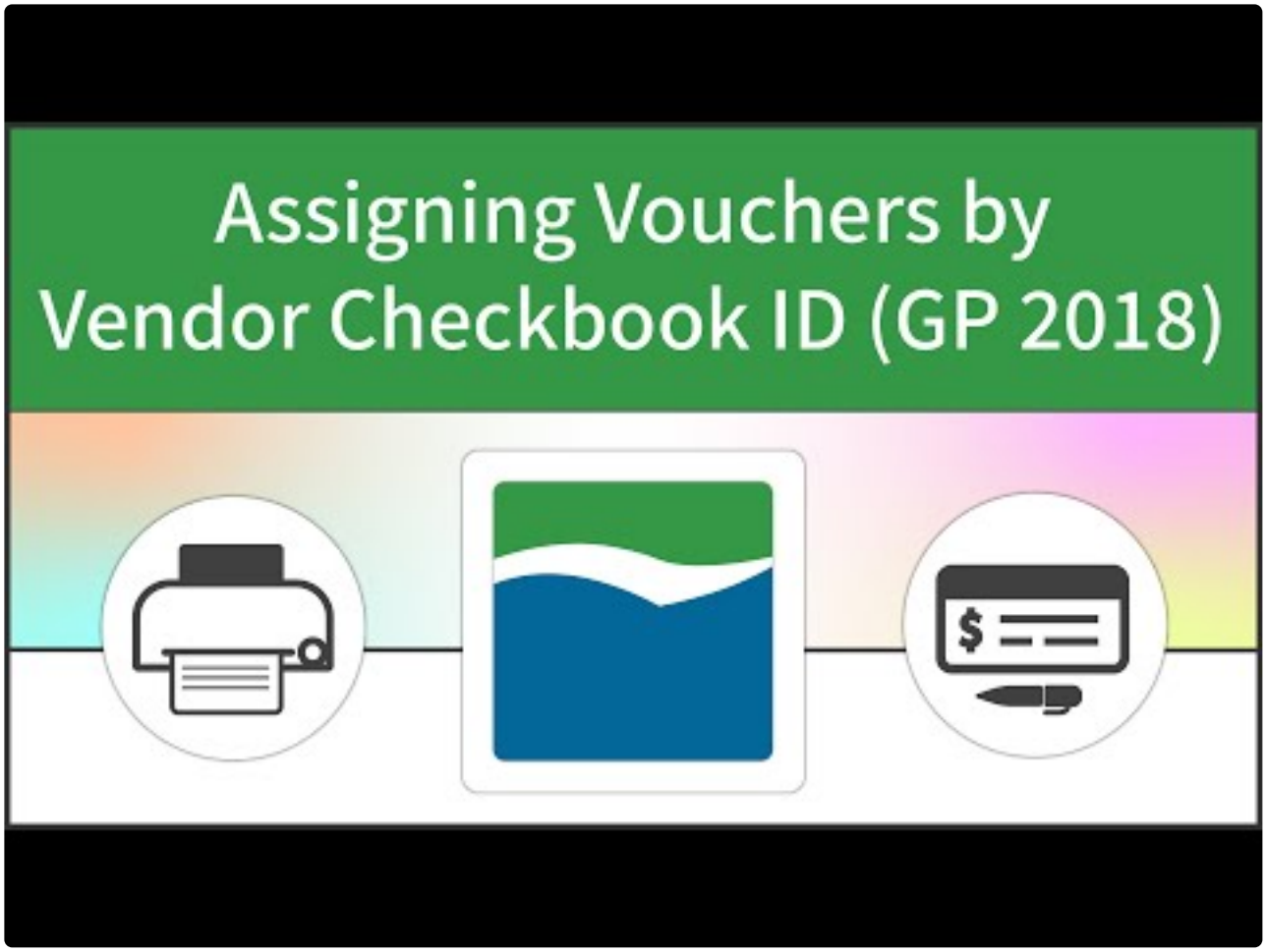
# 7.1.4.1. Assign a Checkbook to an Invoice

You can assign a checkbook to each invoice when you enter it in the system. This is the method you should use if you have a group of invoices that are each paid by **different** checkbooks. Configuring Assign by Checkbook explains why you might want to do that.

## Building Batches:

- When you build your batches with the Mekorma Action Board, you will want to include **Select by Voucher Checkbook** on your Build ID.
- When you build your batches with Dynamics GP **Build Payment Batch**, you will need to check the option **Select Vouchers by Voucher Checkbook ID**. If you do not, the vouchers from the vendor will be included in a check batch from any checkbook.
- If you use a manual method for creating your payment batches, the Vendor checkbook will not be enforced.

## To assign a checkbook to a Voucher:




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

1. Open the **Payables Transaction Entry** window (Mekorma Area Page > Transactions > Payables >

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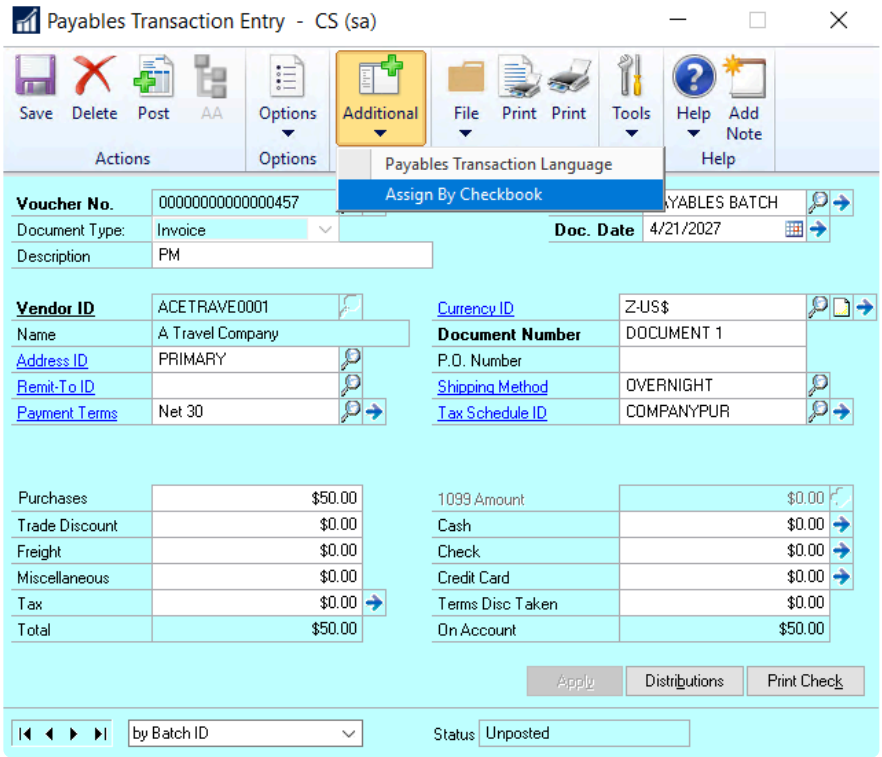
Transaction Entry).

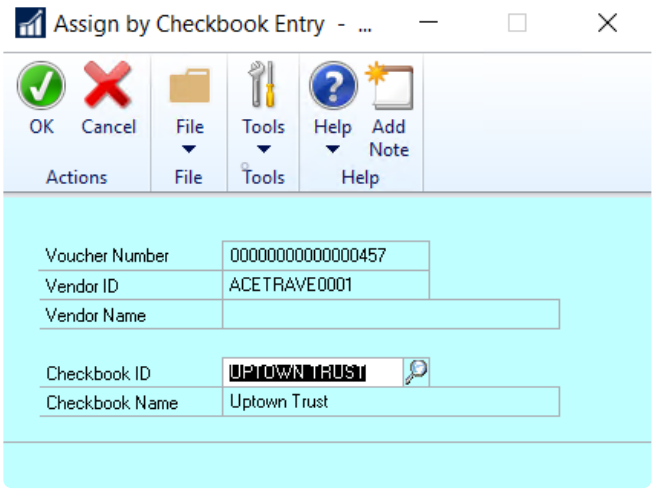
2. Create a new payment or use the look-up to open an existing voucher.

3. Click on **Additional** and select **Assign by Checkbook** to open the **Assign by Checkbook Entry** window.




> If you don't see the **Assign by Checkbook** window option, please enable the feature.

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

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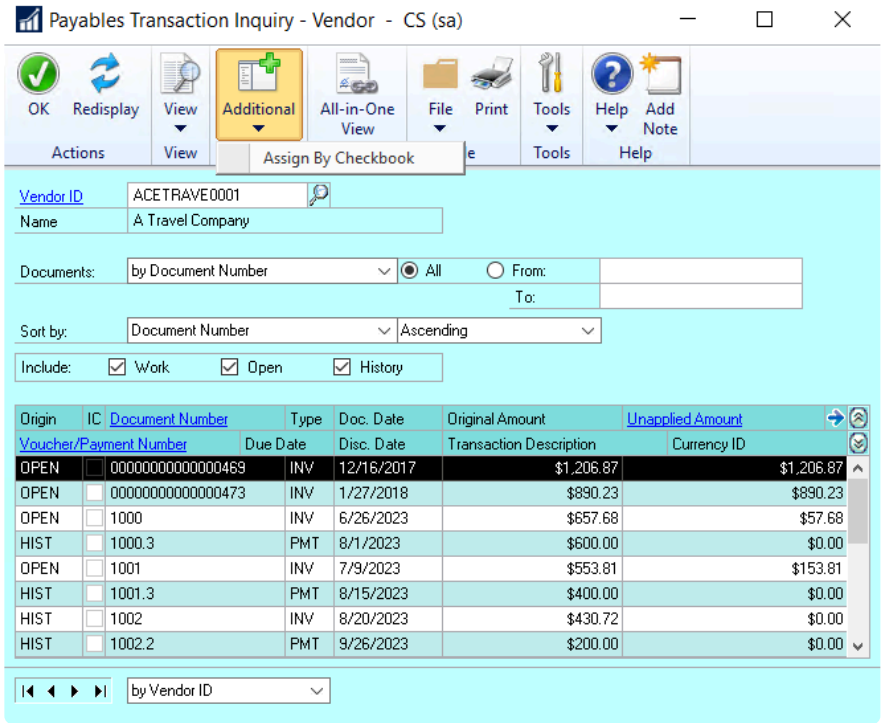
5. Click **OK** to save.

## Posted Invoice Assignments

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

1. Open the **Payables Transaction Inquiry by Vendor** window or the **Payables Transaction Inquiry by Document** window (Mekorma Area Page > Inquiry > Payables > Transaction by Vendor or Transaction by Document).

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




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

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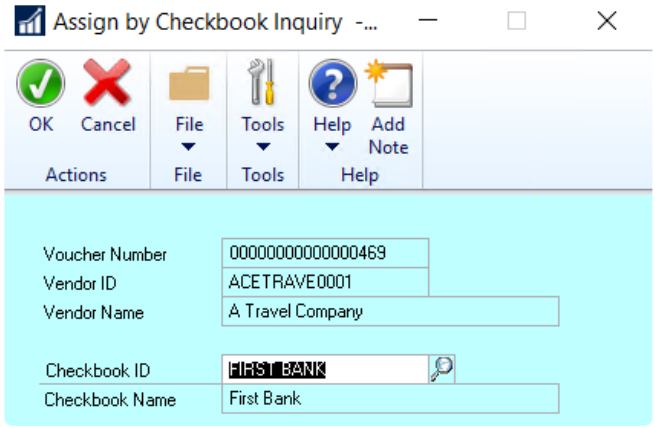


4. Click **OK** to close this window.

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

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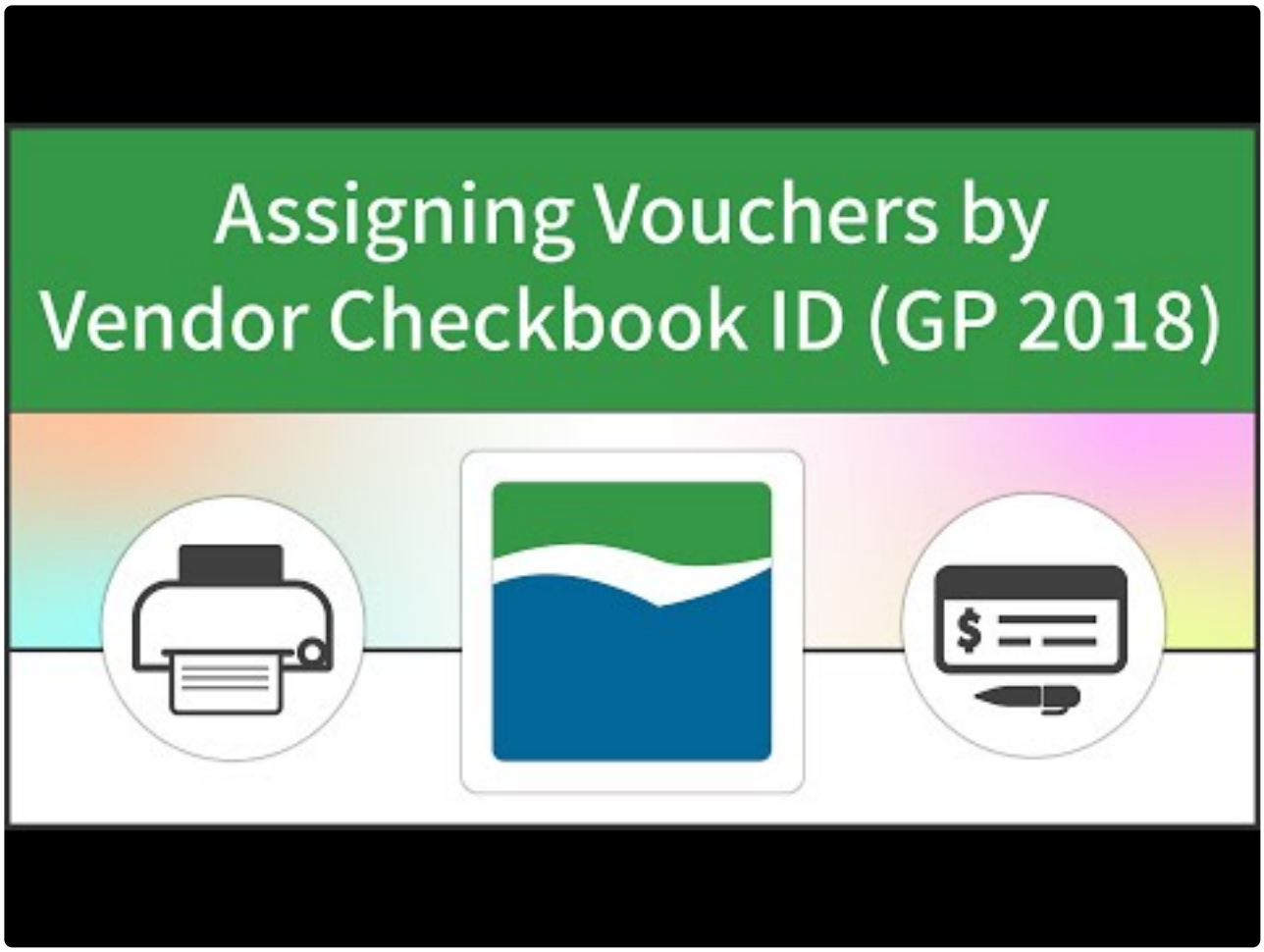
# 7.1.4.2. Assign a Checkbook to a Payment Batch

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

1. Open the **Payables Batch Entry** window (Mekorma Area Page > Transactions > Payables > Batches).

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.

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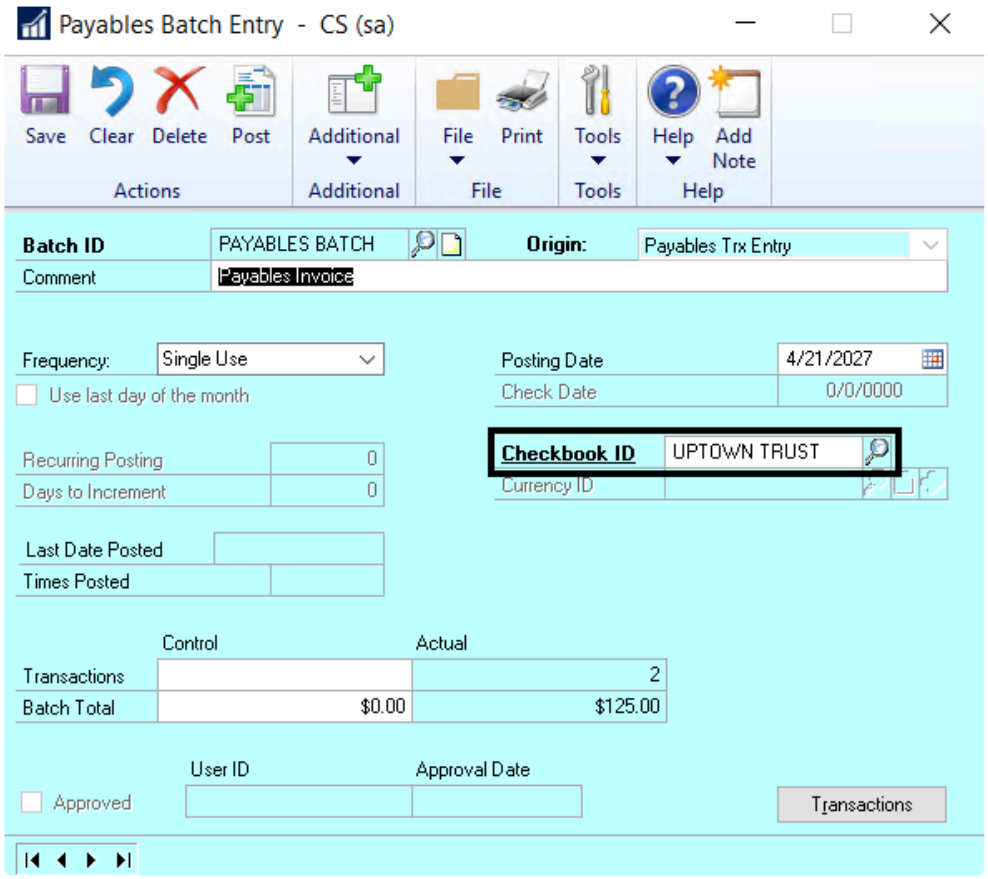


4. Click **Save**.

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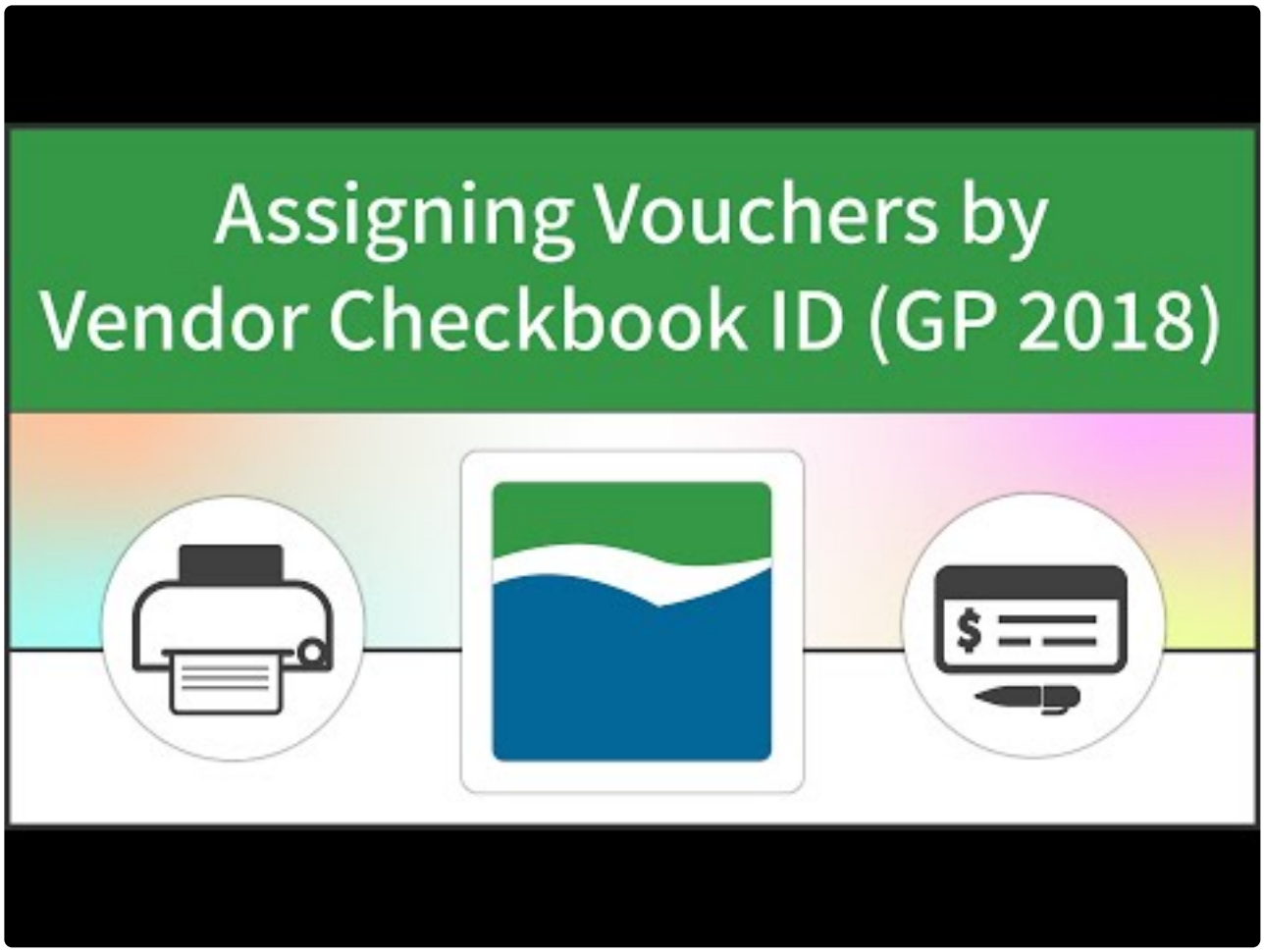
# 7.1.4.3. Assign a Checkbook to a Purchase Order

