



Mekorma Products User Guide for GP

Build x92 — Last update: November 2, 2023

Mekorma

Table of Contents

- 1. Release Notes for Mekorma Build x92 7
 - 1.1. New Features & Changes..... 9
 - 1.2. Issues Fixed12
- 2. Introduction to the Mekorma Payment Hub14
 - 2.1. Security and Fraud Prevention.....16
 - 2.2. Remote Payment Services (Outsource Your Checks)20
 - 2.3. Action Board21
 - 2.3.1. Using the Action Board23
 - 2.4. Power Approvals.....26
 - 2.5. MEM Connector27
- 3. Preparing for the Mekorma Payment Hub28
 - 3.1. Questions to Ask Before Installing29
 - 3.2. How to Create a Digital Signature32
 - 3.3. Recommended Printers and Supplies.....34
 - 3.4. Power Approvals System Requirements36
 - 3.4.1. Connecting a Third Party Document System39
- 4. Installing the Mekorma Payment Hub40
 - 4.1. Find Your Dynamics GP Version.....41
 - 4.2. New Installation or Product Upgrade43
 - 4.3. Table Maintenance45
 - 4.4. Products Registration48
 - 4.5. Mekorma Products Manager50
 - 4.6. Print Client for GP Web Client52
- 5. Configuring the Mekorma Payment Hub53
 - 5.1. Mekorma Quickstart54
 - 5.2. Navigate to Mekorma Windows55
 - 5.3. Setup Dynamics GP Security for Mekorma57
 - 5.3.1. Grant Access to Mekorma Windows and Reports58
 - 5.3.2. Grant Access to Mekorma Alternate Windows63
 - 5.4. Setup a Checkbook66
 - 5.4.1. Configure the MICR Line67
 - 5.4.2. Choose Check Formats from the Check Format Library69
 - 5.4.3. Customize Check Formats Using the Configurator.....73
 - 5.4.3.1. Mekorma Fields for Check Stubs.....75
 - 5.4.3.2. Adding Elements to Check Formats99
 - 5.4.3.3. Configure Refund Check Formats101
 - 5.4.4. Add a Logo to a Checkbook102
 - 5.4.5. Test Check Layout104

5.5. Configure and Test Your Signatures	107
5.5.1. Assign Signature Files to Users	108
5.5.1.1. Import Signatures to the Signature Library.....	110
5.5.1.2. Mekorma Signature Assignment	112
5.5.2. Configure a Threshold ID for Signatures.....	114
5.5.3. Apply a Threshold ID to a Checkbook.....	120
5.6. Setup Approvers for Payables.....	121
5.6.1. Simple Approval Workflow--All Payments Must Be Approved	122
5.6.2. Mekorma Security Roles and Tasks.....	126
5.6.3. Email/Text Notifications	129
5.6.4. Intermediate Approval Workflows--Approvals Based on Dollar Amount.....	138
5.6.5. Vendor Class Security	140
5.6.6. Advanced Approval Workflows--Approval Based on Dollar Amount and Vendor	
Class	142
5.6.7. Power Approvals: Configure Mobile Approvals.....	145
5.6.8. Optional Security Settings	147
5.6.8.1. Enable Split Batches	148
5.6.8.2. Out-of-Office Feature Setup.....	149
5.6.8.3. Enable EFT/ Direct Deposit Security	151
5.6.8.4. Configure Quick Messages	152
5.6.9. Security for Transaction Checks	154
5.7. Setup Authorizers for Payroll	155
5.8. Automate the Selection of Printers	157
5.8.1. Action Board Printer Selection	158
5.8.2. Named Printers with Mekorma Payment Hub.....	163
5.8.2.1. Set Up Named Printers.....	164
5.8.2.2. Assign Named Printers to Mekorma Tasks.....	167
5.9. Configuring Assign by Checkbook	170
5.10. Setting up Check, Check Remittance Copies and EFT Remittances	174
5.11. Set Up for EFT Processing.....	177
5.11.1. Specify Check or Remit Numbers	179
5.11.2. Set Up Your Vendor EFT Remit-Tos.....	182
5.11.3. Configure Email Settings	185
5.11.4. Choose EFT Remittance Options	188
5.11.5. Enable EFT Comments and Logos for Check Formats	190
5.12. Action Board Setup.....	192
5.12.1. Create a Build ID	193
5.12.2. Create a Process ID	195
5.12.3. Configure Printing and Posting Reports	199
5.12.4. Control Your Batch Names	202
5.12.5. Results Reports Email Setup	204
5.12.6. Options for Building Batches.....	206

5.12.7. EFTs in the Action Board	208
5.12.8. Check Sorting Options	210
5.12.9. Show/Hide Dynamics GP Windows	212
5.12.10. Exclude a Company from the Action Board	213
5.12.11. Testing the Action Board	214
5.13. Remote Payment Services Configuration	215
5.13.1. Add Checkbooks for Remote Payments	218
5.13.2. Enrolling Vendors.....	220
5.13.3. Local Printing Options.....	222
5.14. MEM Connector Setup	227
5.14.1. Enable MEM Connector for Individual Checkbooks	229
5.14.2. MEM Connector for Payables.....	231
5.14.3. Configure MEM Connector Payables and Transaction Check Formats	233
5.14.4. MEM Connector for Payroll	235
5.14.5. Configure MEM Connector Payroll Check Formats.....	237
5.15. Dynamics GP Web Client	239
5.15.1. Browser Settings	241
5.15.2. Web Client Security	243
5.16. Omit Zero-Dollar Checks	245
5.17. Disable Print Blank Checks	247
5.18. Bypassing Mekorma and Printing through Dynamics GP.....	249
6. Using the Mekorma Payment Hub for Payables.....	250
6.1. Build Batches	251
6.1.1. Action Board: Build All Your Batches at Once	252
6.1.2. Build Remote Batches.....	255
6.1.3. Using the Action Board with Multi-Entity Management	256
6.1.4. Assign Checkbooks for Invoice Selection.....	258
6.1.4.1. Assign a Checkbook to an Invoice	259
6.1.4.2. Assign a Checkbook to a Payment Batch	263
6.1.4.3. Assign a Checkbook to a Purchase Order	265
6.1.4.4. Assign a Checkbook to a Vendor	268
6.1.4.5. Select Vouchers by Vendor Checkbook ID.....	270
6.1.4.6. Select Vouchers by Voucher Checkbook ID	272
6.1.4.7. Select Vouchers Using the Action Board	275
6.2. Approve with Secure Approval Workflow.....	276
6.2.1. Request Approval for a Single Payment Batch.....	277
6.2.2. Cancel Approval Request.....	279
6.2.3. What Makes Batches Split when you Request Approval?	280
6.2.4. Review and Approve	283
6.2.4.1. Approve or Reject Vendor Payments.....	287
6.2.4.2. Approve or Reject Vouchers	289
6.2.4.3. Review, Edit, and Move Rejected Payments.....	292

6.2.5. Mobile Approvals with Power Approvals App	296
6.2.5.1. Install Power Approvals on Your Mobile device.....	297
6.2.5.2. Start the Power Approvals App.....	300
6.2.5.3. Sort and Filter the Payment List	302
6.2.5.4. View Payment Details	305
6.2.5.5. Reject or Approve Payments	309
6.3. Process Payments	311
6.3.1. Process a Single Payment Batch	312
6.3.2. Process an Outsourced Payments Batch.....	314
6.3.3. Action Board: Process All Your Batches at Once	317
6.3.4. Action Board: Process Remote Payment Batches.....	319
6.3.5. Action Board with Pre-Printed Check Stock	322
6.3.6. Print or Email EFT Remittances	325
6.3.7. Changing your Check Date or GL Posting Date.....	327
6.4. Miscellaneous Processing Scenarios	328
6.4.1. Print Payables Transaction Checks	329
6.4.2. Print Miscellaneous Checks.....	331
6.4.3. Print Refund Checks	333
6.4.4. Print Check Copies to PDF.....	334
6.4.5. Print Using the MEM Connector.....	335
6.4.6. Exceptions for Remote Payments--Local Printing Options.....	337
6.4.7. Print Payments Using the Web Client	338
6.4.8. Reprint Checks	340
6.4.9. Print Blank Checks.....	341
6.5. Inquiries and Routines.....	343
6.5.1. The Check Image Archive	344
6.5.2. Track Payment History with the Audit Log Report.....	346
6.5.3. Payment Inquiry	348
6.5.4. Batch Inquiry	349
6.5.5. Handling Stop-Pays and Voids for Outsourced Payments.....	351
6.5.6. Handling Returned Payments When the Vendor Won't Respond	353
6.5.7. Void Remote Payment Batches for a Processing Error	356
6.5.8. Change Status of a Virtual Credit Card Payment	357
7. Using Mekorma Payment Hub for US and Canadian Payroll.....	359
7.1. Authorize Payroll Batches.....	360
7.2. Print US Payroll Checks and Direct Deposit Remittance	361
7.3. Print Canadian Payroll Checks	362
8. Requesting Support, Implementation, or Customization	363
9. How to Use This Guide	364
10. Appendix: About This Window	365

10.1. Mekorma Configurator Fields366

10.2. Mekorma Support Tool390

1. Release Notes for Mekorma Build x92

Mekorma Build x92 was released on Tuesday, October 24, 2023.

- Mekorma Build x92 is compatible with Microsoft Dynamics GP 18.4, 18.5, and 18.6.