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

1. Open the **Purchase Order Entry** window (Mekorma Area Page > Transactions > Purchasing > Purchase Order Entry).

2. Use the look-up to pull up an existing PO, or create a new one.

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

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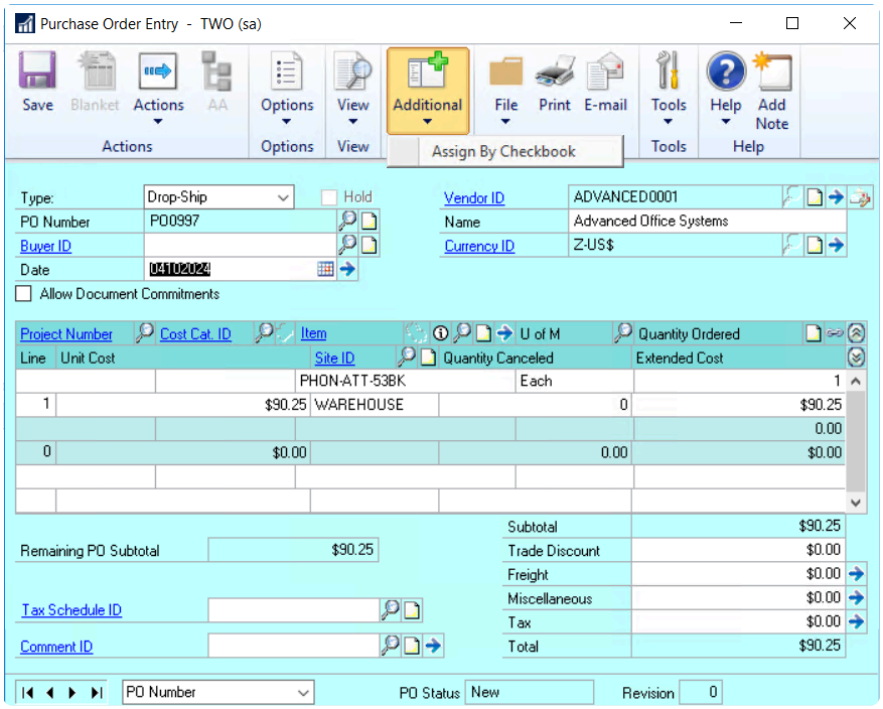


4. Use the look-up to choose the appropriate **Checkbook ID**.

5. Click **OK**.

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

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

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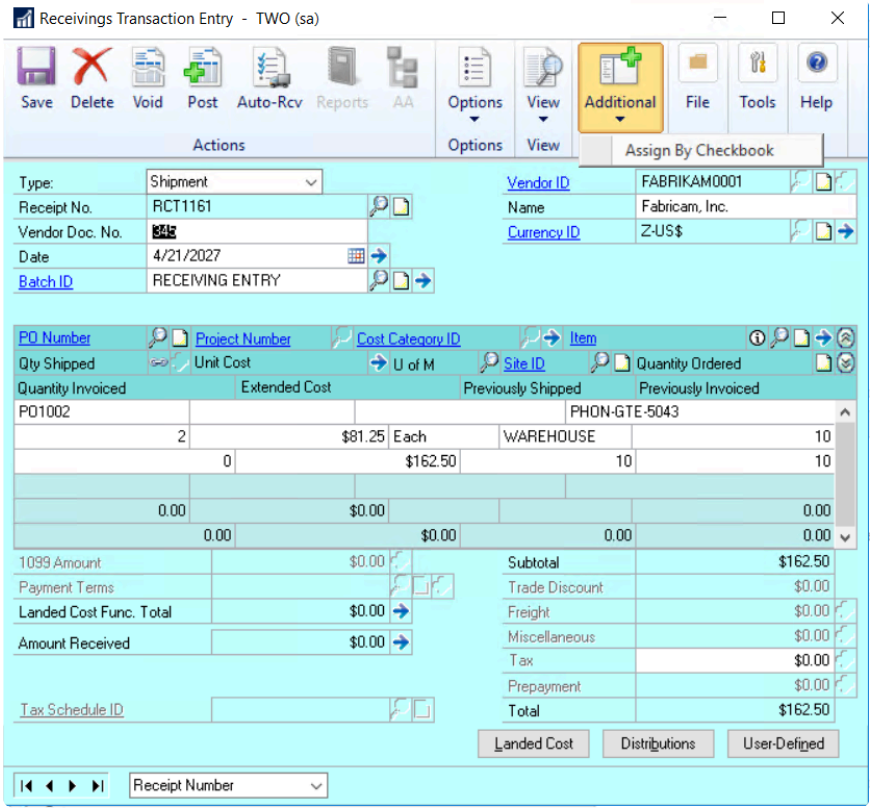
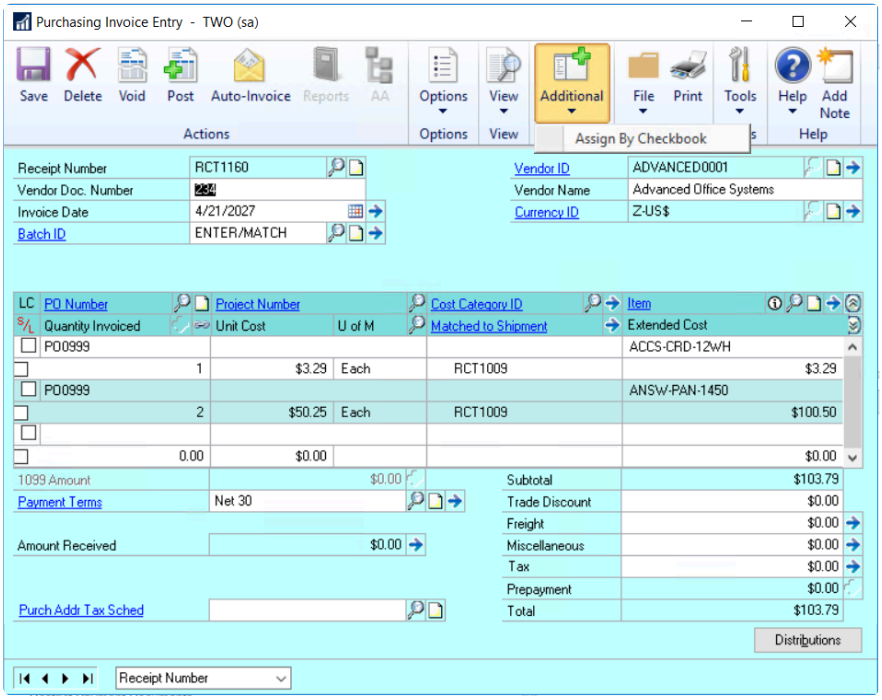



Or you can assign it when you match the invoice:

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# 7.1.4.4. Assign a Checkbook to a Vendor

You can assign a specific checkbook to a Dynamics GP vendor. Configuring Assign by Checkbook explains why you might want to do that.

## Building Batches:

- When you build your batches with the Mekorma Action Board, you will want to include **Select by Vendor Checkbook** on your Build ID.
- When you build your batches with Dynamics GP **Build Payment Batch**, you will need to check the option **Select Vouchers by Vendor Checkbook ID**. If you do not, the vouchers from the vendor will be included in a check batch from any checkbook.
- If you use a manual method for creating your payment batches, the Vendor checkbook will not be enforced.

## To assign a vendor to a checkbook:

1. Open the **Vendor Maintenance** window (Mekorma Area Page > Cards > Payables > Vendor).

2. Click on **Options** at the bottom of the window to open the **Vendor Maintenance Options** window.

3. Select the appropriate **Checkbook ID**.

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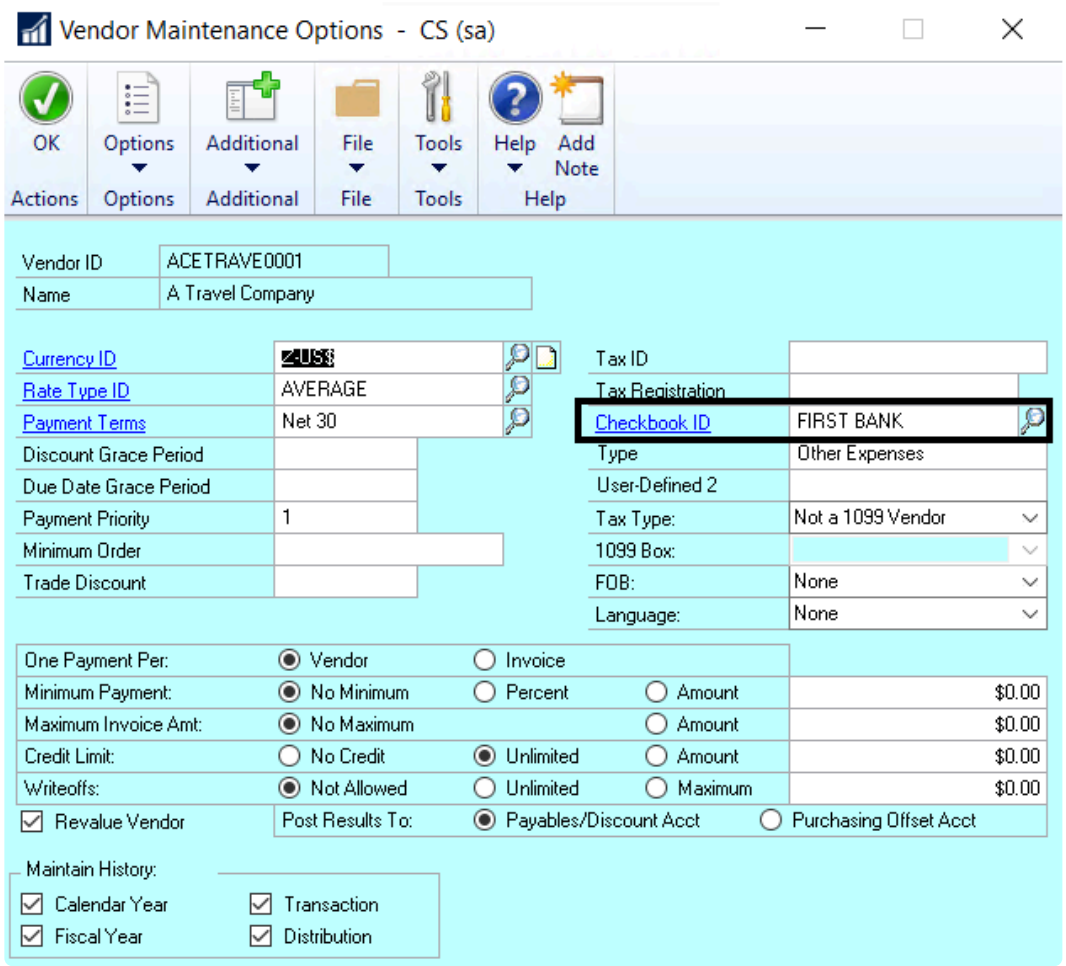


4. Click **OK** to save and return to the **Vendor Maintenance** window.

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# 7.1.4.5. Select Vouchers by Vendor Checkbook ID

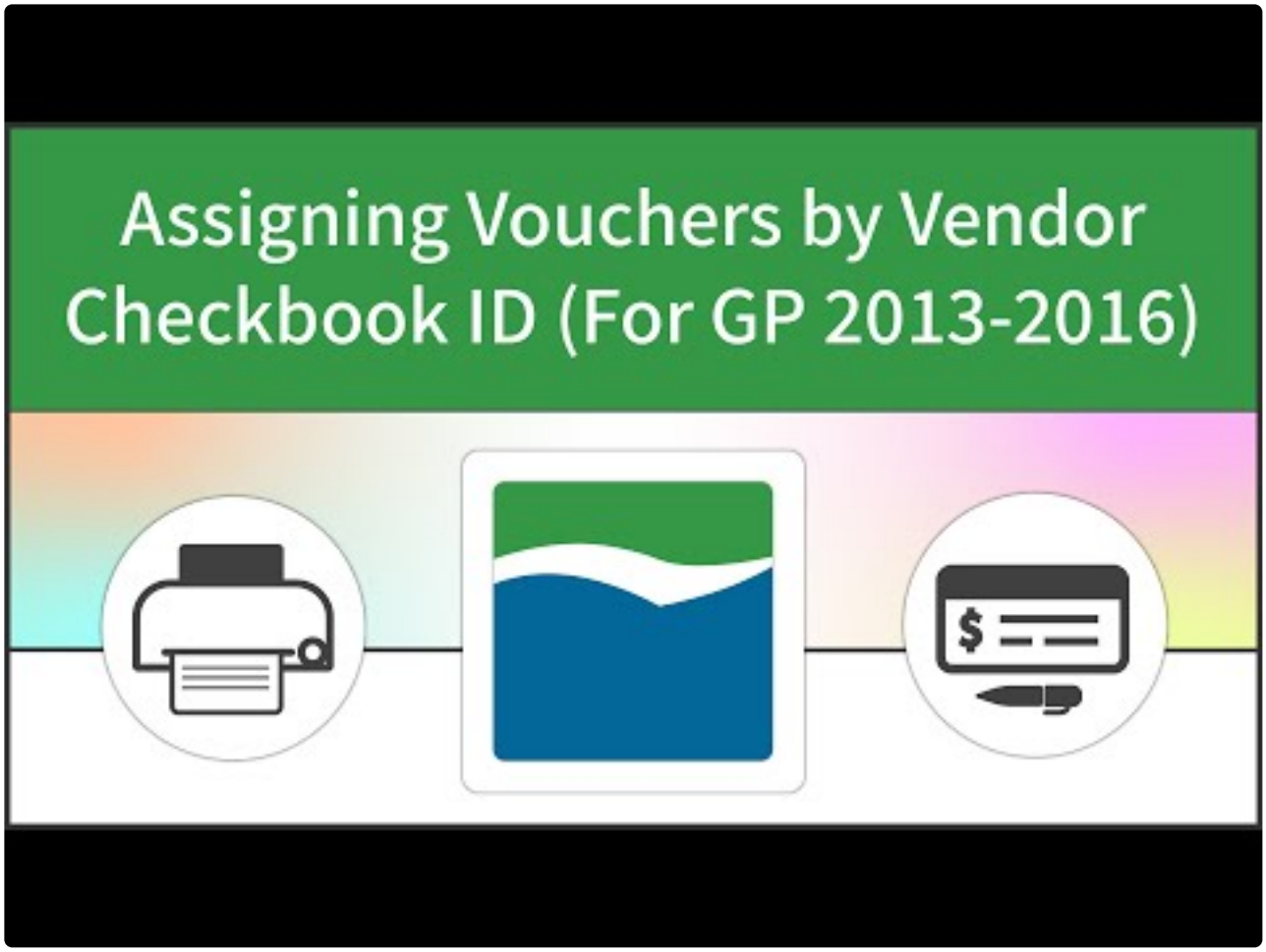
Assigning a payment by vendor Checkbook ID is most useful when you want to pay a certain type of vendor from a particular checkbook.

Examples:

- You are paying grants, and the grant vendors can only be paid by the grant checkbook and not your operating checkbook.

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

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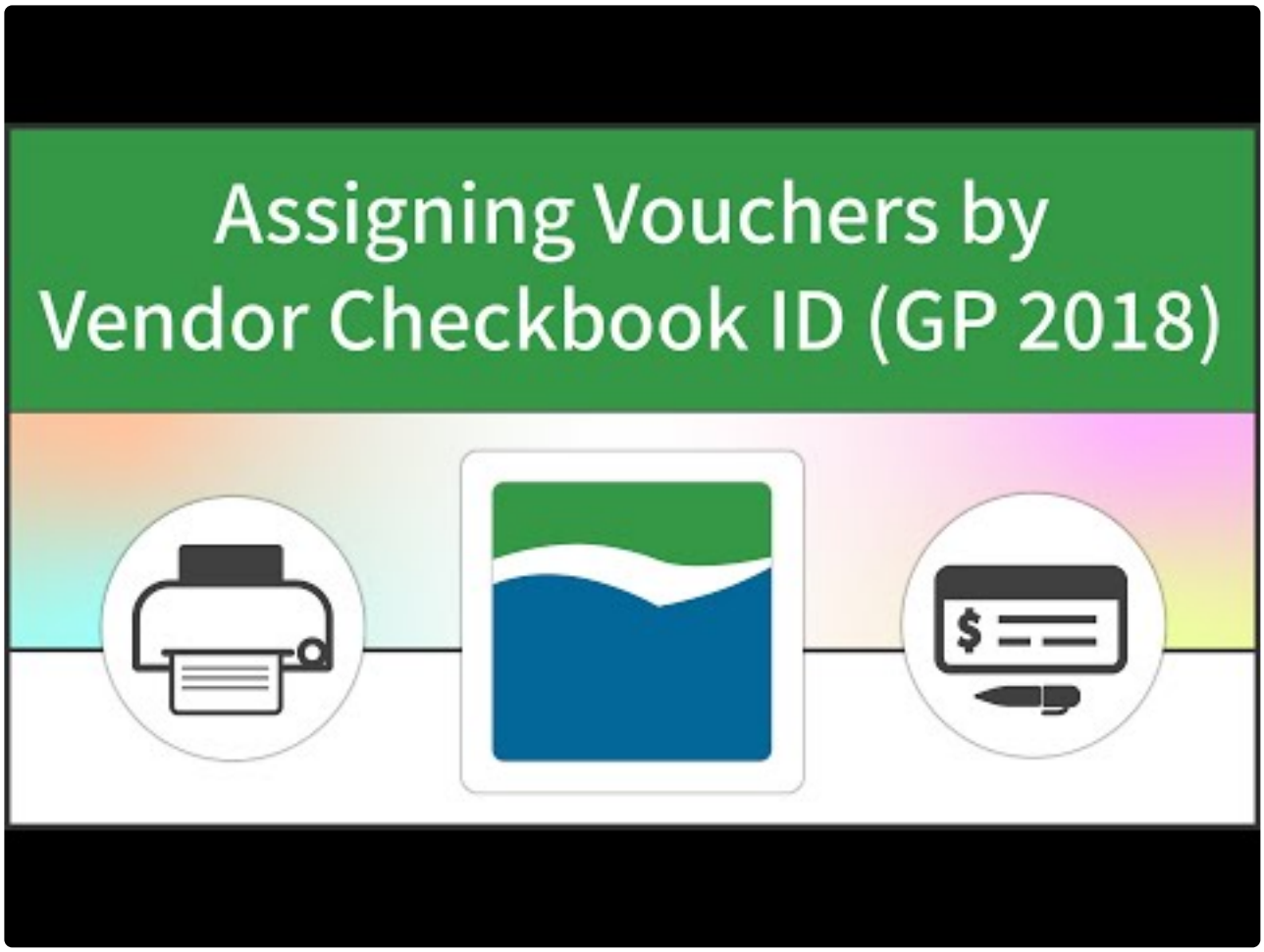
## Video tutorial for GP2018




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.**

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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 vendors assigned to this Checkbook ID will be selected.

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# 7.1.4.6. Select Vouchers by Voucher Checkbook ID

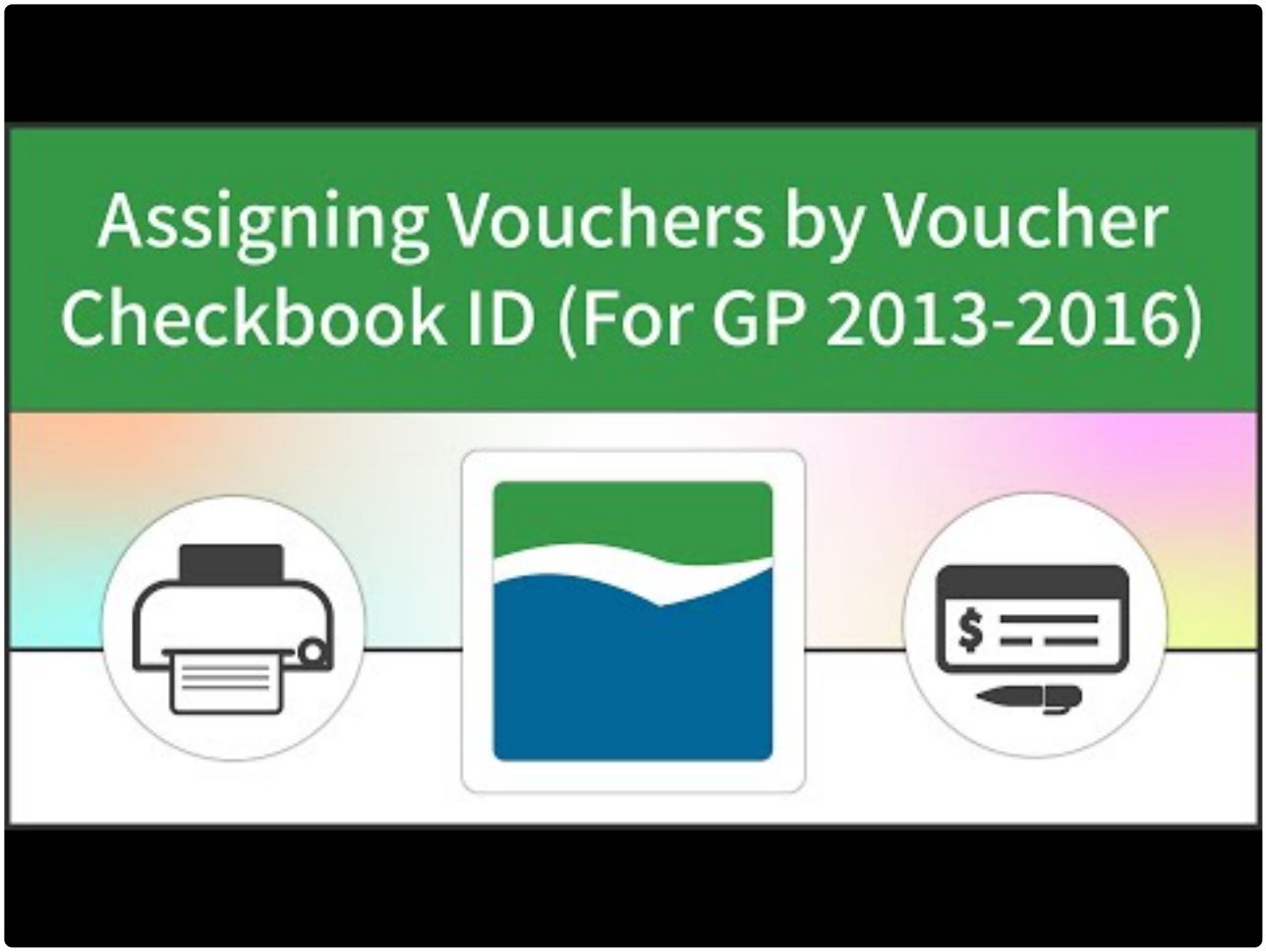
Assigning a payment by voucher checkbook ID is most useful when you want to pay a certain type of voucher from a particular checkbook.