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

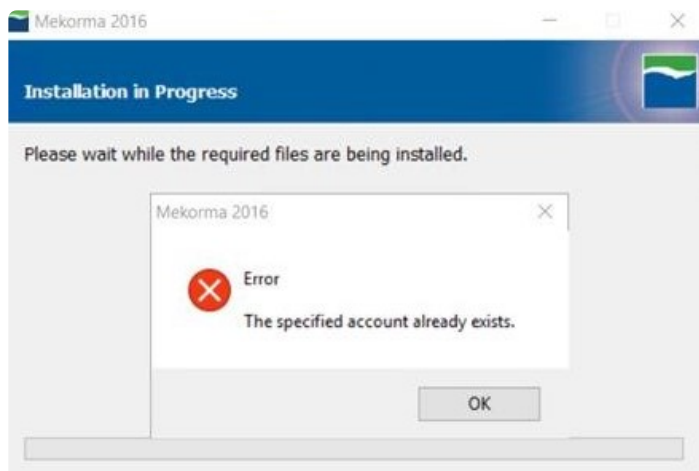
! If you upgrade from Mekorma build x90 or an earlier build, and you are using Invoice Capture, be sure that all invoices listed in the Invoice Capture Validation window are processed. To prevent processing invoices during upgrade, turn off the flow that monitors the inbox. For information on turning off a flow, please refer to <https://learn.microsoft.com/en-us/power-automate/disable-flow#turn-off-a-flow>.

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”.



✿ 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: November 2, 2023

1.1. New Features & Changes

Release Notes for Mekorma Build x92 released Tuesday, October 24, 2023.

Announcements and Changes

Invoice Capture

- If you upgrade from Mekorma build x90 or an earlier build, and you are using Invoice Capture, be sure that all invoices listed in the Invoice Capture Validation window are processed. To prevent processing invoices during upgrade, turn off the flow that monitors the inbox. For information on turning off a flow, please refer to <https://learn.microsoft.com/en-us/power-automate/disable-flow#turn-off-a-flow>.

Payment Hub

- The Text Number field in the Mekorma User Preferences window will be deprecated for both Legacy Security and Task-Based Security users in a future release.

Integration with Binary Stream Multi-Entity Management (MEM)

- When you are using MEM and have process IDs created before you upgrade, the entity ID field will remain empty in the Action Board Process Maintenance window. You can continue to create batches using those process IDs and can add an entity ID at any time.
- MEM Centralized and Decentralized process changes have occurred.
 - Centralized process – If the entity has been set up as a parent entity (MEM page > Setup > Company > Purchasing > Centralized AP), it will call MEM centralized process. The batch will be created including all the invoices from its child entities.
 - Decentralized process – If the entity has not been set up as a parent entity, the process is considered a decentralized process and will create one batch per entity based on the Process ID setup.
- Data migration after the upgrade:
 - When you are using MEM and upgrade Invoice Capture from x91 or earlier, the Invoice Capture Setup window will display the company email invoice and the entire list of entities. Users can enter an invoice email for each entity.
 - If the centralized process is used, the Entity ID field will be blank in the Action

Board Process Maintenance window. You will need to add the entity ID to each process ID.

- If the decentralized process is used, the proper entity for each invoice will be displayed in the Entity ID field in the Action Board Process Maintenance window.

Mekorma Support Diagnostic Tool (SDT)

- The [Mekorma Support Diagnostic Tool](#), available from the About Mekorma Products Manager window (About GP window > Additional button > Mekorma Products Manager > select Support from the menu > Mekorma Support Tool), collects the **Mekorma System Option** setting to provide the current configuration to support when needed.

What's New

Integration with Multi-Entity Management by Binary Stream®

- You can select an entity ID when you create a process ID. Only checkbooks assigned to that entity ID will be displayed when you click the lookup button for the **Checkbook ID** field.
- You can [view the entity ID for a company on the Action Board](#) for the following actions:
 - Request Approval
 - Process Checks and EFTs
 - Post Batches
- When the MEM Connector for Payables is registered and enabled you can include the entity ID on the check stub for a payables transaction check.

Mekorma Invoice Capture

- Mekorma Invoice Capture supports processing invoices by entity when you're using MEM. Users will be able to view only the entities to which they have access.

Mekorma Payment Hub

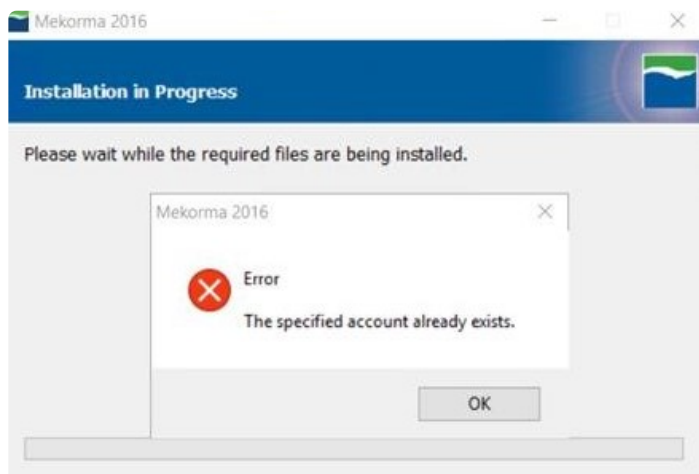
- We improved the refresh rate for the data in the Mekorma Signature Library window.

Mekorma Power Approvals

- You can view the entity for a transaction with Mekorma Power Approvals. Users will be able to view only the transactions for the entities to which they have access.

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:



* **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: October 30, 2023

1.2. Issues Fixed

Release Notes for Mekorma x92 released Tuesday, October 24, 2023.

Mekorma Payment Hub

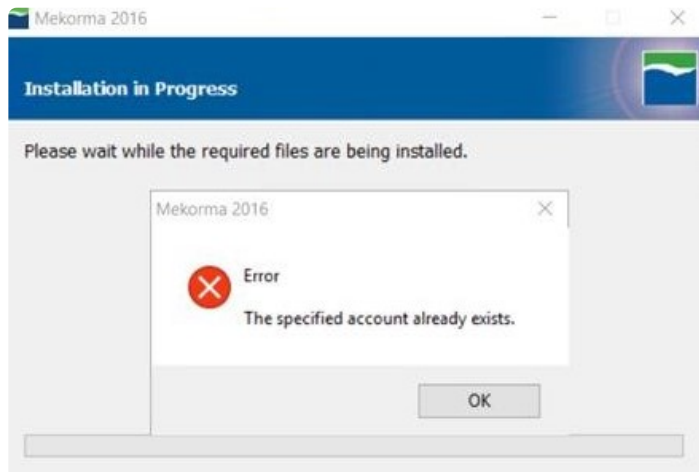
- All transactions in a batch are automatically approved when the batch requestor is also the first approver for any threshold.
- EFT numbers will no longer be skipped when you have selected to sort checks in threshold groups. This applies to both Legacy Security and Task-Based Security.
- When generating the Corpay outstanding payment report for a date range of over 90 days, a helpful message is displayed.
- You can choose to view SafePay batches with a zero total in the Mekorma Action Board. To do this, select the action, Generate SafePay, and click on the View menu. Select Display \$0 batches.
- When you open Payment Voucher from the Mekorma Approval navigation list, you can sort multiple payments or multiple vouchers applied to a payment by clicking on the Amount column header.
- The Email Extraction flow used for sending email notifications with Invoice Capture is compatible with Microsoft SQL Server version 2016 and later.
- Batches in the Action Board now display the correct status when using a Dynamics GP named system database other than DYNAMICS.
- The date entered in the GL Post Date field in the Action Board header now sets the posting date for all transactions in the batch during the posting process.

Mekorma Invoice Capture

- The Email Extraction flow used for sending email notifications with Invoice Capture is compatible with Microsoft SQL Server version 2016 and later.

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:



* **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: October 30, 2023

2. Introduction to the Mekorma Payment Hub

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](#).

Primary Features

Mekorma Payment Hub is a payables solution integrated with Microsoft Dynamics GP® and 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
- Compatibility with the Dynamics GP Web Client

Additional Products

Mekorma also offers fully integrated add-on products/services to optimize the payment process:

- [Power Approvals](#) 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.

Guide Structure

The user guide is organized into seven topic categories:

- [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.

- [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.
- [Requesting Support, Implementation or Customization](#): Explains how the **Mekorma Customer Success** team is standing by to help you with whatever you need.

For assistance with this user guide, review to [How to Use This Guide](#).

Last modified: November 2, 2023

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, [Power Approvals](#), 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 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.

Selecting a Security Model

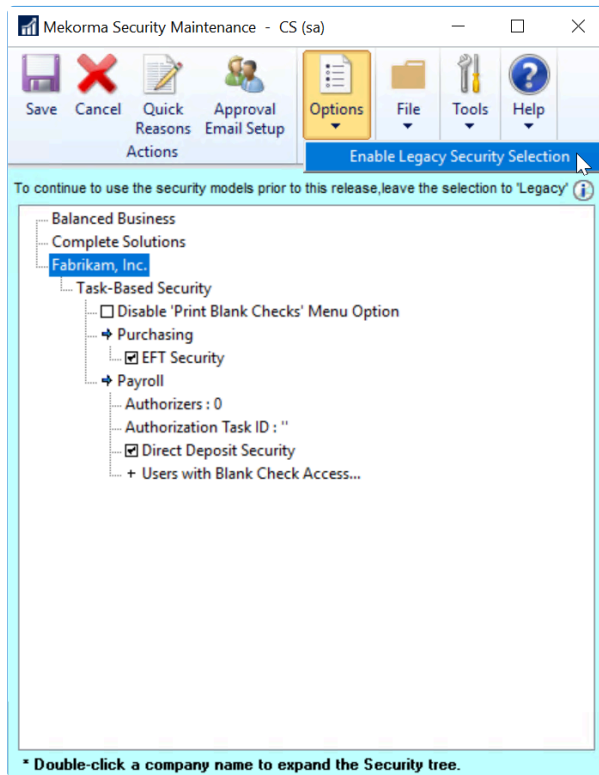
Mekorma lets users decide which security model to use, and you can readily switch between Task-Based Security and Legacy Security.