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

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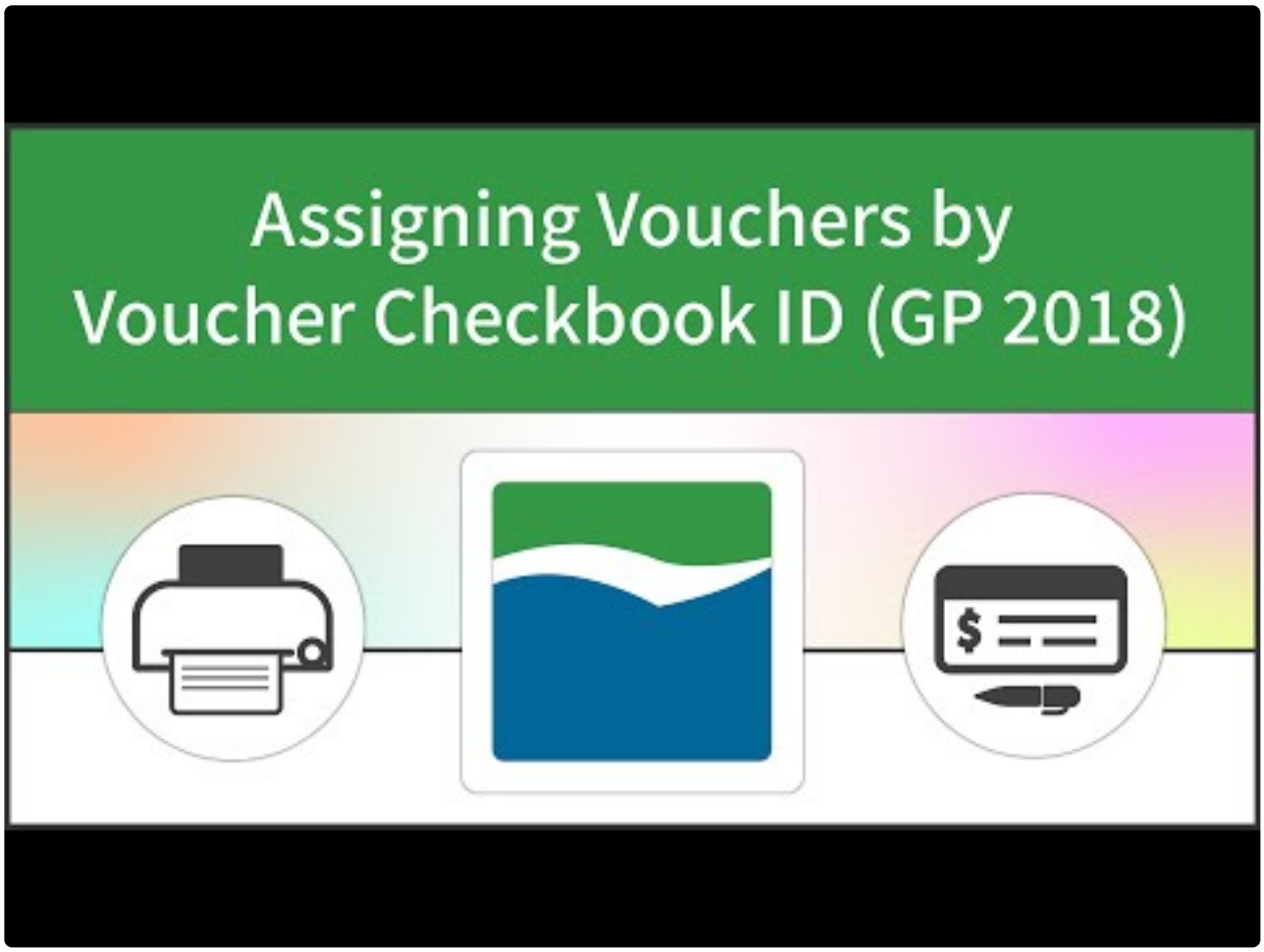
## Video tutorial for GP2018




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

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this Checkbook ID will be selected.

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# 7.1.4.7. 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 Build ID.

1. Create a Build ID with either **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.

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# 7.2. Approve with Secure Approval Workflow

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

Workflow must first be configured by by setting up Approvers for Payables and applying them to checkbooks.

The experience for Approvers 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.

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# 7.2.1. Request Approval for a Single Payment Batch

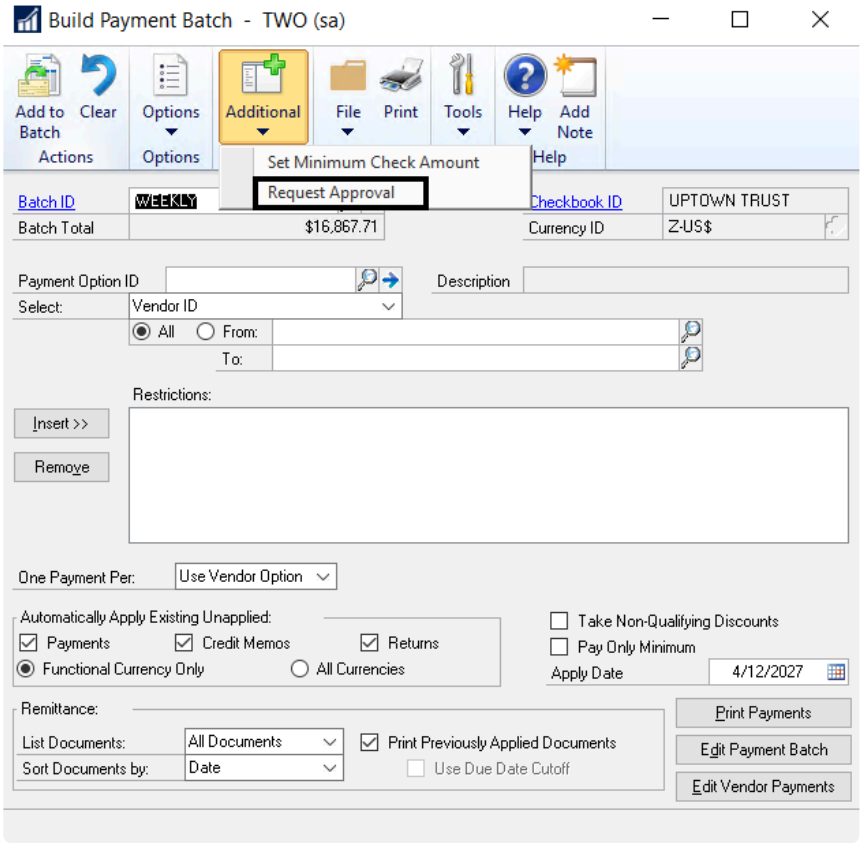
After batches are built, a user must request approval for each batch to initiate the workflow.

## 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. Navigate to **Mekorma Area Page > Transactions > Payables**. The **Request Approval** button can be selected from any one of these options:
    - Build Payment Batch (under Additional)
    - Edit Payment Batch (under Additional)
    - Edit Payments (under Additional)
    - Print Payments (replaces Print button)
    - Mekorma Payment Batch Status List

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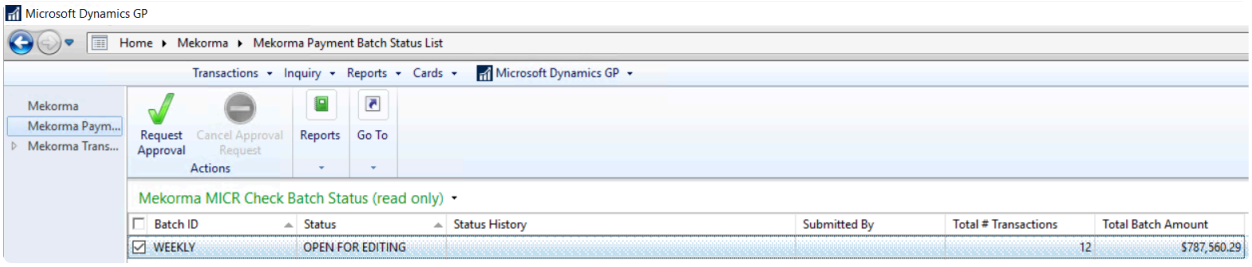


2. An email or text message will be sent to all eligible Approvers that they have transactions needing their review, according to each Approver's notification settings.

To configure notifications, go to the Mekorma Preferences window.

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# 7.2.2. Cancel Approval Request

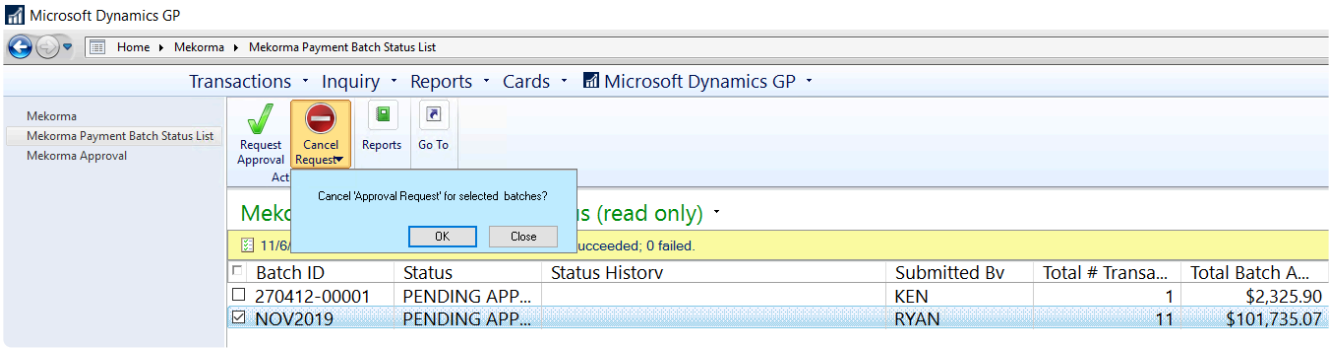
Once a request for approval has been sent for a particular batch, that batch will be locked and can no longer be edited. To unlock the batch for editing purposes, the request itself can be canceled.

1. Go to the **Mekorma Payment Batch Status List** (Mekorma Area Page > click on Mekorma Payment Batch Status List in the left Navigation pane).

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.

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# 7.2.3. What Makes Batches Split when you Request Approval?

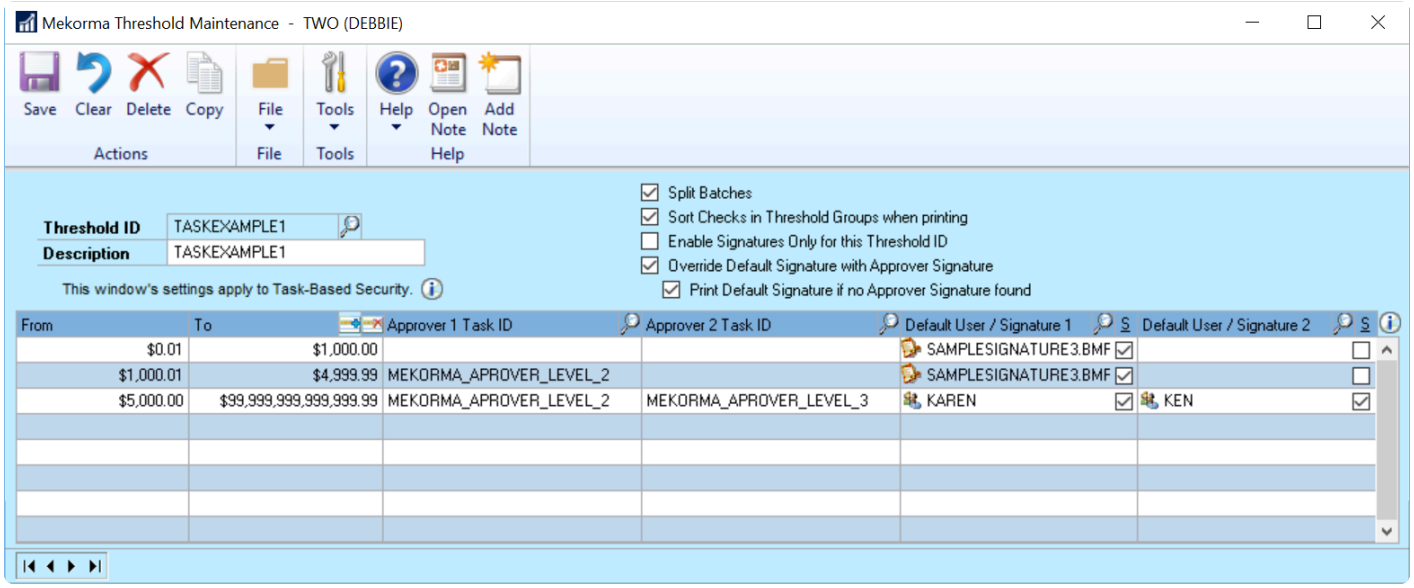
The idea behind **Split Batch** is that different dollar-value levels may have different people approving them. By splitting the batches into these threshold levels, a batch can go on to be processed once it is fully approved and even if another batch with higher dollar-value levels is still awaiting approval.

Split batches are enabled on a Threshold ID which is then assigned to a 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.

## Example of Split Batch Feature in Action

In the example below, the Threshold ID named "TASKEXAMPLE1" is configured with 3 different threshold levels:




When approvals are requested for a batch with this Threshold ID, the batches are split like this:

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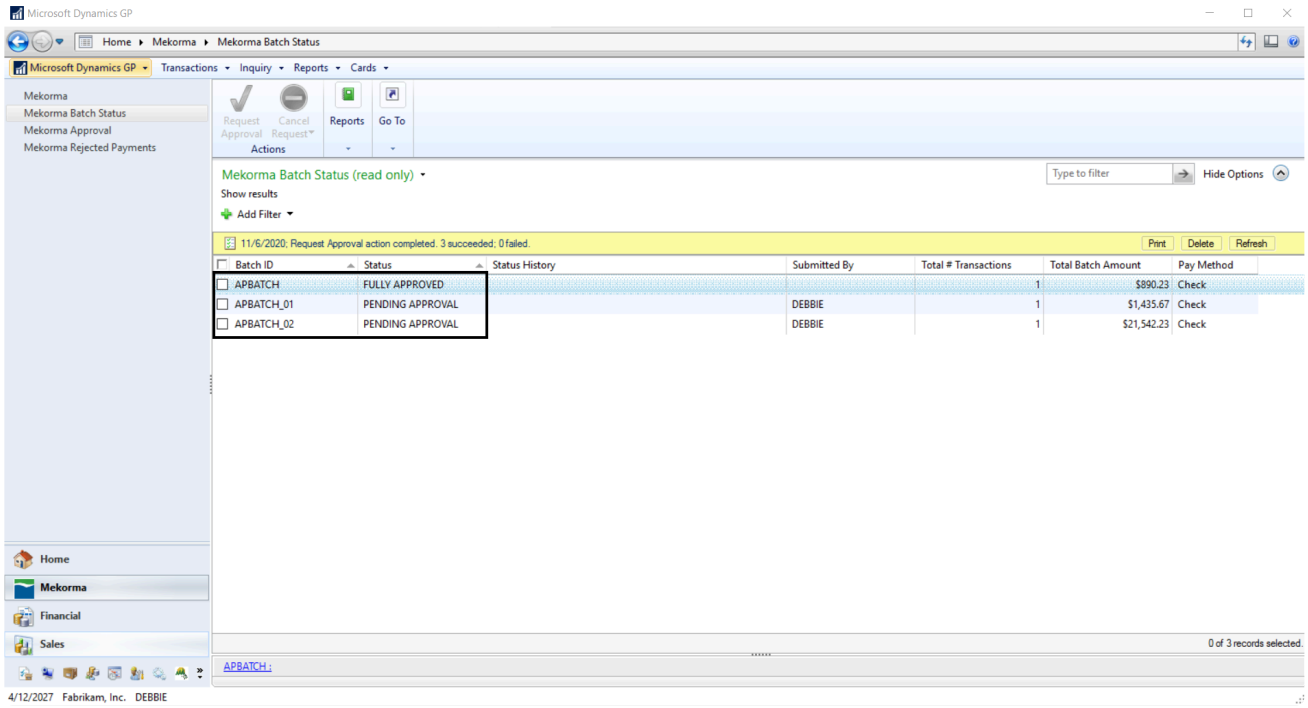


- Transactions in the first Threshold Level (from $0.01 to $1,000.00) remain in the first batch with the name “APBATCH”. Notice that they are automatically FULLY APPROVED because at this threshold level the **Threshold ID** *did not* require approvers.
- Transactions in the second Threshold Level (from $1,000.01 to $4,999.99) are split into the next batch named “APBATCH_01.” In this batch, anyone with **MEKORMA_APROVER_LEVEL_2** security access can approve and then the batch will be ready to process.
- 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 batch will need two people to approve, one with **MEKORMA_APROVER_LEVEL_2** security access *and* one with **MEKORMA_APROVER_LEVEL_3** security access before it can be processed.

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

## Splitting batches with Vendor Class and Checkbook Security

Threshold IDs can be applied to a Vendor Class as well as a Checkbook. If you have Vendor Class security configured, then the “Split Batch” setting on Vendor Class Threshold will determine how your batches split as follows:

1. **If the 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. **If the Vendor Class is assigned a Threshold ID that *does not* have Split Batches enabled:**
   Payments associated with that vendor class will split based on the Checkbook’s Threshold ID.

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## Split Batch Naming

When the batches are split, either an “A1” or an “A2” is appended to the original batch name, depending on the number of approvers required. So for example, a batch named “AP JUNE” may become “AP JUNE-A1” and “AP JUNE-A2”. For that reason, your original batch name is limited to 12 characters or less once you enable the Split Batch feature.

> **!** 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.

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# 7.2.4. Review and Approve

If the 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

1. To complete approval tasks, Approvers must navigate to the **Mekorma Approval List** (Mekorma Area Page > click on Mekorma Approval in the upper left-hand menu).

2. 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

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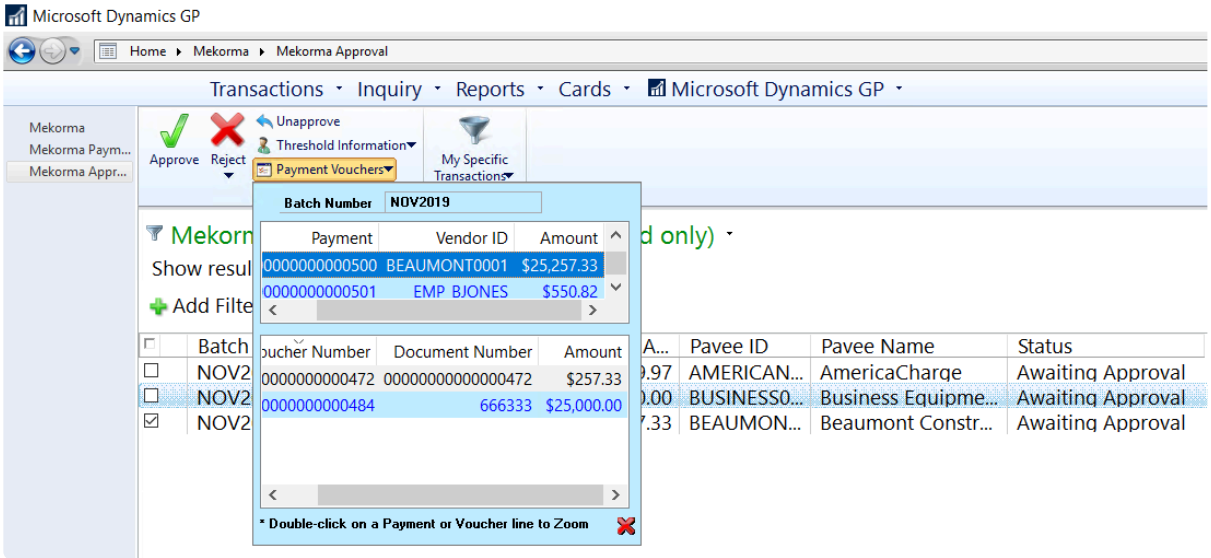
batch.

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.

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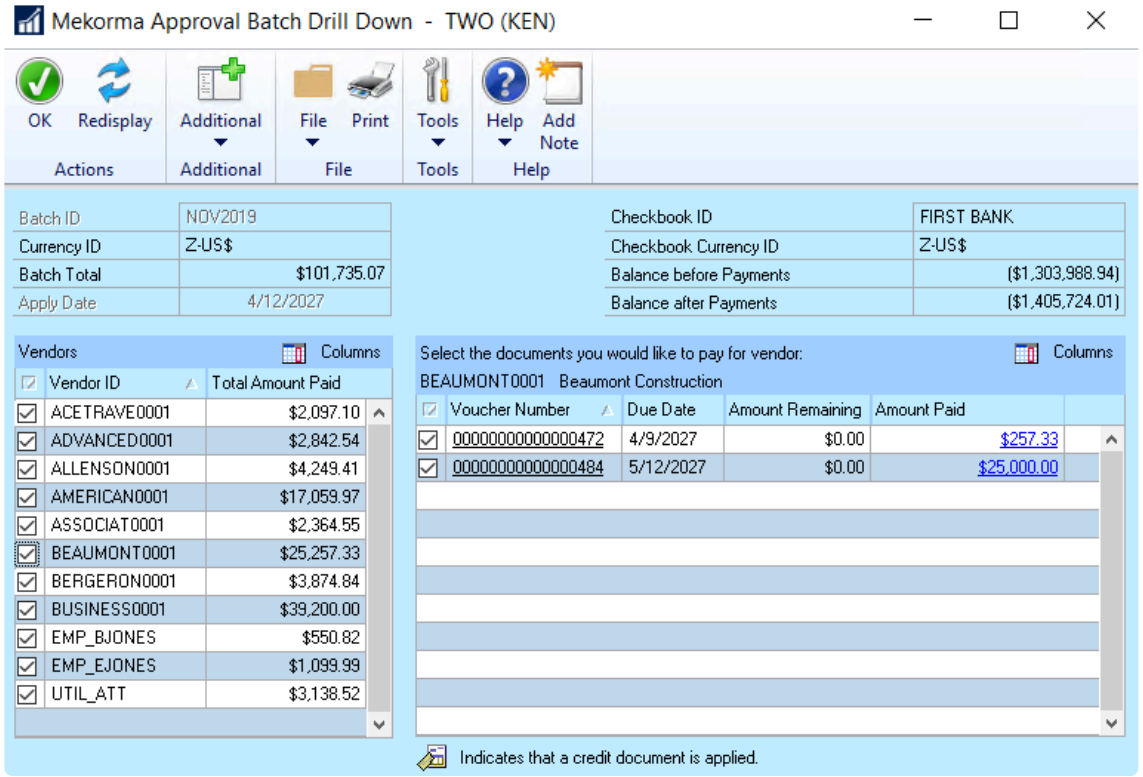


6. Double-click on any individual voucher to open the **Payables Transaction Entry Zoom** window. If using DocAttach or a similar 3rd party plug-in that integrates with the inquiry window, the image of the corresponding invoice can be accessed by selecting the note for a voucher, the relevant image, then **Preview**.