For those that use Legacy Security, there are scenarios in which you may need to reenable Legacy Security. For example, if you upgrade to a newer Mekorma build, any *new* company you add will, by default, have its security model set to Task-Based Security. You will need to set the security model to Legacy Security for these *new* companies. All existing companies under Legacy Security will remain with that security model in place.

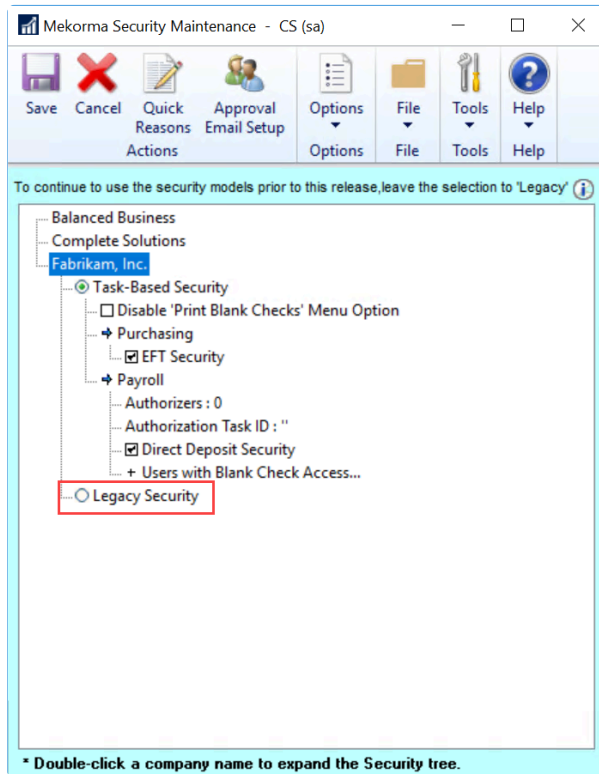
! For first-time installation of Mekorma build x76 or later, Task-Based Security will be set as the default. Existing Mekorma customers will inherit their Legacy settings upon upgrade to build x76 or later.

To select the security model you want to use, access the Security Setup window (Mekorma Area Page > Setup > System > Security Setup).

1. In the **Security Setup** window, double-click on the company you would like to configure. This will expand the list of options.
2. In the **Options** menu, select **Enable Legacy Security Selection**.



3. Task-Based Security is selected by default with new builds. Enable Legacy Security by clicking on the corresponding radio button.



- If Legacy Security is selected, clicking on the Legacy Security hyperlink will open the security configuration window, allowing you to set passwords by user ID, Checkbook, or Standard GP Security ('None').
 - If Task-Based Security is chosen, clicking on the Task-Based Security hyperlink will take you to the Threshold Maintenance window, where you can configure the Threshold IDs that will later be applied to checkbooks.
4. Selecting Legacy Security will warn you that this is a 'no passwords' security model. Click OK to continue.
 5. Click **Save**. When switching security models, you must log out of Dynamics GP, then log back in for the changes to take effect.

Last modified: October 23, 2023

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.

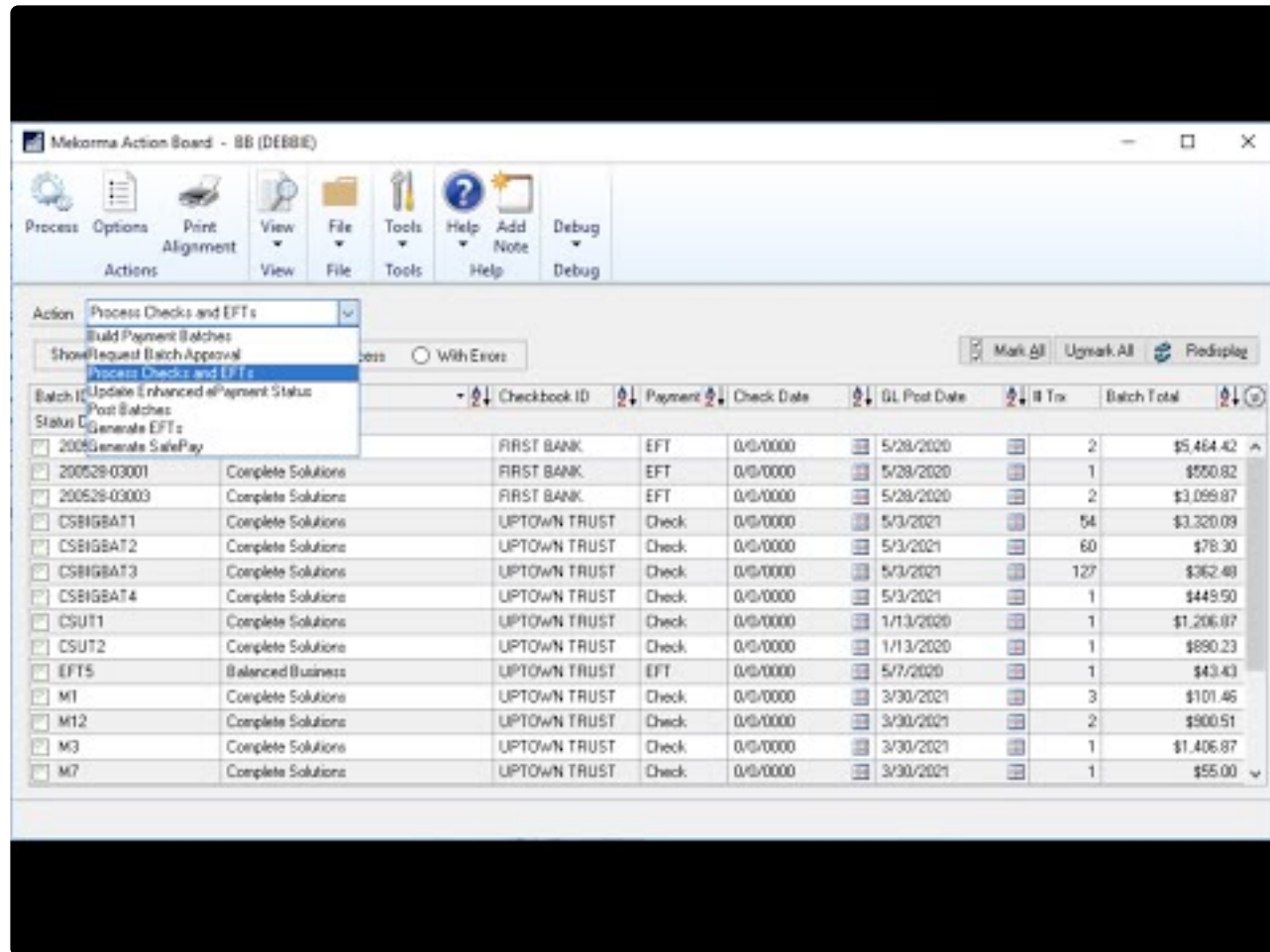
And you save all of this:

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

Last modified: June 19, 2023

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.

Mekorma Action Board - CS (sa)

Process Options View File Tools Help Add Note

Actions View File Tools Help

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

☒ Mark All ☐ Unmark All

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

Last modified: October 23, 2023

2.3.1. Using the Action Board

Different functionality is available in the Mekorma Action Board. Icons and options are displayed depending on the selection in the **Action** field and the type of batch selected.

Mark vs. Select

In the Action Board, “mark” means to put a check in the checkbox and “select” means to highlight the row. In the example below, batch numbers **ACE100** and **ADV100** are “marked” and batch number **CAD** is “selected”. Different options are available depending on whether you mark or select a row.

Mekorma Action Board - BB (sa)

Process Options Print Alignment Refresh View File Tools Help Add Note

Action: Process Checks and EFTs Check Date



View

Batch Number	Company	Checkbook	Prepay
0821	Balanced Business	BB FIRST BANK	Check
4790	Balanced Business	BB FIRST BANK	Check
ACE100	Balanced Business	BB UPTOWN TRUST	Check
ADV100	Balanced Business	BB UPTOWN TRUST	Check
ADV200	Balanced Business	BB FIRST BANK	Check
BEAU	Balanced Business	WESTBANK	Check
CAD	Balanced Business	CAD CBID	Check
CAD_01	Balanced Business	CAD CBID	Check
NEW	Balanced Business	WESTBANK	Check
NEW2	Balanced Business	WESTBANK	Check
NEW44	Balanced Business	BB FIRST BANK	Check
RETEST	Balanced Business	BB FIRST BANK	Check
SPCCHECK	Balanced Business	WESTBANK	Check
TESTBATCH	Balanced Business	BB UPTOWN TRUST	Check

Legend

Icons

The following table describes the icons that can be displayed in the Mekorma Action Board.

Icon	Description
	Indicates the batch contains transactions for pre-printed check stock and must be printed separately from remittances.
	Indicates the batch requires approval before further processing.

View Menu Options

The following table explains the options available from the View menu in the Mekorma Action Board. The options that are available depend on the row selected.