7. You can reject vendor payments, or reject individual vouchers once reviewed.

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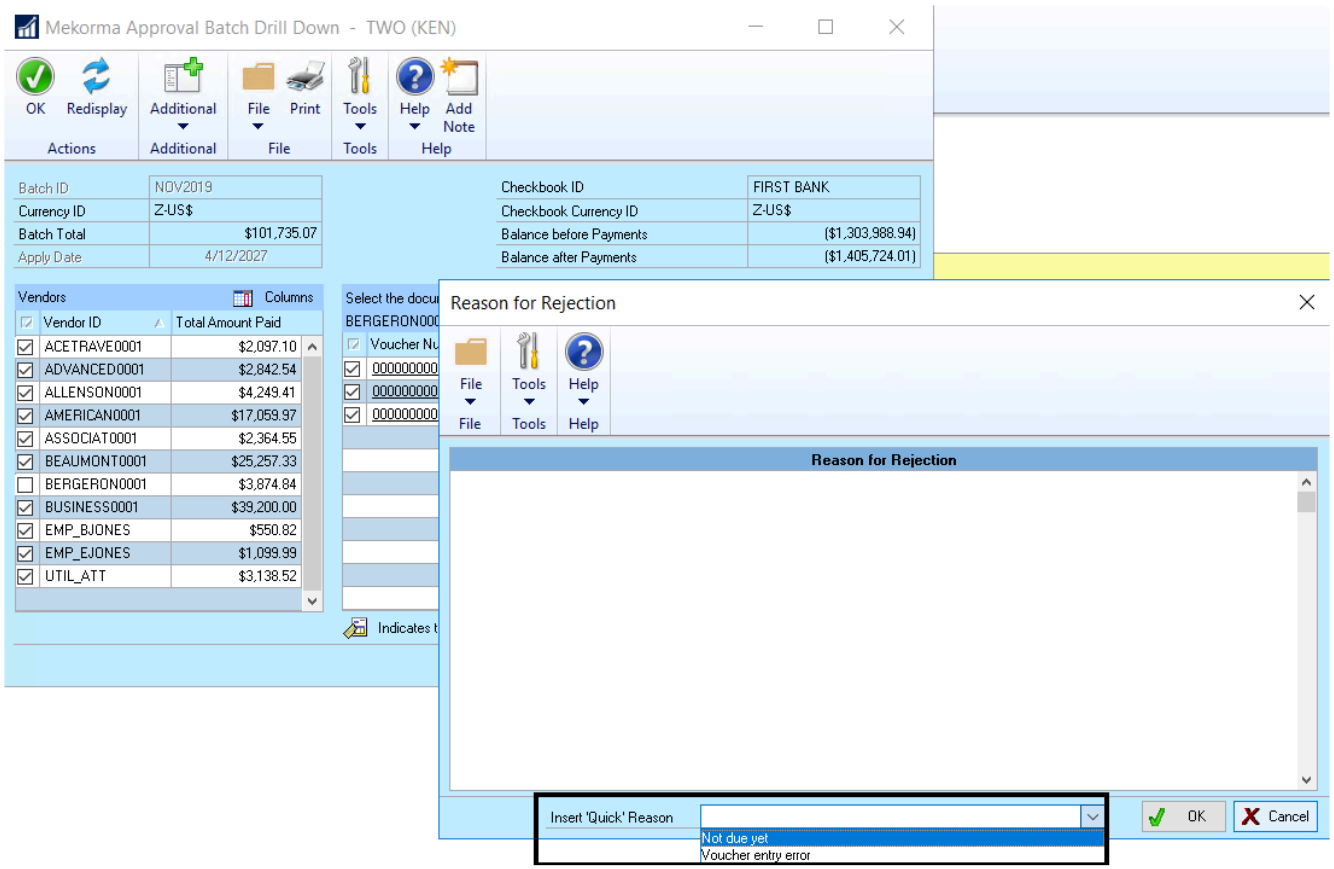
# 7.2.4.1. Approve or Reject Vendor Payments

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.




> ! 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. 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*

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*posted*, they'll automatically be available in the Mekorma Audit Log Report.

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# 7.2.4.2. Approve or Reject Vouchers

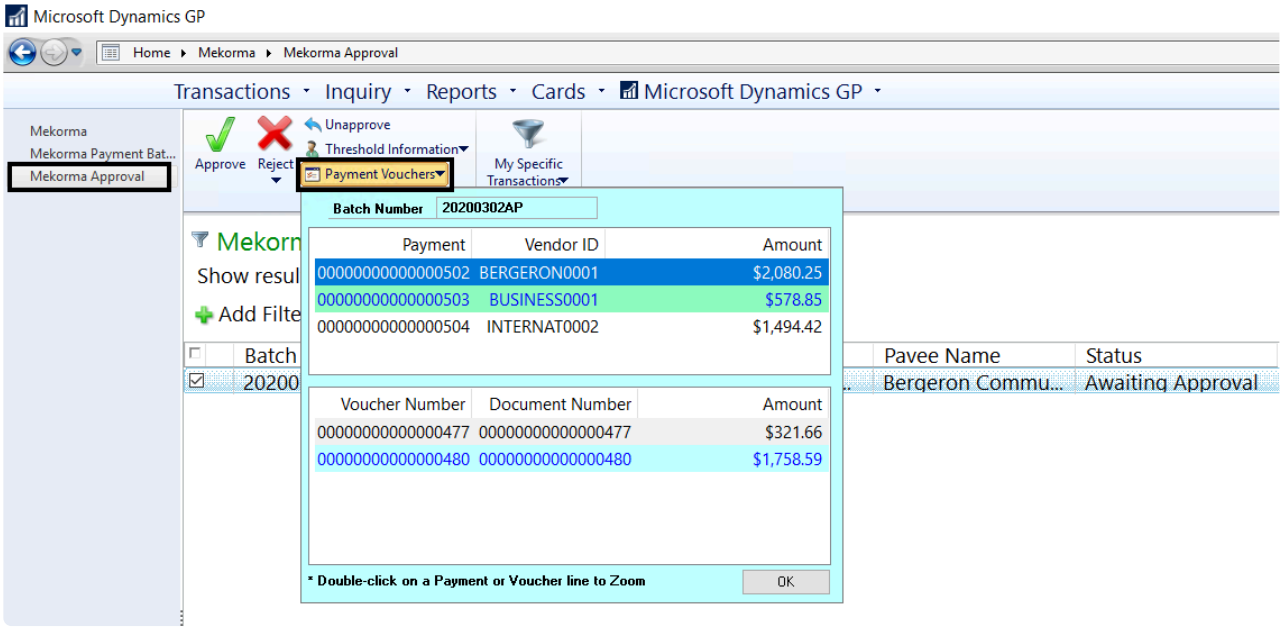
Approvers have the ability to reject specific vouchers in the same way that vendors may be selected for rejection. Approvers no longer have to reject the entire vendor payment if only one of the invoices should not be included.

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.




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.

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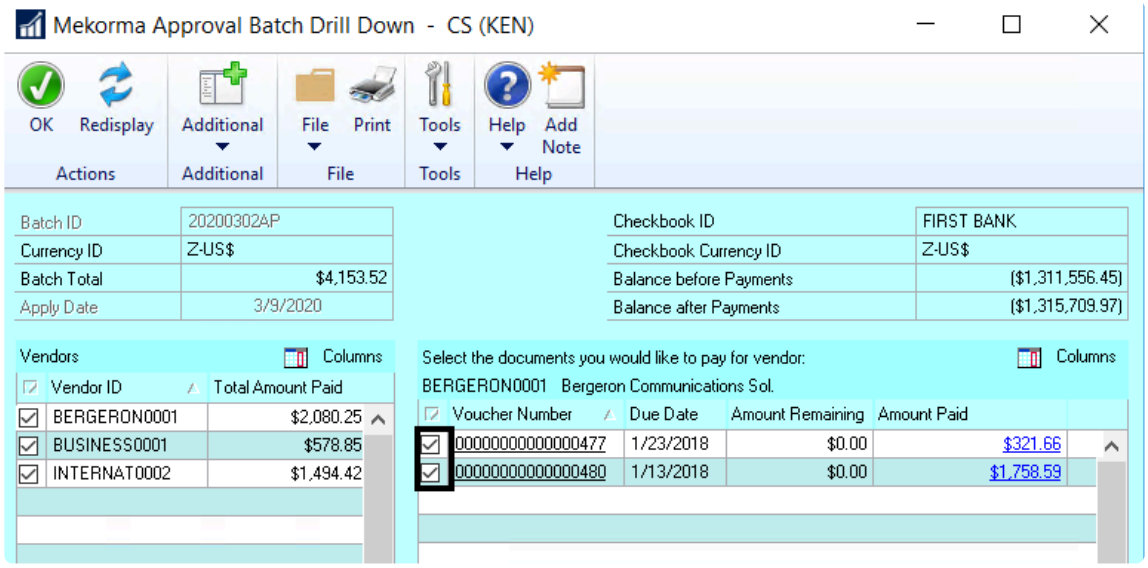
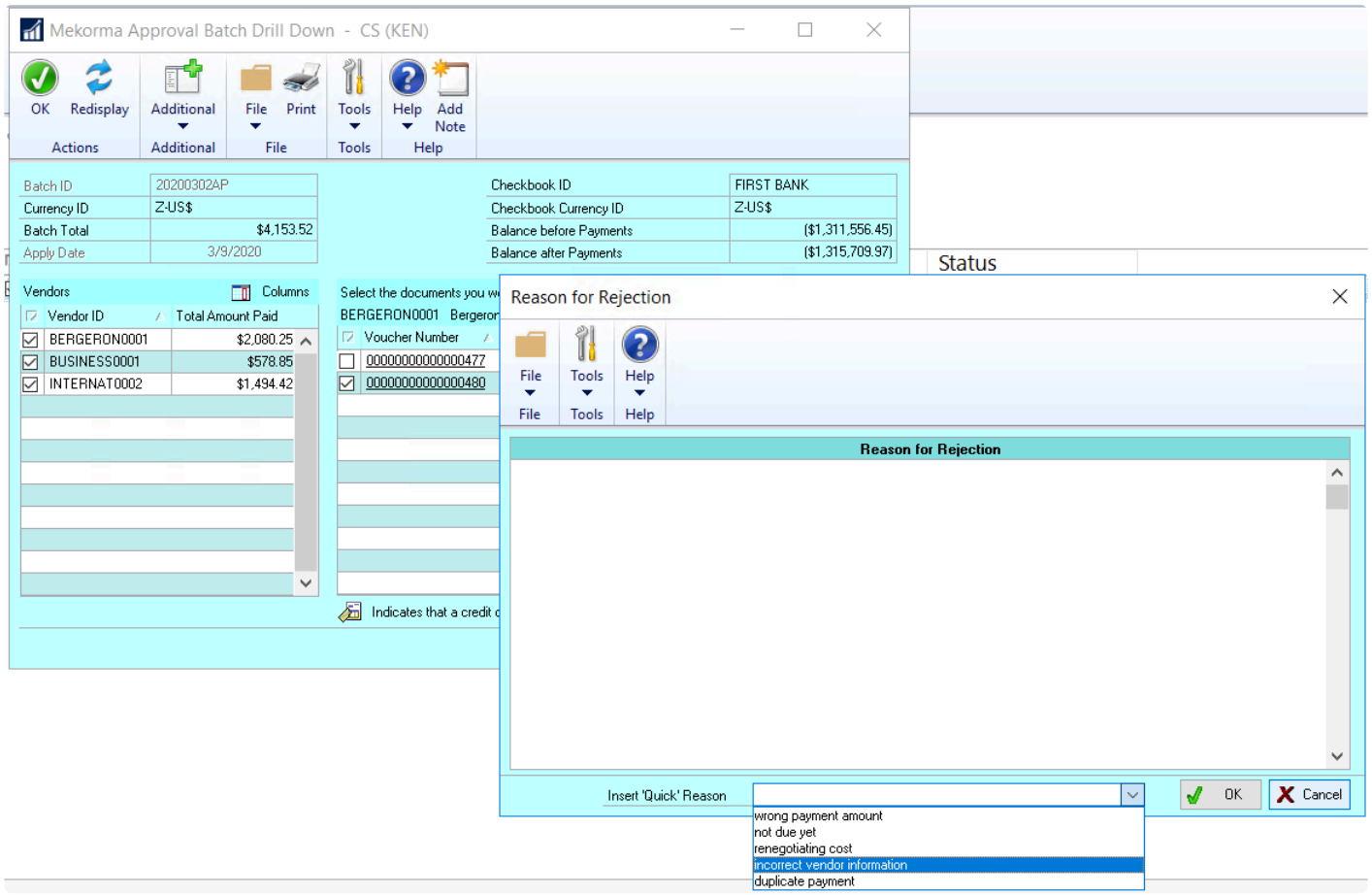



5. To remove a voucher from the batch, unmark the box next to that voucher. The Reason for Rejection window will open. You can type in a reason, or insert a Quick Reason (if Quick Messages have been configured for the company you are working in.)

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

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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.

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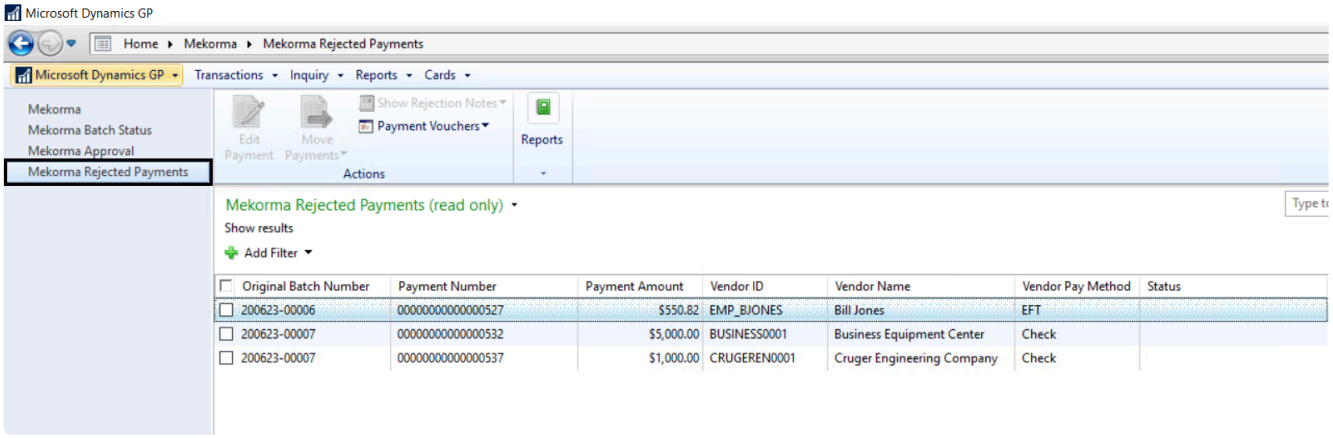
# 7.2.4.3. Review, Edit and Move Rejected Payments

The navigation list allows you to 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.




## 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**.

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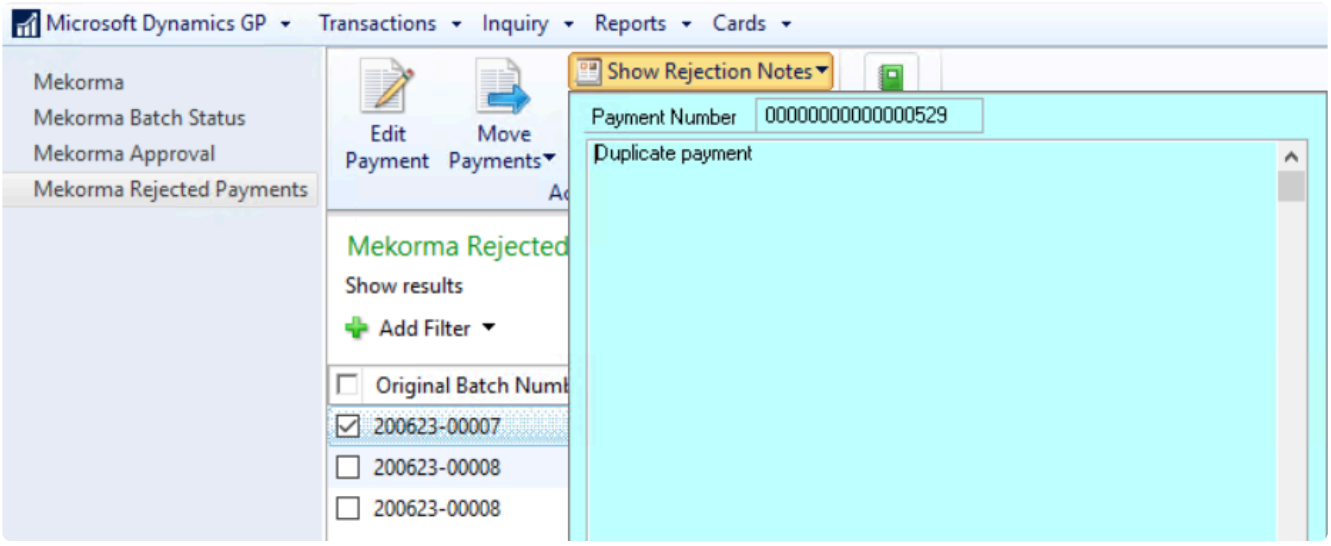
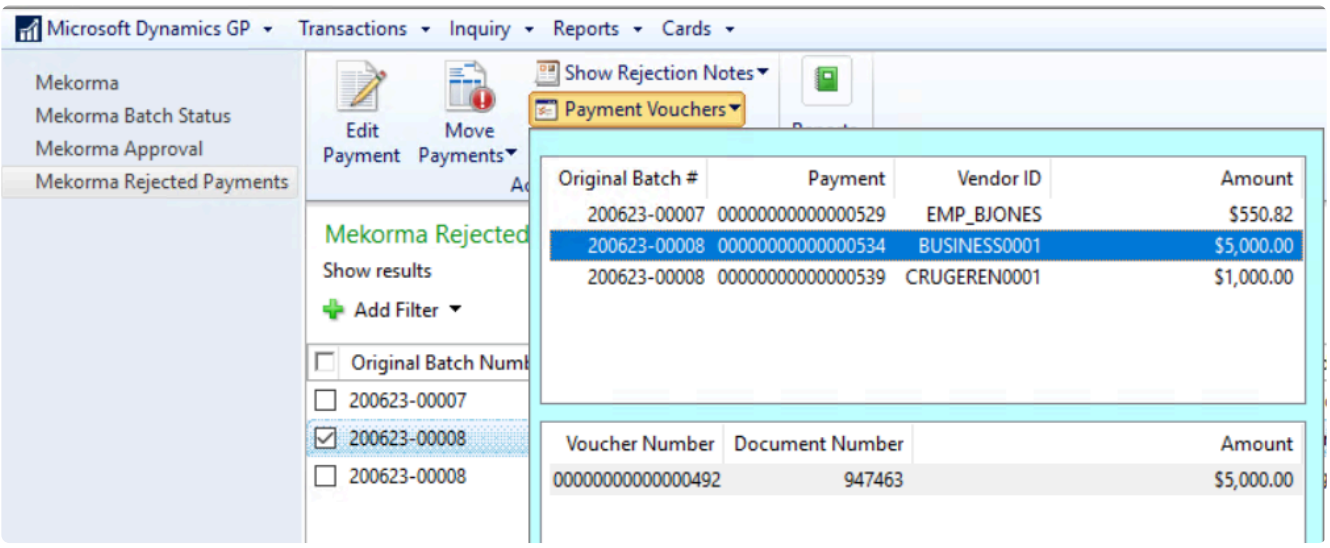



**To view payment / voucher details:**

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.