Mekorma Action Board - BB (sa)

Process Options Print Alignment Refresh View File Tools Help Add Note

Actions View File Tools Help

Action: Process Checks and EFTs Check Date

View

- Next Check Number
- Mark All
- Unmark All
- Refresh
- Show Batches >
- Company Filter >

Company	Bank	Checkbook	Prepay
business	BB FIRST BANK	Check	
business	BB FIRST BANK	Check	
business	BB UPTOWN TRUST	Check	
business	BB UPTOWN TRUST	Check	
business	BB FIRST BANK	Check	
business	WESTBANK	Check	
business	CAD CBID	Check	
CAD_01	Balanced Business	CAD CBID	Check
NEW	Balanced Business	WESTBANK	Check
NEW2	Balanced Business	WESTBANK	Check
NEW44	Balanced Business	BB FIRST BANK	Check
RETEST	Balanced Business	BB FIRST BANK	Check
SPCCHECK	Balanced Business	WESTBANK	Check
TESTBATCH	Balanced Business	BB UPTOWN TRUST	Check

Legend

Menu Option	Description
Next	Displays the company, bank ID, and next check number that will be used for the

Check Number	transactions in the selected batch. This option is available only for the Process Checks and EFTs action.
Preprinted Checks	Displays a message that you can't print separate remittances for a checkbook that uses pre-printed check stock. This option is available only for the Process Checks and EFTs action and when you have selected a batch of pre-printed check stock transactions.
Mark All	Marks all of the batches in the Mekorma Action Board.
Unmark All	Unmarks all of the batches in the Mekorma Action Board.
Mark Selected	Marks all of the batches that are selected in the Mekorma Action Board.
Unmark Selected	Unmarks all of the batches that are selected in the Mekorma Action Board.
Refresh	Refreshes and redisplay the data in the action board.
Show Batches	Displays the all batches, batches that are ready to process, or batches that contain errors.
Companies to Show	Displays either all your companies or the current company that you are logged into.

Last modified: October 23, 2023

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.

Watch this video for a quick overview of how Mekorma Power Approvals works.



<https://www.youtube.com/embed/xcTrXxKe2RM?rel=0>

For more information see [our website](#).

Last modified: October 23, 2023

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.

When the MEM Connector for Payables is registered and enabled for a checkbook, you can select to print the entity ID on a voucher remittance for a payables transaction check.

For more information see [our website](#).

Last modified: October 23, 2023

3. 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.

Last modified: June 19, 2023

3.1. Questions to Ask Before Installing

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 you will not outsource any payments, 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?](#)
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 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?](#)

Will you use the Mekorma Power Approvals mobile application?

If you want to use a payment approval process and give approvers the ability to approve/reject transactions remotely, then [Mekorma Power Approvals](#) is for you! Our mobile application allows approvers to get the job done without needing to log in to Dynamics GP. Approvers can use a

mobile device or a supported browser.

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

Last modified: October 23, 2023

3.2. 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/OaHyImDUuCM?rel=0>

1. Take a standard 8 ½ x 11 sheet of paper and draw a rectangle that represents the average signature field.
2. Print (or make) as many copies as there are signers. For example, if six different signatures are needed, print six copies of the sheet with the empty box.
3. Ask each signer to sign their name within the rectangle. There should be no more than one signature per page.
4. Scan each sheet into a computer.
5. Open the signatures one at a time in the Microsoft Paint application.

6. With one of the signatures opened in Paint, click on the **Select** drop-down menu and choose **Rectangular selection**. Draw the selection box around the signature as closely as possible and then click **Crop**.
7. Click on **Resize** and choose the **Pixels** button in the **Resize and Skew** window. Be sure that **Maintain aspect ratio** is checked, and adjust *either* the horizontal or vertical dimensions. A good choice for use in GP is a signature file with approximate dimensions of 220 × 50 pixels.
8. Save your signature as a 16 color bitmap.
9. Repeat the same procedure for all needed signatures, and store in a location accessible to an administrator for use in GP.
 - If additional sizing is needed, you can always adjust within the [Mekorma Configurator](#).

Last modified: June 19, 2023

3.3. 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:

- 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](#).

Last modified: June 19, 2023

3.4. Power Approvals System Requirements

Power Apps subscription

You will need a Power Apps subscription in order to access Mekorma Power Approvals. 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 two apps and one portal.
Here's an example of a single app licensing scenario:
Your organization has three approvers that use Mekorma Power Approvals. $3 \times \$10$ per user/per app/per month = \$30/month. Yearly investment = \$360
- **Option #2: Run unlimited apps**
 - This option allows you to run unlimited applications for multiple business scenarios.
 - \$40 per user/per month.
Here's an example of an unlimited apps licensing scenario:
Your organization has three approvers that use Mekorma Power Approvals. $3 \times \$40$ per user/per month = \$120/month. Yearly investment = \$1440
- For additional licensing information [click here](#).
- In addition to the Power Apps license, a **SQL Server premium connector** is required:
 - This is included with both the single app or unlimited app licensing. Power Approvals makes use of the connector in both the app and the triggered flow.
 - It is needed to execute the approval procedures at the database server level.

On-premise Data Gateway

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

Deployment

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

Installation Requirements

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

Microsoft Dynamics GP

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

- 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 Power Approvals

Supported platforms for running Power Approvals using the Power Approvals 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 Power Approvals or other Mekorma products.

Last modified: October 23, 2023

3.4.1. Connecting a Third Party Document System

If you use a 3rd-party document management system, you may want to consider having the [Mekorma Customer Success team](#) create a connector to your invoice documents using our document bridge.

This will enable your users to drill down into scanned invoice documents during the payment approval process.