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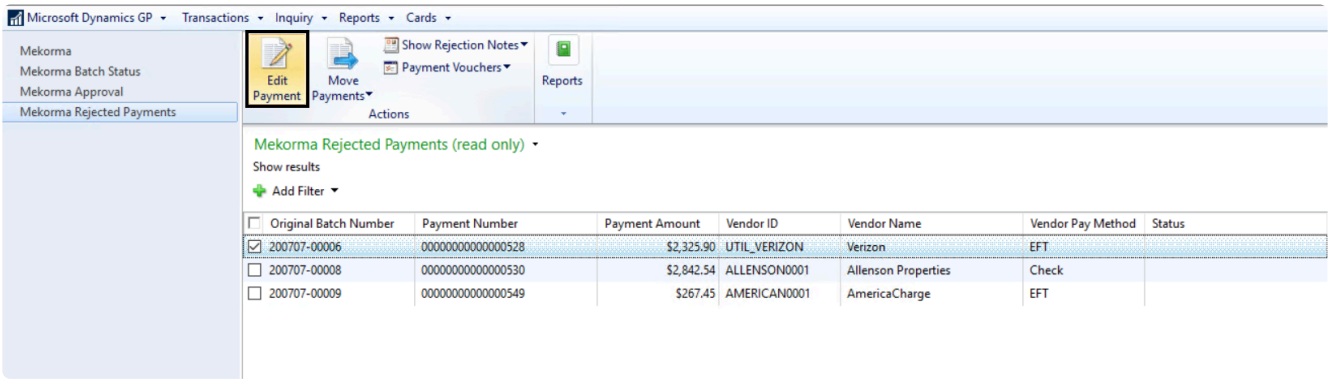


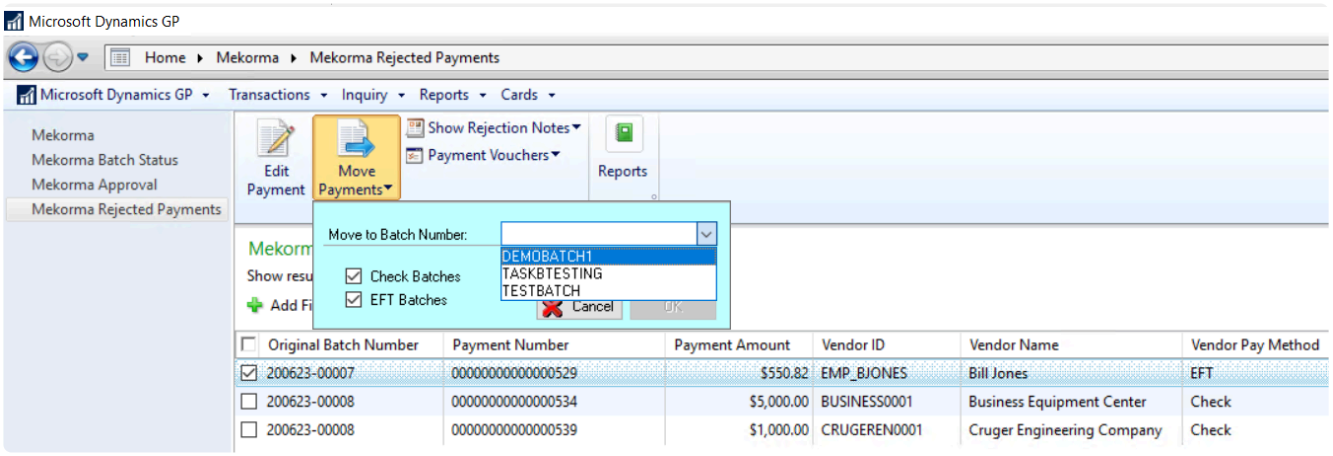

2. Click **Delete** to remove the payment from the MICR_REJECT batch and all vouchers will be returned to Open status.

# 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.




- 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.

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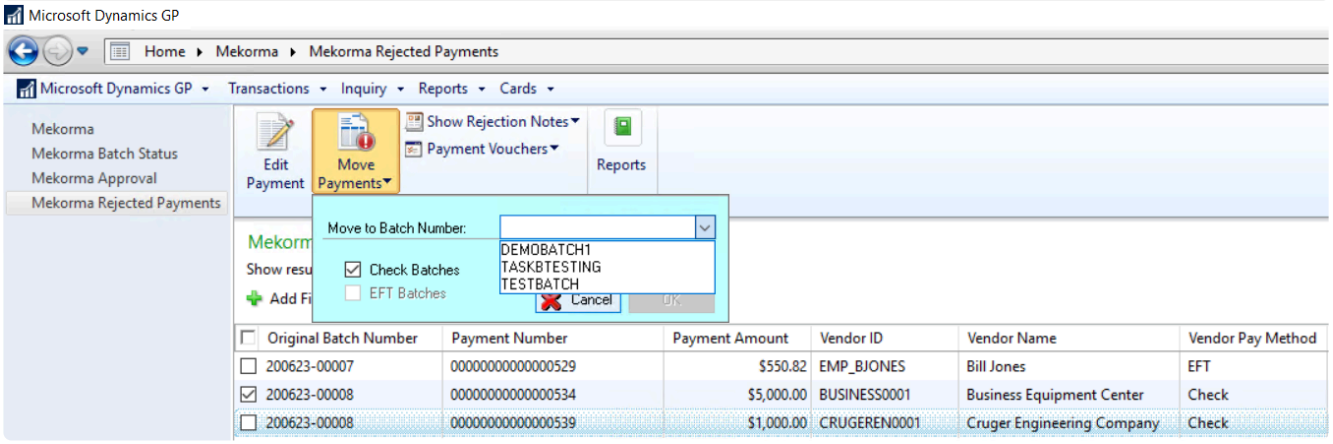
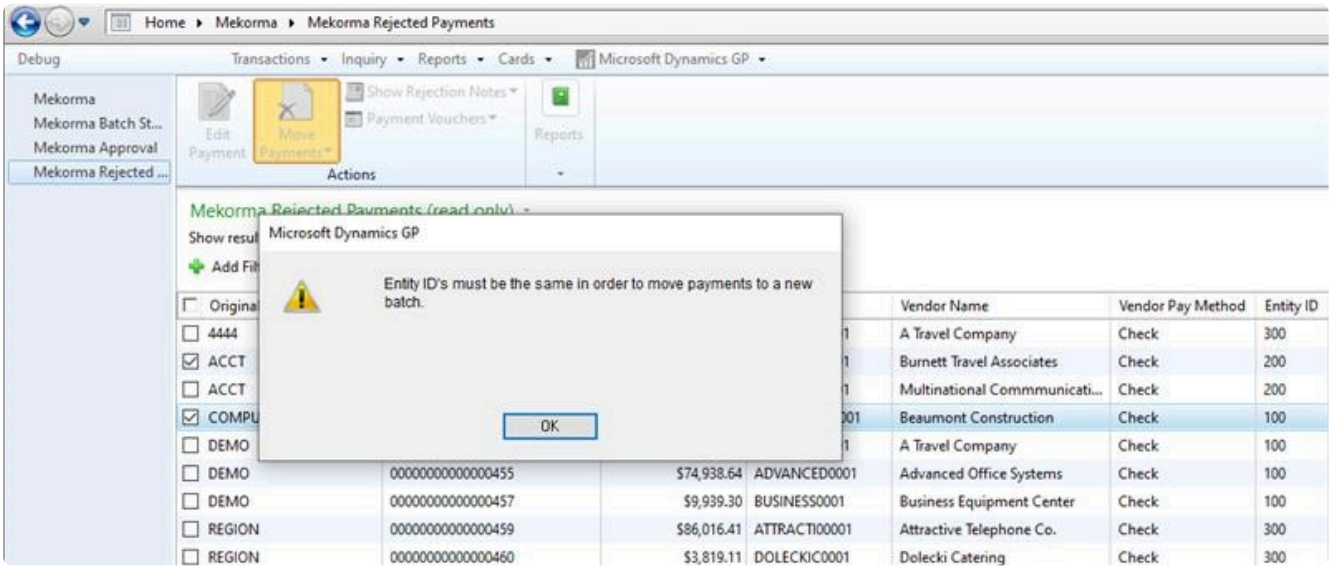



- When a MEM payment has been rejected, those payments can only be moved to a batch associated with the same entity. If the selected Payments have different Entity IDs, you will see an “X” icon on the Move Payments button, and an error message will display.

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# 7.2.5. Mobile Approvals with PowerApprovals App

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**.

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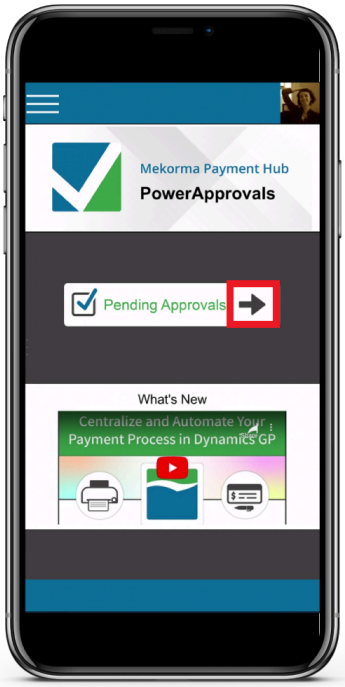
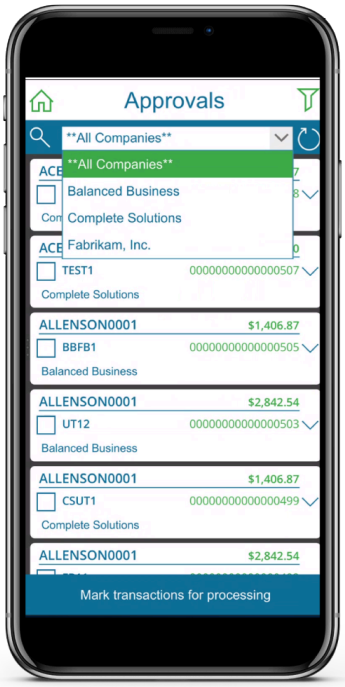



3. Payments pending approval will display, based on the Threshold assignments as configured with the approval workflow. Approvers will only be able to see payments they have the authority to approve, in the companies they have access to. Using the drop-down menu, you can choose to view payments for **All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




4. 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.

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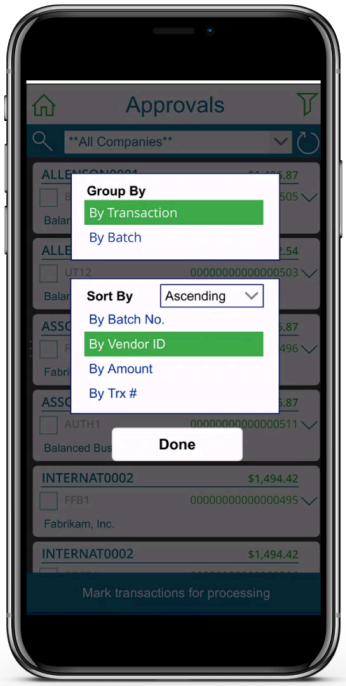
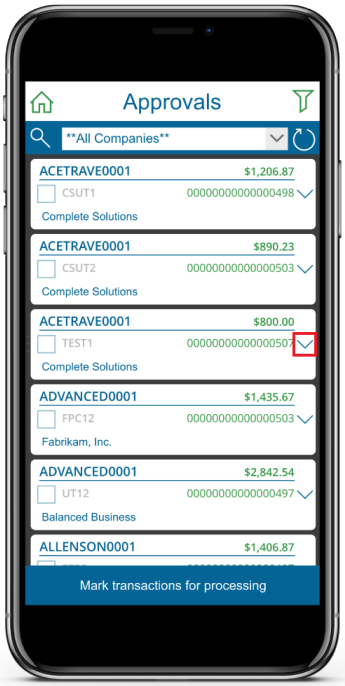



5. Drill in to see payment detail by clicking on the drop-down for an individual payment:




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 if they are linked in GP with Doc attach. *Please note, invoices in PDF and image formats will be accessible in the PowerApprovals app.*

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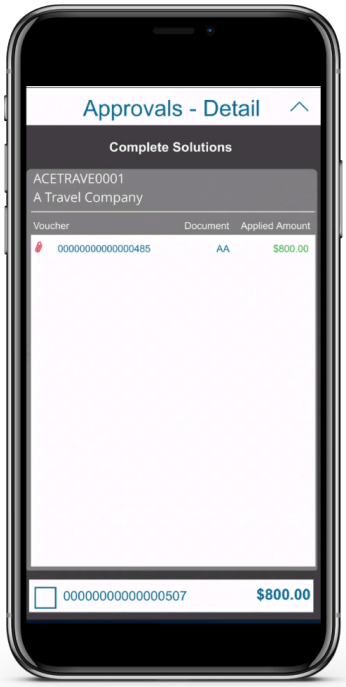
> If your invoices are linked with an external Document Management system, contact our Customer Success team if you would like a customization quote for integrating your invoice images to **Power Approvals**.




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

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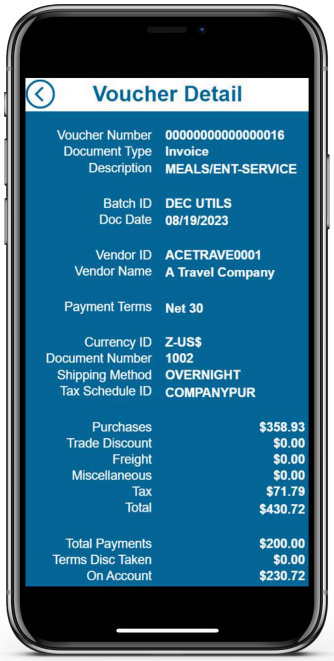
8. To drill into an individual voucher, click on a hyperlinked voucher number to open the Voucher Detail screen:




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.

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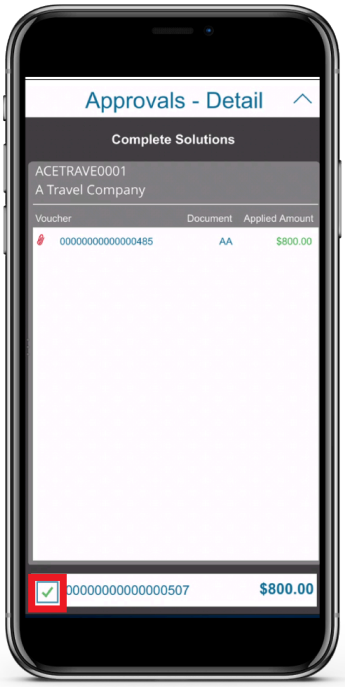
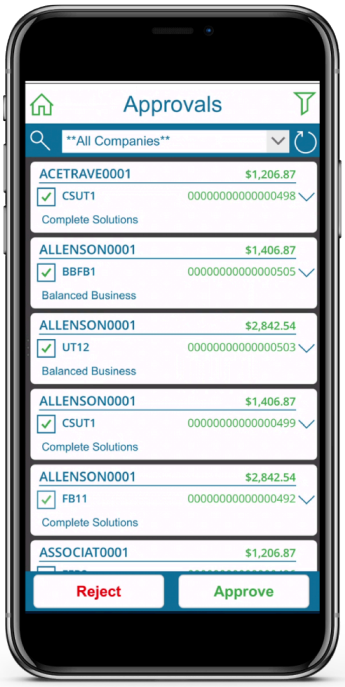



10. Back on the list of transactions, click **Reject** or **Approve** at the bottom of the screen. Dynamics GP will be updated in real-time, and approval Requestors will receive notifications so the batches can go on to be processed.




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.

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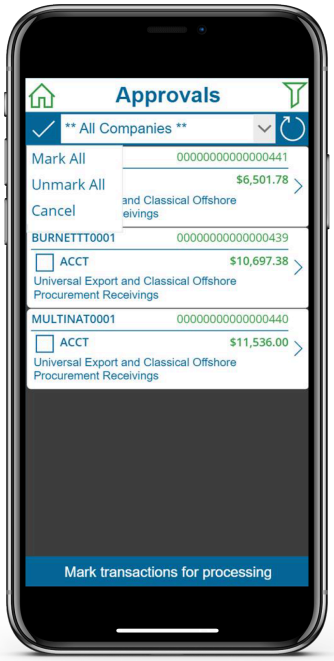


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# 7.3. Process Payments

> ! Before processing payments—note that any change to your operating system, server, or printer could cause printing variations. Please retest the formatting of your checks and the MICR line before processing if you have altered your system configuration or peripherals in any way.

## Payables Batches

After Creating Payment Batches and getting them Approved, the next step in the process is to **Process Payments**. This could entail:

- Printing checks.
- Creating and sending EFT remittances.
- Sending your batches to an outsource provider.

Essentially it is the process of conveying payment instructions through one of these methods.

As part of your implementation process, start with Processing a Single Batch. This is important as a first step to getting to know your system and testing that payments are working properly.

One single batches are flowing well, move into the Action Board, where you can process all your batches at once instead of one by one.

## Other Payment Situations

In addition to supporting Payables Batch payments, the Mekorma Payment Hub also supports

- Payables Transaction Checks
- EFT Remittance Processing
- US Payroll Checks
- Canadian Payroll Checks
- Miscellaneous Checks

On occasion, you might also want to print a Blank Check for making a handwritten payment, such as if you need a check to take off-site.

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# 7.3.1. Process a Single Payment Batch

Processing a single AP payment batch within Mekorma Payment Hub is accomplished with the same steps you would use for printing standard Dynamics GP payables batch checks. Mekorma has modified the standard window to enhance the functionality using a Dynamics feature called an **Alternate Window**. This **Alternate window** must be assigned to each user printing payables batch checks in the company, using the Dynamics GP security system.

Once your batch is Built and Approved:

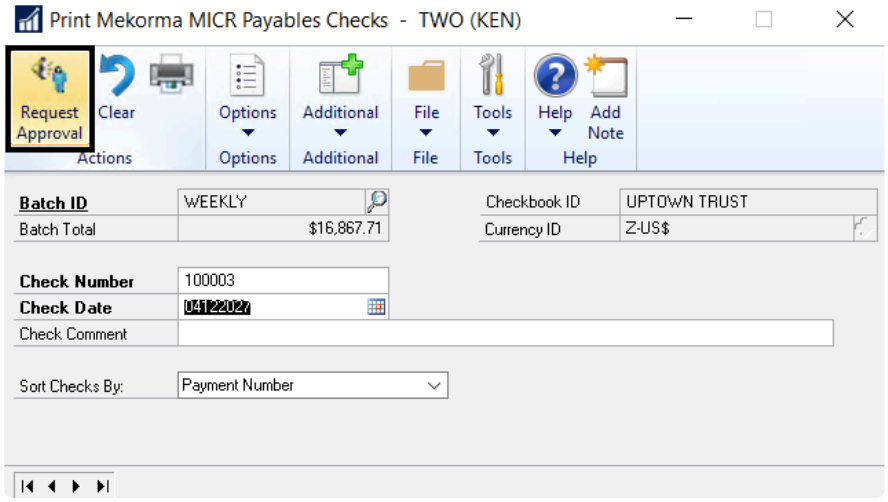
1. Open the **Print Mekorma Payments** window (Mekorma Area page > Transactions > Payables > Print Payments).

> **Print Payments** also shows up as a shortcut within the Build Payment Batch or Edit Payment Batch windows

2. Verify that the title of the window includes the words **Mekorma**. If not, abort the procedure and setup security to the **Alternate Print Mekorma Payments** window.

3. Use the look-up to select the desired batch.

> If you see the **Request Approval** as in the below, the batch must be approved before you can process it.




4. Once approved or authorized, the batch can be printed by clicking on **Print**. If you are not using the Mekorma Payment Hub Action Board and you have more than one approval threshold set for a batch, each sub-batch will need to be printed separately.

5. If you have set up your system to ask you for a print at run-time, the **Mekorma MICR Check Printing**

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screen is displayed. Click **Print** to print checks. If you have setup automatic selection of printers, it will simply print.

6. Once the checks have printed, you will be prompted to post, reprint or void the payments. Verify the payments processed correctly before posting. For more information, refer to the Microsoft Dynamics GP User Guide.

## Outsourced Payments

If you are outsourcing your payments, the system will help you verify that the payments made it to the outsource provider. See Processing an Outsourced Payments Batch for information.

## Action Board Printing

Once you have your setup working for **Processing a Single Payment Batch**, the next step is to automate all of your batches with the Mekorma Payment Hub Action Board.

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# 7.3.2. Process an Outsourced Payments Batch

Procedures for **Process an Outsourced Payments Batch** start just like processing any other single payment batch. This topic provides additional information for outsourced payments.

## Document numbering for Outsourced Payments

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 Reference Number when the provider prints a physical check.

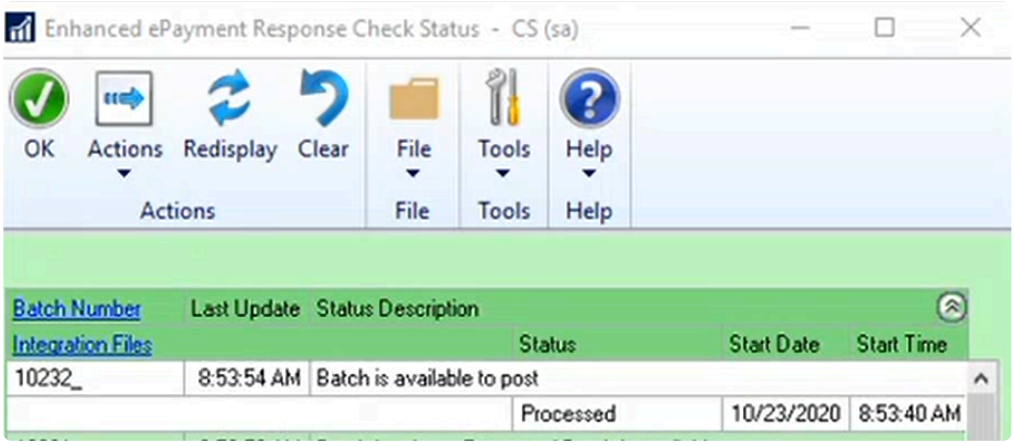
## The Importance of the Security Approval Workflow

We highly recommend that you configure the secure approval workflow before sending to the outsource provider. Just like you would want approvals before printing checks with automatic signatures—you would want to make sure the payments have been approved before sending them electronically.

## Verifying your Batch

After you click **Print** on the **Print Mekorma MICR Payables Checks** window, the **Remote Payment Services Batch Status** window will open to display the batch status. Initially the status will read **Batch Check in Progress.** *GP is fully accessible while the system is processing.*

When the provider has completed processing, the **Remote Payment Services Response Check Status** window will show "Batch is available to Post". This verification is important—it completes the "handshake" with the service provider to read a results file that shows that all the payment instructions were received intact. It's like making sure that none of the checks jammed in the printer before posting.

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## Batch Splitting for Local Printing

If the original batch contained a blend of payments for vendors enrolled with the outsource provider, along with vendors you have excluded to process locally, the Remote Payment Services batch will be split. An underscore is added to the original batch name for the payments sent to the outsource provider. 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_.

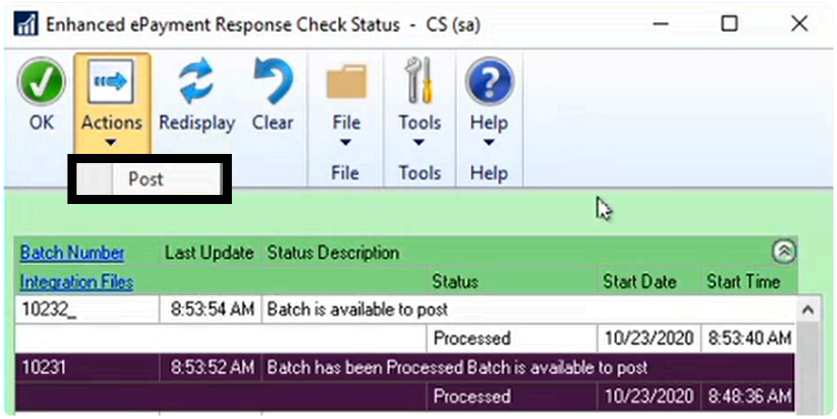
## Batch Splitting for Bulk Funding

- If the Remote Payment Services 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 Remote Payment Servicesbatch contains **bulk funded payments** *(available with Corpay)*, the batches will be split and processed in this way:
  - Payments are moved to a new Credit Card batch – the associated credit card can be viewed in the Remote Payment Services 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**.

> ! The above is true if you are running GP2016+. 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.

## Posting the Batches

1. Batches can then be posted by highlighting each batch and clicking on the **Actions menu > Post** in the **Remote Payment Services Response Check Status** window.




2. 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**

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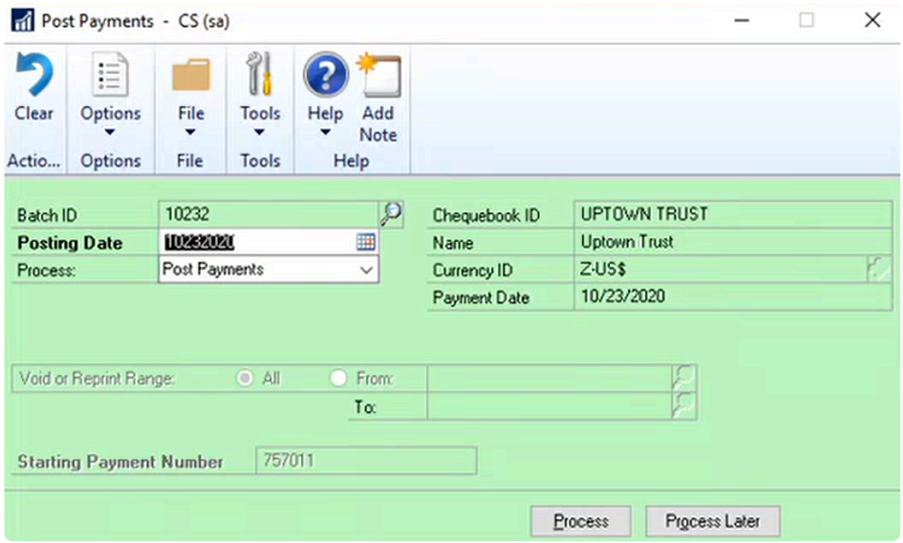
**Payments** window will automatically open and you can post those payments immediately, or at a later time.




To process multiple batches at once using the automation functionality of the Payment Hub Action Board, see Action Board: Processing All Your Batches at Once.

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# 7.3.3. Action Board: Process All Your Batches at Once

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

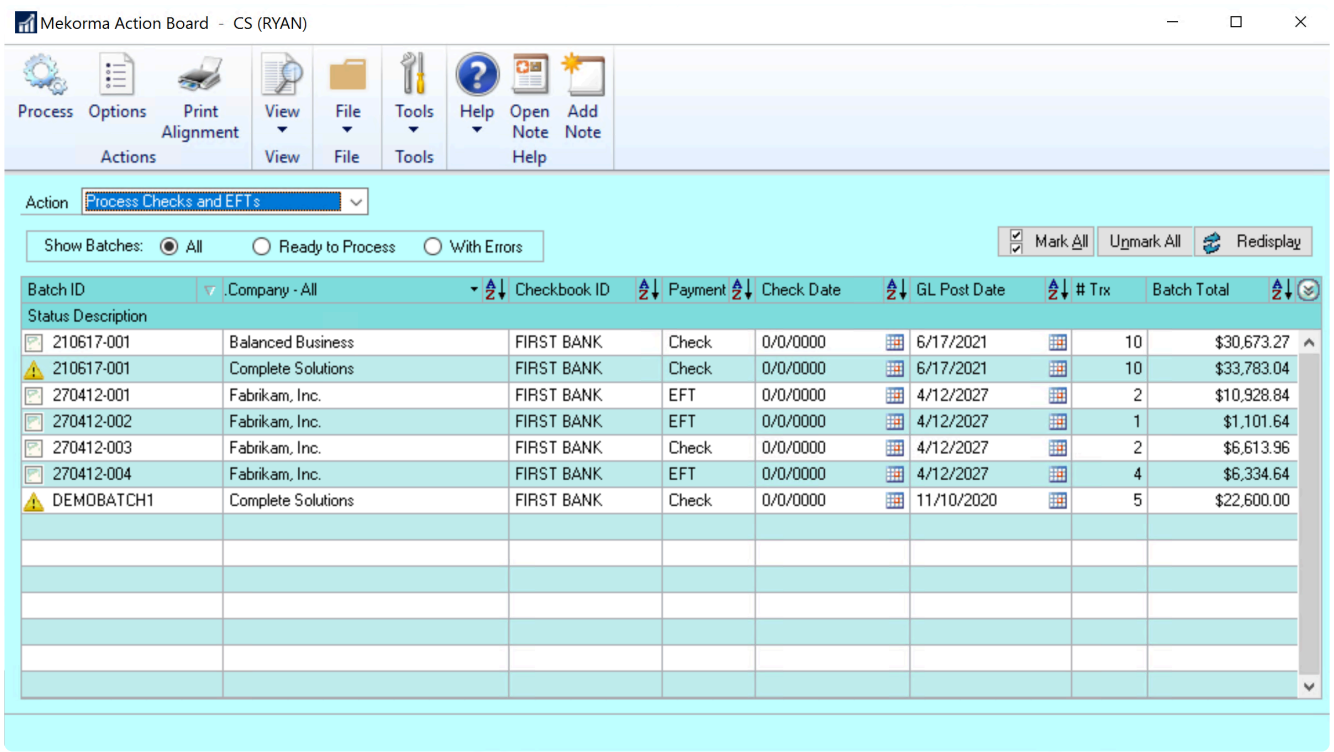
Instead of needing to log in to each company separately, all batches can be viewed and selected for processing within one window. Batches are further filtered out by the user's access level. This means users can only view and select batches from companies to which they have access.

1. Open the Mekorma Action Board (Mekorma Area page > Transactions > Payables > 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.

3. 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.

4. Click **Process**.

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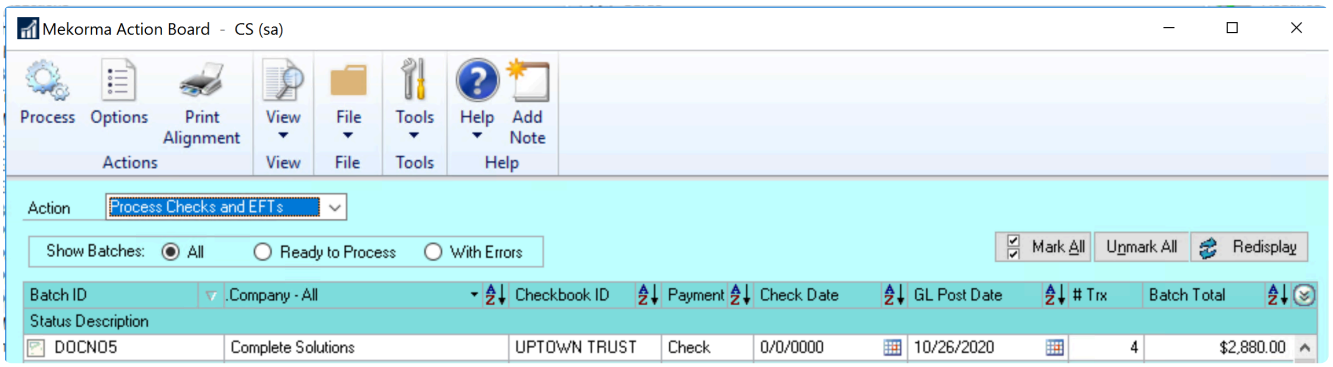
# 7.3.4. Action Board: Process Remote Payment Batches

1. Open the Action Board (Mekorma Area page > Transactions > Payables > Mekorma Action Board).

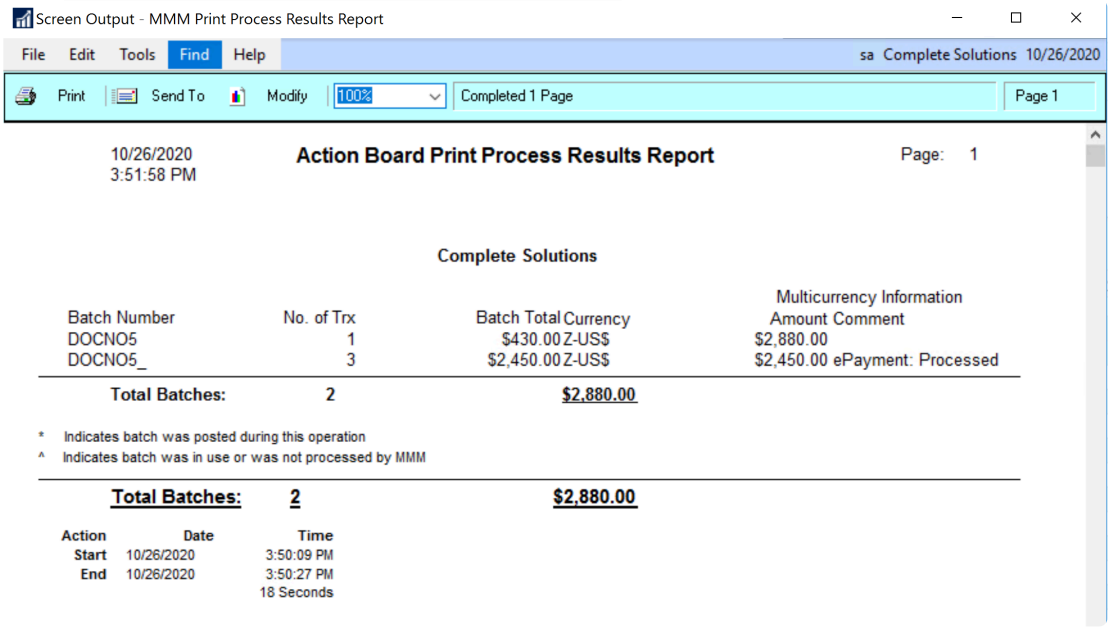
2. Choose **Process Checks and EFTs** from the Action drop-down menu.




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 an Excluded 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:

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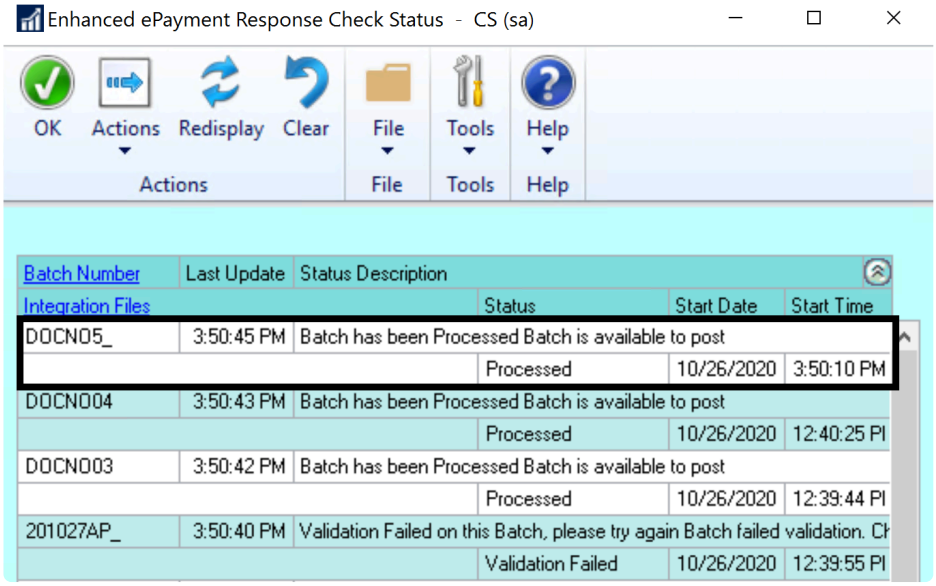
As you can see, payments will be split into two separate batches: all locally processed payments remain in the original batch; outsourced payments will move to a new batch that retains the original name of the batch with an added underscore. In our example, DOCNO05_ is labeled ePayment: Processed. If a batch only contains payments for enrolled vendors, the batch will not be split and the remote payments will remain in the original batch.

6. The **Remote Payment Services 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:




- If the Remote Payment Services 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 Remote Payment Services batch contains **bulk funded payments** *(only available if processing with Corpay)*, the batches will be split and processed in this way:
  - If you are running GP2015, payments are moved to a local 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 Remote Payment Services 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. After processing completes, the payment provider will analyze the batches and get them ready to pay after the daily cutoff time. That process can be seen similarly to the process of printing checks in the sense that you want to be sure that it completed successfully before posting. The Action Board blocks posting until this verification process is complete. That gives you a chance to intervene for any errors

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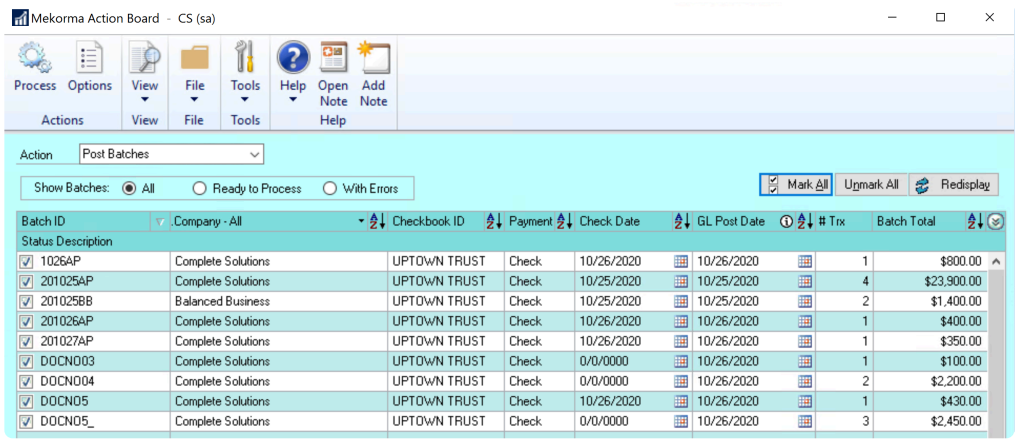
occurred during that validation process before you post. Wait a few minutes and then use the “Update Remote Payment Services Status” action. The Action Board will go to each company that processed batches to confirm that the validation completed successfully before you post.

8. Both Remote Payment Services and locally processed batches can then be posted simultaneously by choosing the **Post Batches** option on the Action Board.

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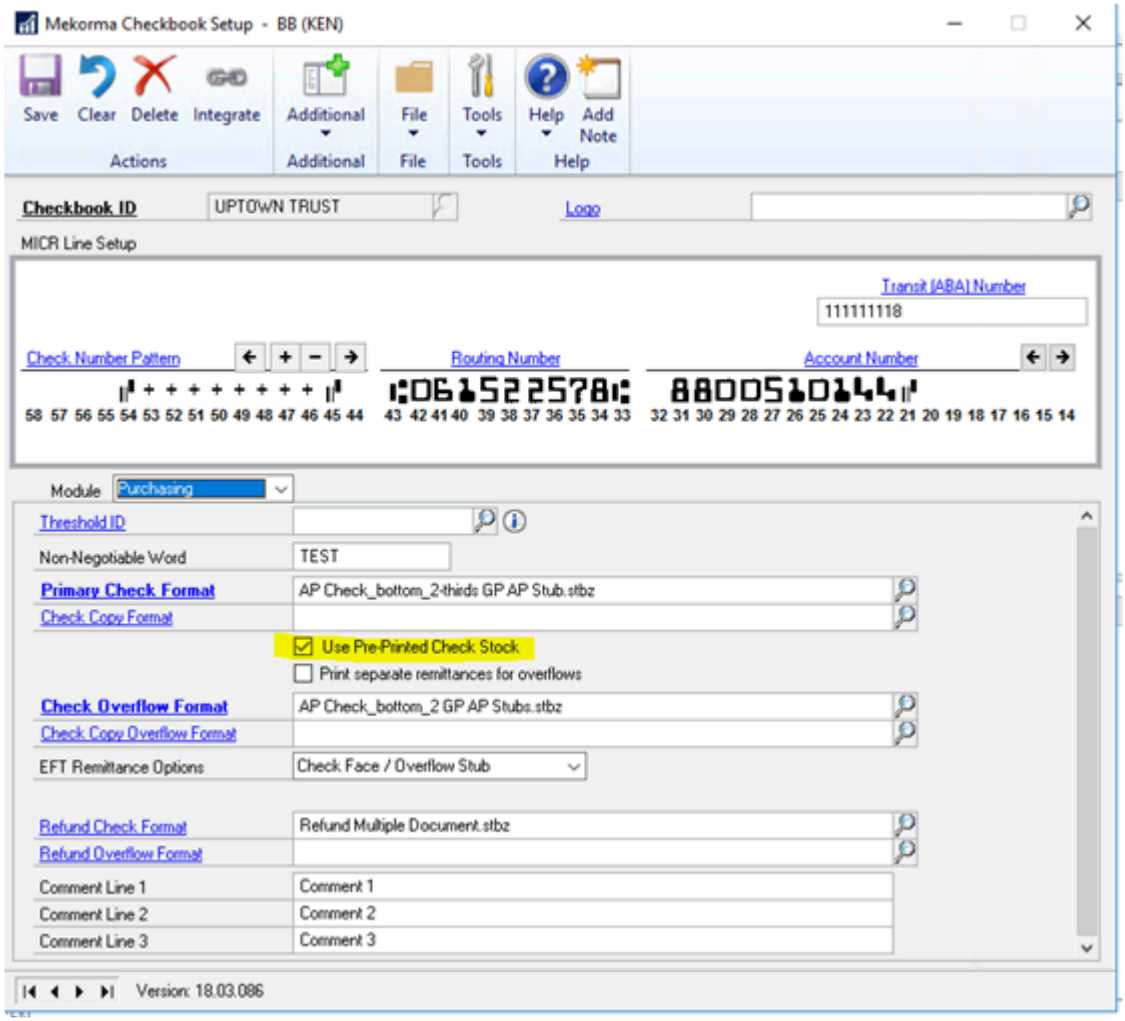
# 7.3.5. Action Board with Pre-Printed Check Stock

Action Board is designed to work without interruptions. Using pre-printed check stock would require automated printing to stop between check runs for different companies, so that the correct starting check number could be adjusted in GP. While we recommend using blank check stock as a best AP practice, this feature will be useful for those of you who want efficient processing with Action Board automation but have large amounts of pre-printed check stock to use up before transitioning to blank stock.

To use this feature for one or more companies, enable the 'Use pre-printed check stock' setting in the Mekorma checkbook setup window. **But don't check Print Separate Remittances**. Pre-printed check stock with Print Separate Remittances cannot be used with the Action Board.




## Indicators

The Action Board will identify batches that are to print on pre-printed stock with a yellow indicator. When it's time to print each of these batches, the Action Board will stop, and you will be prompted to enter the correct check number. Once the check number is verified, the batch will print.

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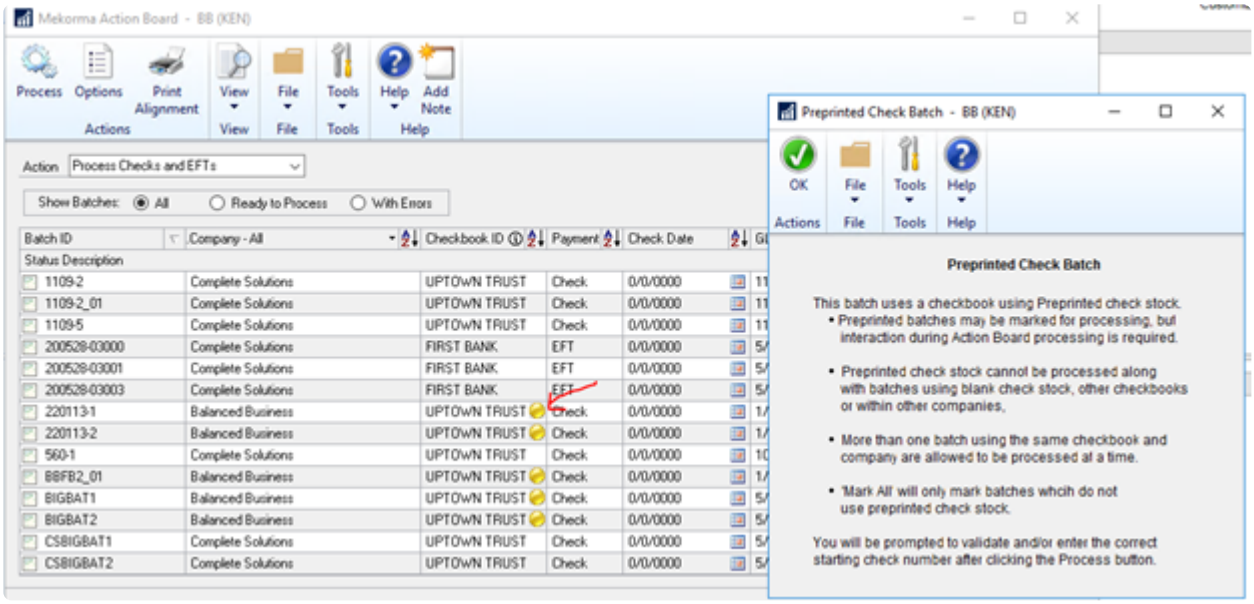


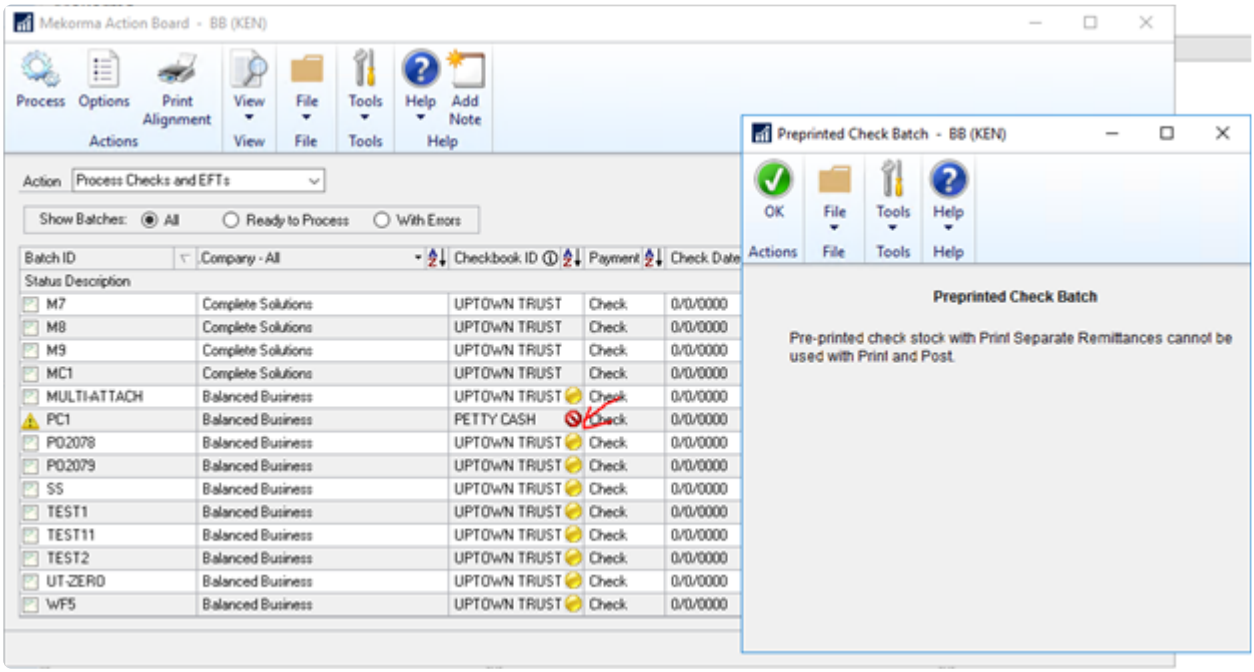


## Batch Selection Differences

When using pre-printed check stock, only batches from the same checking account may be printed together in order to keep the check number synchronized between Dynamics GP and the check stock. These special rules apply to the batch selection on the Action Board:

1. 'Mark All' only auto marks all the batches which do not use preprinted check stock.
2. 'Unmark All' works as normal.
3. Check batches using pre-printed stock must be selected manually. Once a batch is marked, it will auto disable selection for

- Check batches using blank stock

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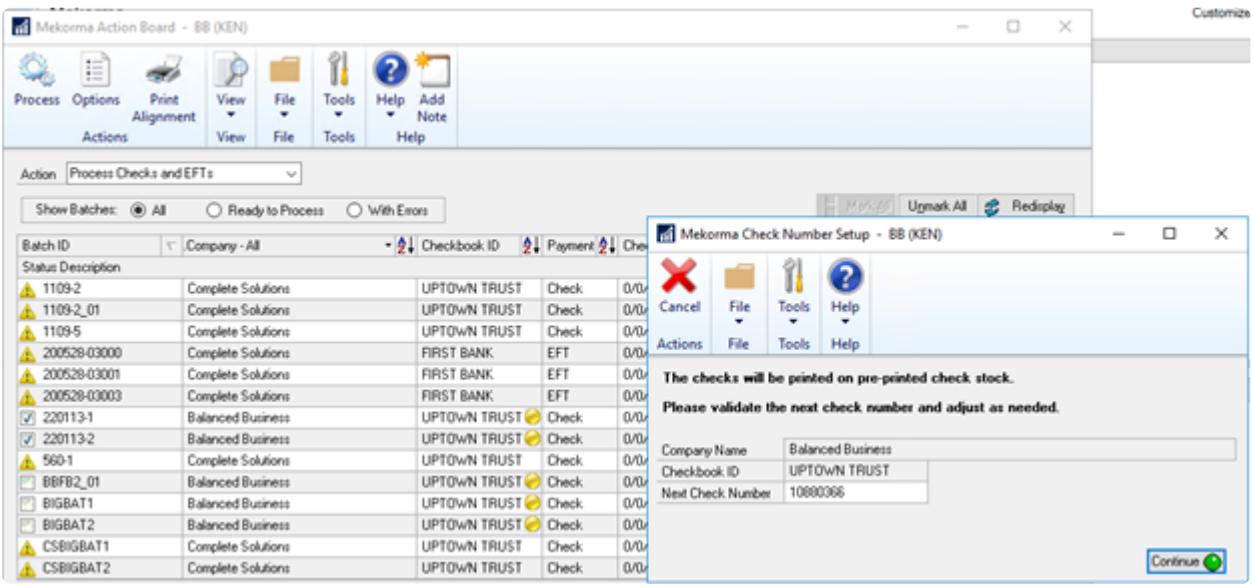
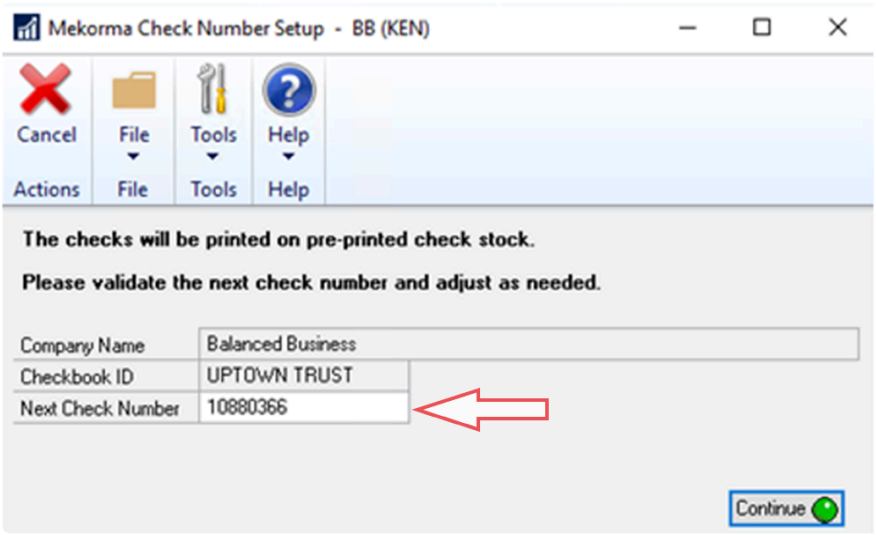
- EFT batches
- Batches using pre-printed stock on different checkbooks and other companies.

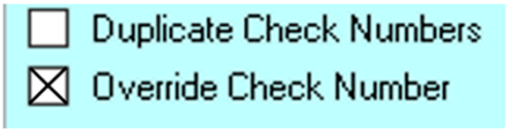
## Process Differences

After clicking the Process button, a Check Number Setup window will open to confirm the next check number. If 'Over Check Number' option is marked in GP Checkbook Maintenance, it allows to reset next check number. Otherwise, the next check number field will be locked.
Then the regular action board process runs until it is completed.




Note that on the Check Number Setup, the Next Check Number cannot be changed unless Override Check Number is selected on the GP Checkbook Maintenance window for that checkbook.

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# 7.3.6. Print Payables Transaction Checks

## Transaction Check Printing Security Concerns

For transaction checks, our recommendation is that you don't allow transaction check printing because giving access to the same person to enter an invoice into the system and to cut a payment is a security concern. Best practice recommends **separation of duties**. However, if you decide to allow it, the Security Workflow rules still apply. For more information, see Setting Security rules for Transaction Checks.

If you do allow printing of transaction checks and have setup security rules, then only a user with Approval permission for that checks payment amount will be able to print it and only if the check requires a single approvers or no approvers. If the check requires two approvers, it cannot be printed. The invoice must be posted and added to a regular payment batch to go through the approval workflow.

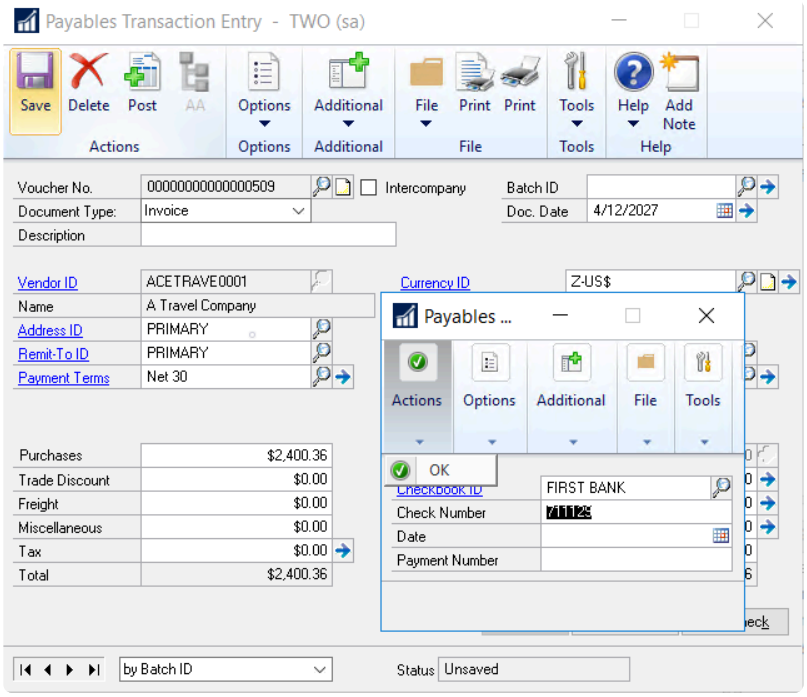
Lastly, you will need to grant access to Mekorma alternate windows to print transaction checks.

## To print a transaction check:

1. Open the **Transaction Entry** window and enter the invoice information.

2. To pay by check, click the arrow to the right of the Check Amount field. This will open the standard GP **Payables Check Entry** window.

3. Choose the checkbook ID you want and click **Actions > OK** to close.




4. Back on the **Payables Transaction Entry** window, make certain all necessary transaction information

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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. Verify that the title of the window includes the words **Mekorma**. If not, abort the procedure and setup security to the **Alternate Print Mekorma MICR Transaction Check** window.

7. If you have setup your system to ask you for a print at run-time, the **Mekorma MICR Check Printing** screen is displayed. Click **Print** to print checks. If you have setup automatic selection of printers it will simply print.

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# 7.3.7. Print or Email 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.

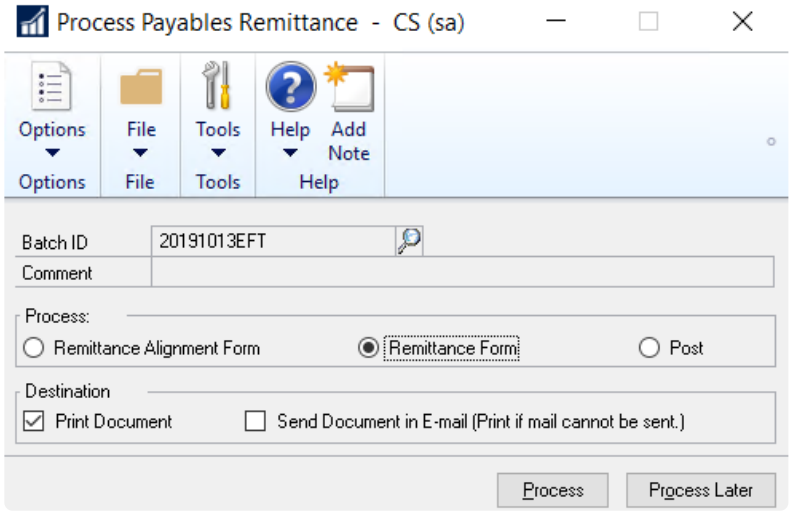
Before printing EFT remittances, verify that you have completed the following processes:

- 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 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 (Mekorma Area Page > Transactions > Payables > Process Remittance).

2. Verify that **Remittance Form** is selected.




3. Click the desired Destination option – either **Print Document** or **Send Document in E-mail**.

4. Click **Process.** If sending the remittance via email fails for any reason, the remittance will be printed instead.

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# 7.3.8. 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 Payment Hub** uses the Dynamics GP Miscellaneous Check screen, but intercepts the check printing process and prints the checks using the **Mekorma Payment Hub** 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 Payment Hub** and no security settings are available. If **Mekorma Payment Hub** is installed and registered, Miscellaneous Checks print using **Mekorma Payment Hub**. However, the Miscellaneous Checks will not come out signed.

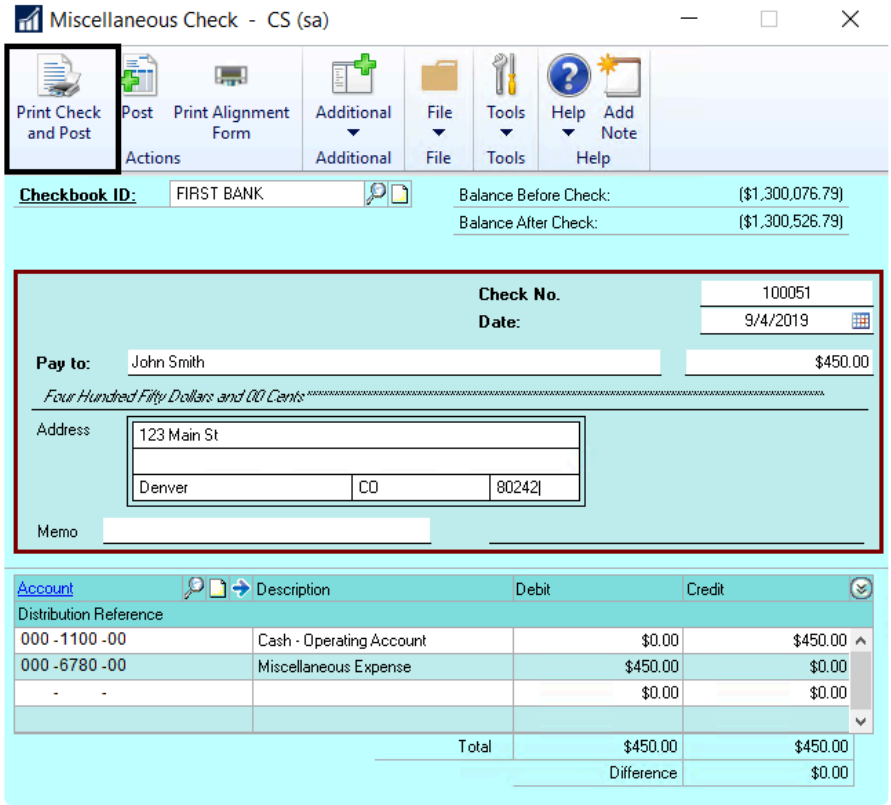
If you do not want to use **Mekorma Payment Hub** to print Miscellaneous Checks, you can turn off this feature by checking the “Payables” box on the **Mekorma Payment Hub** Suppress Warnings screen.

To print a Miscellaneous Check:

1. Open the **Miscellaneous Check** window (Mekorma Area Page > Transactions > Financial > Miscellaneous Check).

2. Enter values in all required fields.

3. Click **Print Check and Post**.

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

5. Click **Print**.

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# 7.4. Miscellaneous Processing Scenarios

The topics in this section highlight specific optional features of the Mekorma Payment Hub:

- The Payment Hub supports printing special remittance formats for Refund checks arising from the Dynamics GP SOP module.
- You can use the PDF Check Archive to continually export PDF copies of your checks to a hard drive location, for example for inclusion in an external document management system.
- If you are using the Multi-Entity Management (MEM) module from Binary Stream, you can use Mekorma MEM Connector to include MEM fields on your check.
- If you are setup for remote processing through one of our outsource service providers, you can still make exceptions and print some checks yourself.
- if you are using the Dynamics GP Web client, there are some special procedures to follow when you process.
- On occasion, you may also need to reprint a batch.

* Finally, you have the option to use the MICR functionality to print a check that you can fill in by hand if you need to—we call these “.

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# 7.4.1. Print Refund Checks

To print a refund check with **Mekorma Payment Hub**, follow the standard GP processes to create the return(s). If you need help configuring refund check formats, please see this page.

1. Opent the **Mekorma Payment Hub** Payables Checks window (Mekorma Area page > Transactions > Payables > Print Payments) and bring up the refund check batch.

2. Click **Print** from the Print Mekorma Payments window.

3. If your system is configured to request a printer at print time, this will open the Mekorma Check Printing window. Note that the Refund Check Stub format will not be displayed in the Check Stub field but the system will replace the format with the refund format when you print (or preview) checks.

4. Click **Print** to print checks or **Preview** to preview the checks before printing. After printing, the **Post Payments** window will open.

5. Click **Process** to post the checks.

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# 7.4.2. Print Check Copies to PDF

Some Mekorma customers like to feed PDF check copies into their external document management system. If you have this feature configured, automatic check copies will be generated on your hard-drive when you print. PDF Check Copies follow the standard **Mekorma Payment Hub** check copy rules, which is that they do NOT display the MICR line, signatures or signature lines.

Check copies will be generated whereever the Payment Hubs generates payments:

- Payables Batch Checks
- Payables Transaction Checks
- US Payroll Checks
- Canadian Payroll Checks
- Miscellaneous Checks

Read Setting up Check, Check Remittance Copies and EFT Remittances to learn more about this feature and learn how to configure it.

## To view PDFs:

1. After posting, if you would like to see the check copies, navigate to the folder location defined for the PDF check copies on the Mekorma System Options screen.

2. Open the PDF file.

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# 7.4.3. 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 |

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| | | |
|---|---|---|
| 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.

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# 7.4.4. Exceptions for Remote Payments--Local Printing Options

When using Mekorma Remote Payment Services to send your payments to a service provider, there may be times when you want to override the system to process certain payments locally.

The following topics explain the configuration settings for making exceptions:

- Add Checkbooks for Remote Payments explains how the company and checkbooks get set up initially for sending to a remote payment service.
- Vendor Enrollment explains how vendors get enrolled in outsourcing initially and ongoing.
- Local Printing Options explains how you can make exceptions on a vendor or payment level or turn off a company or a checkbook

In addition, some payments are always processed locally:

- If you use Transaction Check printing (from the Payables Transaction Entry window), which is also called “Check on the fly,” these checks will print locally. This must be done at the point of invoice entry and before it is posted.
- If you create an EFT or Credit Card batch in Dynamics GP Payables, those batches will be processed locally.

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# 7.4.5. 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

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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).

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# 7.4.6. 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 (Mekorma Area Page > Transactions > Payables > Post Payments).

2. Set the **Process** field drop-down list to **Reprint Payments**.

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.

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# 7.4.7. Print Blank Checks

On occasion, you might want to print a Blank Check for making a handwritten payment, such as if you need a check to take off-site.

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.

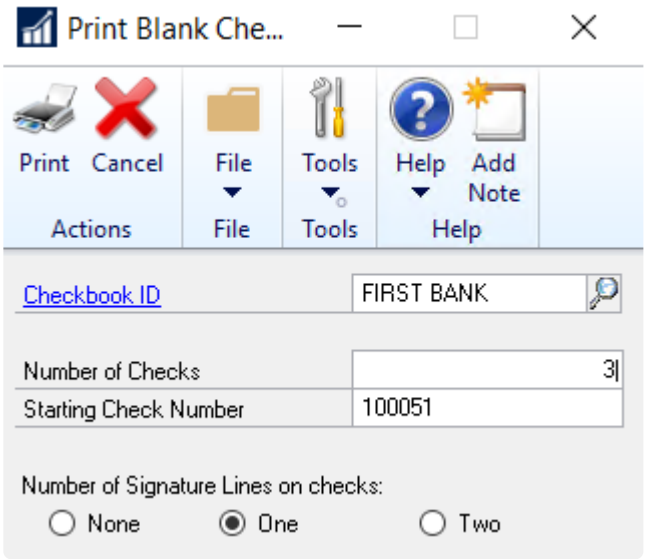
To avoid this, change the starting check number for the blank check batch. This prevents the Next Check Number from advancing. When printing blank checks, only one check Approver is required, but the approver must be assigned to the checkbook you are printing the blank checks from.

> ! Some clients consider this a security risk. This feature can be disabled.

1. Open the **Print Blank Checks** window (Mekorma Area Page > Transactions > Payables > Print Blank Checks).

2. Enter the **Checkbook ID** and the **Number of Checks** you would like to print. If desired, enter a different **Starting Check Number** for the batch of blank checks you plan on printing.

3. Select the number of Signature lines to print on each check. Signature lines are blank lines upon which a signature can be written.




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

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5. Enter your print settings and click **Print** when you are ready to print checks.

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# 7.5. 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.

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.

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# 7.5.1. 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

The Check Image Archive archives using the format specified in the Copy Stub field of the Mekorma Payment Hub 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.

For security, check copy images do not display the MICR Line, Signatures, or Signature Lines. They also contain the word **VOID**.

! Note that transactions processed before Mekorma was installed will not have images available.

## Access the Check Image Archive from Dynamics GP inquiry windows

1. From the Mekorma Area Page, go to **Inquiry > Payables > Transaction by Vendor or Transaction by Document**.
   a. If selecting **Transaction by Vendor**, enter a vendor ID in the field or choose one from the dropdown menu by clicking on the magnifying glass icon, then choose **Select**.
   b. If selecting **Transaction by Document**, enter a range of document numbers in the “From” and “To” fields, then click **Redisplay**. Clicking **Redisplay** without entering a range of document numbers will display all documents.

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. The Zoom window will display with the check image automatically located to the right. Or, if automatic display is disabled, select **Additional > Show Inquiry Check Preview** to display the check/remittance image.

For instructions on how to disable this feature or change the **auto-display the check preview** setting, see Setting up Check, Check Remittance Copies and EFT Remittances.

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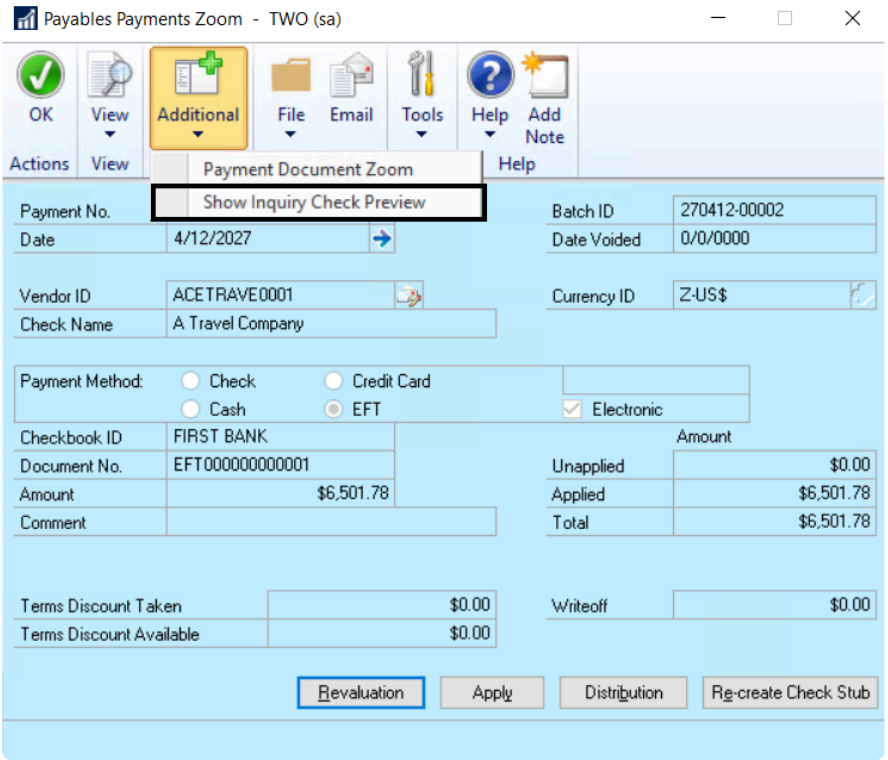


4. To print the check/ remittance image, click the **Print** icon on the toolbar.

## Access the Check Image Archive from the Mekorma Audit Log

The Check Image Archive can also be accessed directly from the Mekorma Audit Log.

1. Open the **Mekorma Audit Log** (Mekorma Area Page > Inquiry > System > Audit Log).

2. Select the appropriate batch, using the filters as needed.

3. Click on the **Number of Checks** link.

4. Select the check or EFT payment you would like to view, and click on the **Payment Number** link.

5. As above, the Zoom window will display with the check image automatically located to the right. Or, if automatic display is disabled, select **Additional > Show Inquiry Check Preview** to display the check/ remittance image.

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# 7.5.2. 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_lONtVQLM?rel=0&start=194&end=352

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

1. Open the **Mekorma MICR Audit Log Report** window (Mekorma Area Page > Inquiry > System > Audit Log).

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

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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.

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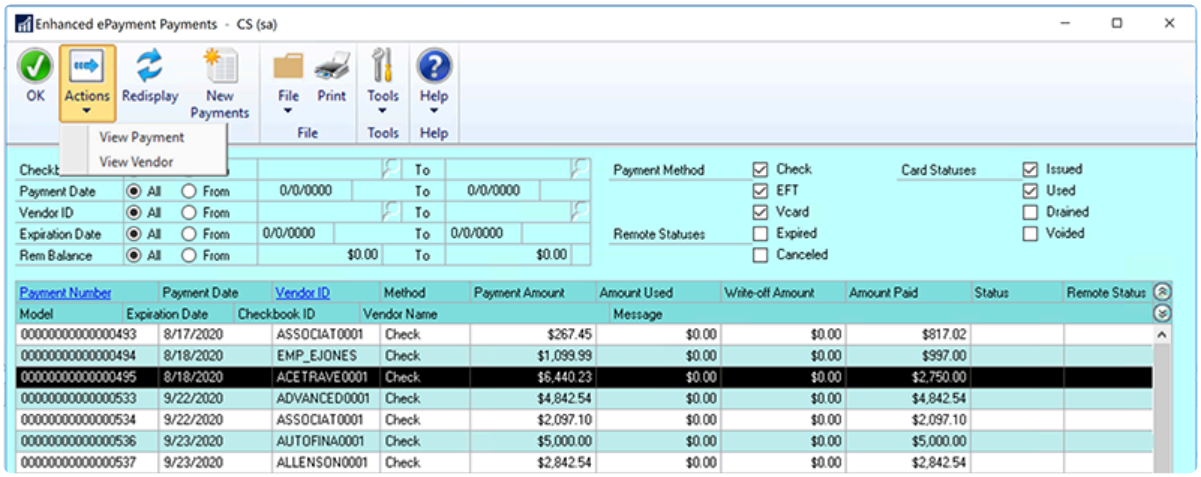
# 7.5.3. Payment Inquiry

You can view all payments that have been processed by the outsource service within the **Remote Payment Services Payments** window.

1. Open the **Remote Payment Services Payments** window (Mekorma Area Page > Routines > Payables > Remote Payment Services Payments) 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. 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 Remote Payment Services.*




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.

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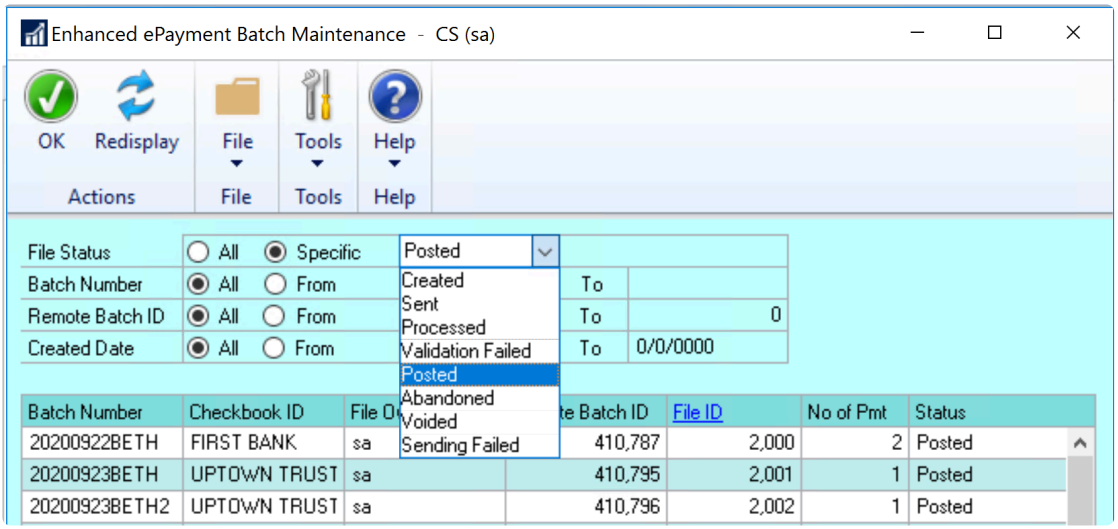
# 7.5.4. Batch Inquiry

Any batch that has been created and sent to the outsource provider can be accessed from the **Remote Payment Services 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 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.

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## 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**

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# 7.5.5. Handling Stop-Pays and Voids for Outsourced Payments

## Overview

From time to time, errors occur and you may want to do a “Stop-Pay” on a payment sent out through MEEP. This guide was written to help you determine how to handle those void payments both with our outsource provider and within Dynamics GP.

Note that this guide only pertains to cases where you are in contact with the Vendor and want to correct an error on the Vendor account. This is not a situation of unclaimed funds but rather an error situations. We have a different guide that you should use when a vendor doesn’t cash their payment and doesn’t respond to repeated contacts. Please see Handling Returned Outsourced Payments.

## Void Scenarios

Voiding payment because of the invoice

1. Accidentally double enter and double pay an invoice
2. Accidentally enter wrong information on an invoice
3. Entered invoice on wrong vendor id

Voiding payment because of the payment

1. Payment is stale
2. Wanted different payment method
3. Incorrect spelling on payee name

## Accounting for Void Scenarios

1. Vendor account accurately reflects their total invoice amounts less return amounts and you can always see their total number of transactions and accurate transaction volume
2. Vendor account accurately reflects their balance of outstanding amounts due or credits
3. GL accurately reflects on the AP and cash accounts
4. Bank rec accurately reflects the payment funding transactions and any returned payment funds

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## Voiding Payments with MEEP

Voiding Payments in GP is needed if you have had to issue a “Stop-Pay” on an uncashed payment and you want to reissue, or correct an error and then reissue. The process is as follows:

1. Register a “Stop-Pay” with the outsource provider
2. Receive the Refund from the outsource provider
3. Account for the incoming cash for the returned payment
4. Correct the error and reissue

## Register a “Stop-Pay” with the Outsource Provider

Contact your outsource provider using their designated customer services procedures to request a Stop-Pay. Once you have received confirmation that the Stop-Pay was successful, it is safe to proceed with the additional procedures here.

Once you have confirmed the stop-pay, you would also want to account for the Stop-Pay on the GP side.

## Account for the incoming cash for the returned payment

You cannot use standard void procedures when you receive your refund. This is because the original payment was funded to the outsource provider and it cleared your bank. If you were to void it, it would wreck havoc on your bank reconciliation.

The way to handle this situation is similar to a situation where you paid a vendor by check, they cashed the check and then discovered an error and refunded it to you. This article on Recording Vendor Refunds written by ACE Microtechnology explains what to do if you encounter this scenario. This is standard Dynamics GP use and does not vary based on the payment funding method.

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# 7.5.6. Handling Returned Payments When the Vendor Won't Respond

## Overview

From time to time, vendors do not cash their checks. This was written to help a client determine how to handle these returned payments and the differences of handling them in Dynamics GP with and without MEEP.

> Note that this guide pertains to cases where the vendor is non-responsive and you need to treat this as an unclaimed payment. We have a different guide that you should when you are in contact with the vendor and need to Stop-Pay on a payment and void to correct and error and reissue. Please see Handling Stop-Pays and Voids for Outsourced Payments.

## Uncashed Payments and Vendor Doesn't Respond

If your service provider cannot get in touch with the vendor to clear the payment within a certain amount of time (varies by service provider), the payment amount will be returned with a notification to your AP department of the vendor, payment date, payment reference (i.e. check number) and payment amount.

As you may know, states require diligence in getting your payments to your vendors. Most have passed "Unclaimed Property" laws. This process is called escheatment which is defined as follows:

- When money lies dormant in a deposit account or appears to be abandoned, the bank or other organizations with which the money was deposited aren't necessarily allowed to just keep that money for their own use. After a period of time, they're required to turn it over to the state. This is called escheatment.

From the Journal of Accountancy:

- WITH MORE STATES CONDUCTING AUDITS, CPAs need to encourage companies to pay greater attention to their unclaimed property liability. This includes both reporting unclaimed assets to the right state and making sure the company properly reflects the liability on its balance sheet.
- UNCLAIMED PROPERTY HOLDERS MUST exhaust all options to locate the property's rightful owner before determining to which state they should report the assets. Companies should have policies and procedures in place to track potential unclaimed property and comply with the applicable state reporting requirements.

For more information, see Unclaimed Property.

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## AP Processes for Unclaimed Payments When You are Paying them Yourself

In the AP department, the most common reasons that unclaimed properly can occur is from uncashed checks or returned ACHs. Most accounting departments will find out about these when they do their bank reconciliation. There will be an outstanding check in Dynamics GP that does not show cleared by the bank.

Seeing the outstanding check is the normal trigger for contacting the vendor to find out if their contact information has changed and trying to get them their payment.

## How to Track Returned Payments When You are Sending Payments Thru a Service Provider (Outsourcing)

The difference when you have a service provider pay on your behalf is that the payments all clear the bank the day they are funded. So you will never see a payment that didn't clear. The service provider will be the one that notices on their bank statement if something doesn't clear.

The service provider will repeatedly attempt to contact the vendor, however, after a certain number of attempts and time elapses, they will return the payment amount to you with identifying information. This is the key difference. Instead of seeing the outstanding checks on your bank statement, you will use these notifications to trigger your contact to the vendor.

In addition to contacting the vendor, the question remains: how should these returned payments be tracked in the accounting system? These amounts should be booked by JE to a GL account set aside for "Unclaimed Funds". The JE should reference back to the original vendor and transaction that was returned.

You should then contact the vendor and try to resolve it. Once you know what the vendor wants to do, you can void and resubmit payment and JE the money for that payment from "Unclaimed Funds" back into cash with a reference to the resolution.

You will need to maintain a ledger of transactions in the "Unclaimed Funds" GL account so you can identify transactions that have never been actually sent to your vendors. This ledger will serve 2 purposes:

1. Continuing to make a good faith effort to communicate with your vendors.

2. Once the transactions pass a certain state-specific time period (anywhere from 1-5 years), you will need to submit this money to the state. When you are ready to do that, you will transfer the liability to cash to clear it from your "Unclaimed Funds" account and pay the state to clear it out of cash.

## References

These articles have additional information and advice for how to handle these issues.
Weekly Dynamic: Escheat/Unclaimed Property in Dynamics GP – DynamicAccounting.net
Escheatment and unclaimed property procedures in Microsoft Dynamics GP | RSM Technology Blog

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# 7.5.7. Void Remote Payment Batches for a Processing Error

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 **Corpay** 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.

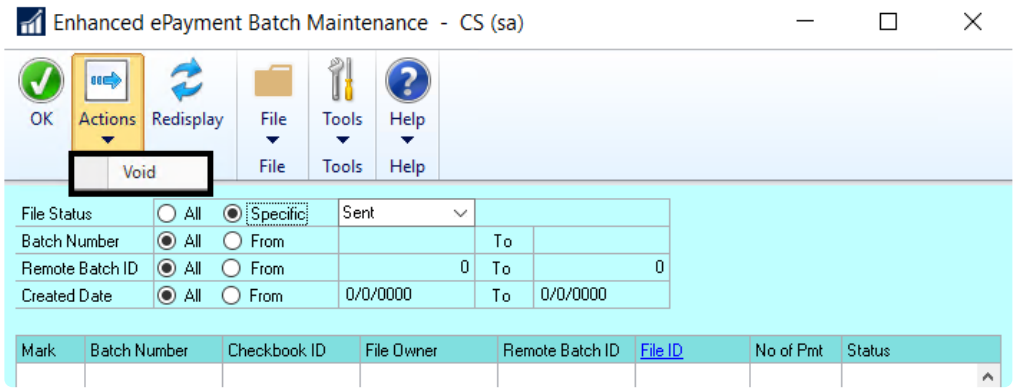
## Step 2: Void in Dynamics GP

1. Open the **Remote Payment Services Batch Maintenance** window (Mekorma Area Page > Routines > Payabales > Remote Payment Services Batches).

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**.

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# 7.5.8. Change status of a virtual credit card payment

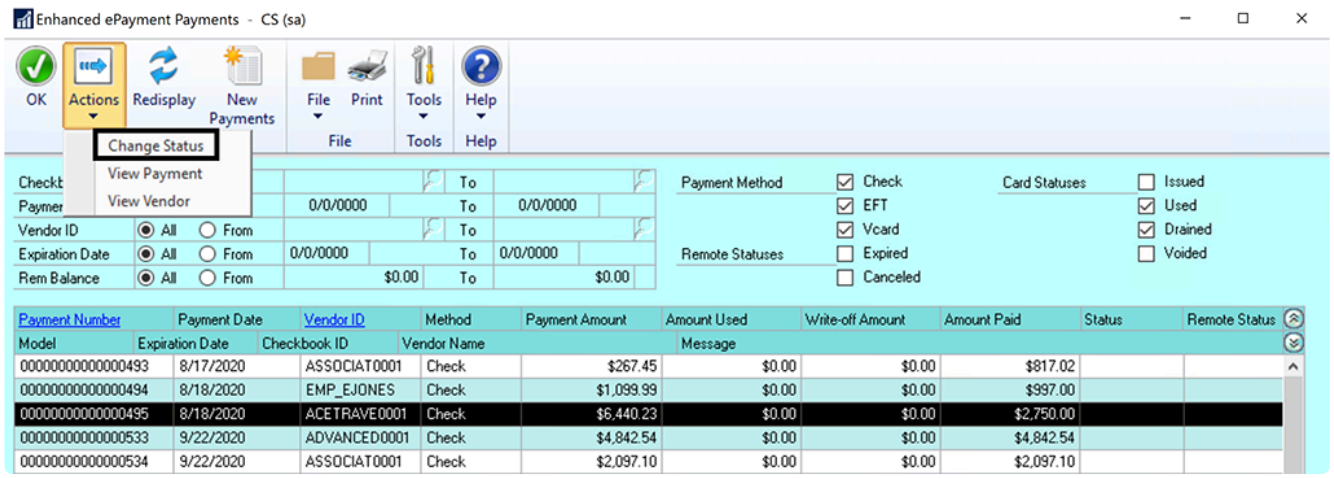
In rare cases, a payment made by virtual credit card may be unresponsive or “stuck” in the provider’s portal. In that instance, a **GP user assigned with the Mekorma MEEP Admin security role** can change the status of that virtual card payment within Dynamics GP.

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

1. Open the **Enhanced ePayment Payments** window (Mekorma Area page > Routines > Payables > Enhanced ePayment Payments).

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.




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

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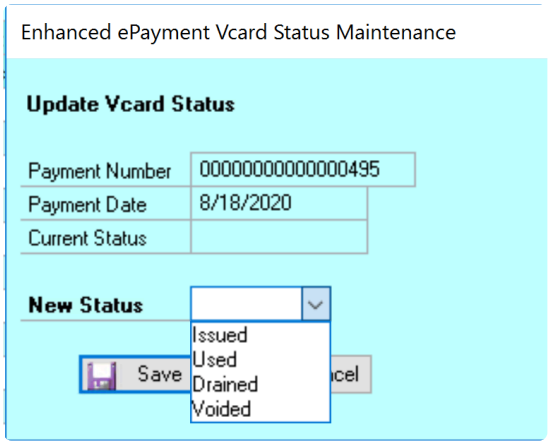


Options are:

- **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.

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# 8. Using Mekorma Payment Hub for US and Canadian Payroll

*Last modified: Jan 04, 2022*

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# 8.1. Authorize Payroll Batches

If Authorization has been configured for Payroll, a Mekorma Authorizer(s) must be designated to Build, Calculate and Print Payroll Checks. No one will be able to do this unless they have been assigned the Batch Authorizer Task ID.

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# 8.2. Print US Payroll Checks and Direct Deposit Remittance

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 Print:

1. Open the **Print Mekorma US Payroll** window (Mekorma Area page > Transactions > Payroll > Print Checks).
2. Verify that the title of the window includes the words **Mekorma**. If not, abort the procedure and set up security to the **Alternate Mekorma US Payroll** 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 US Payroll** 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.

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# 8.3. 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.
3. Open the **Payroll Cheque Reports – Canada** dialog box (Mekorma Area page > Reports > Payroll – Canada > Transactions > Cheque Reports).
4. Enter any required User IDs and /or passwords.
5. 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.
6. Click the **Print** to print checks.
7. 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 Checkbook Setup (Payroll – Canada)** screen.
8. Click **Print** to print Direct Deposits.

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# 8.4. Inquiry and Routines for Payroll

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# 9. Requesting Support, Implementation or Customization

We are here to help!

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

- Technical Support is included with your yearly enhancement plan (for users on a supported version of Dynamics GP). Open a support case.
- Implementation Support is available to help you prepare, install or configure any aspect of **Mekorma Payment Hub**.
- Customization Support is available if you want to go beyond the built-in feature set of our product.
- Automation Support is available through our Power Platform support team.

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# 10. Appendix: About This Window

This “About This Window” section is activated when a user chooses “About This Window” on a Mekorma window in the Microsoft Dynamics GP help system. Each of the pages in this appendix gives an overview of the use and fields of each of the Mekorma windows.

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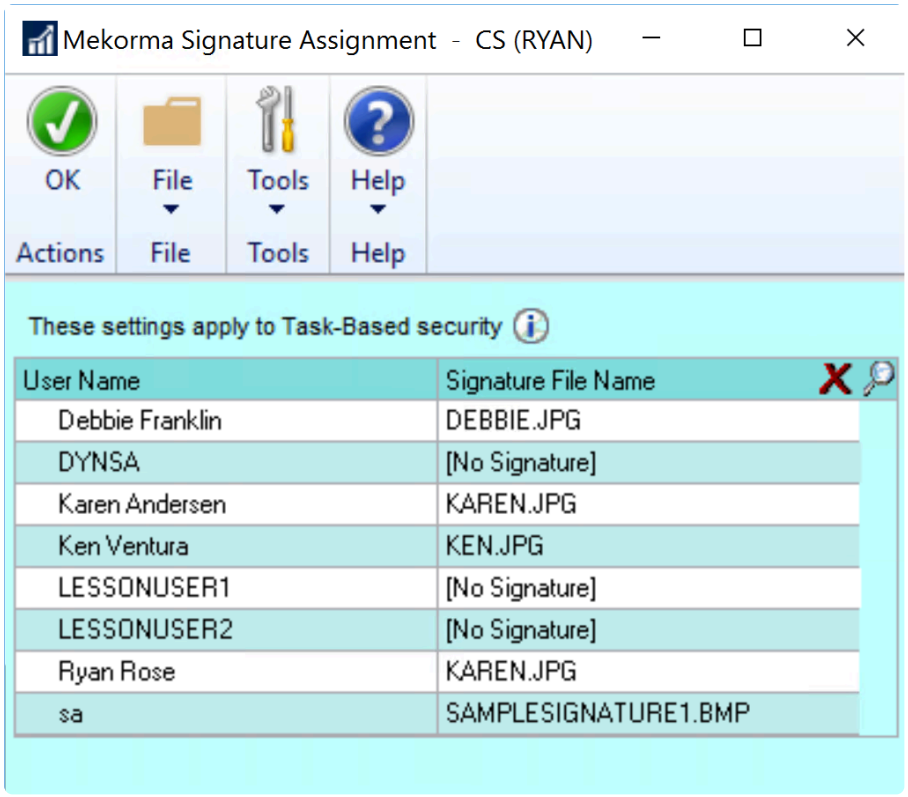
# 10.1. Mekorma Signature Assignment




Click on the User Name of an Approver to highlight a row. Use the magnifying glass icon to choose a signature from the library.

Assign Signature Files to Users fully explains the use of this window.

## Fields

| Field Name | Use of Field |
|---|---|
| User Name | Identifies all the users in the system. |
| Signature File Name | Identifies a signature file, if any was assigned to this Approver. |

## Additional Resources

For more information about how signatures are used in Mekorma as part of the Task-Based Security setup, see:

Configure and Test Your Signatures
Import Signatures to the Signature Library
Configure a Threshold ID for Signatures

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Apply a Threshold ID to a Checkbook

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