Last modified: June 19, 2023

4. 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.

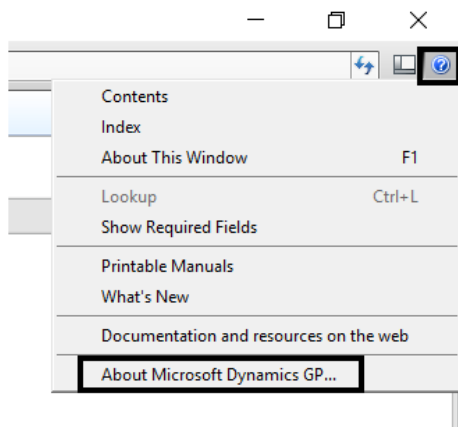
Last modified: June 19, 2023

4.1. Find Your Dynamics GP Version

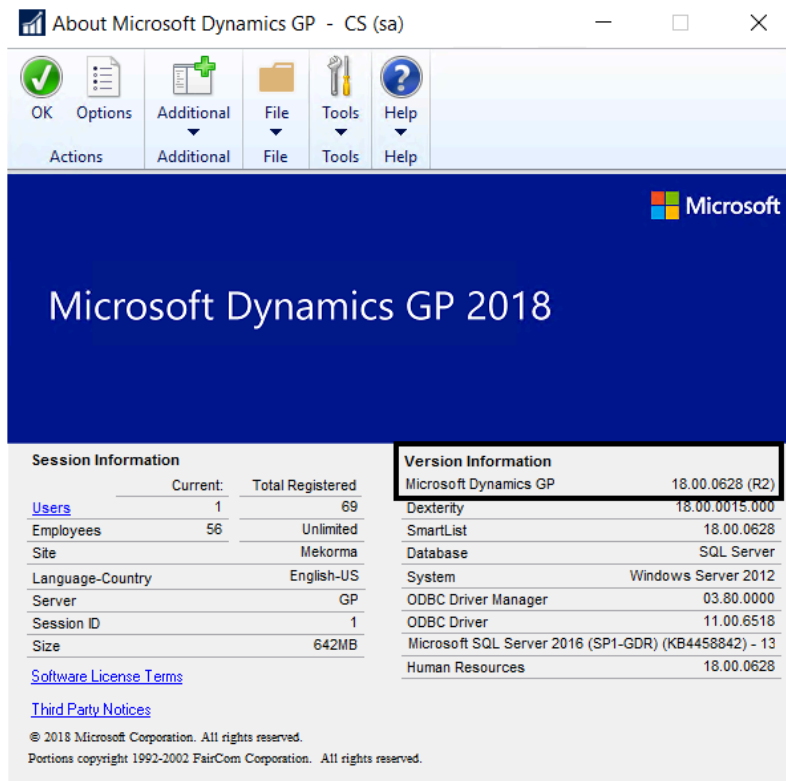
What version of Dynamics GP are you running?

Before downloading Mekorma, you need to know what version of Dynamics GP is running so you can choose the correct Mekorma installer. 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.



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

Last modified: June 19, 2023

4.2. 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 as **administrator** 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 Power Approvals

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

- Power Approvals build x80 is only compatible with Mekorma Payment Hub build x80
- Power Approvals build x81 is only compatible with Mekorma Payment Hub build x81

To install or upgrade Power Approvals, please refer to the [Power Approvals 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.

Upgrade

When a new build of Mekorma Payment Hub is released, a corresponding Remote Payment Services 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 Remote Payment Services Providers must correspond to the version numbering of the Mekorma Payment Hub. [Check your version numbering](#)

1. Download the [Remote Payment Services Providers Installer](#).
2. Run the Remote Payment Services 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.

Last modified: October 23, 2023

4.3. Table Maintenance

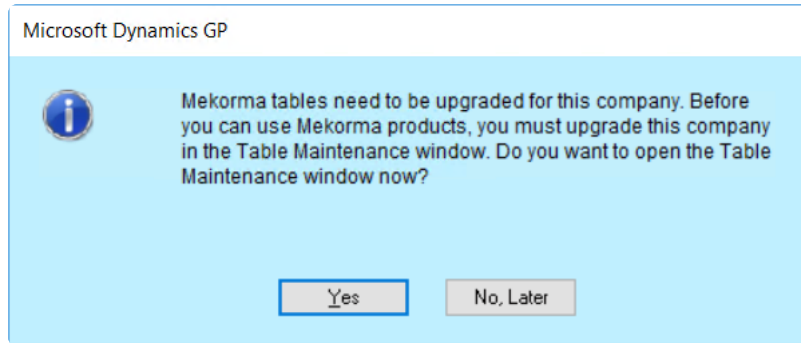
As third-party products are not included in the Dynamics GP upgrade process, Mekorma provides its own unified table upgrade system for all your GP companies. Table Maintenance **must** be run anytime you install or upgrade. You must also run table maintenance after a new company is created in GP. This 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:



! *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.*

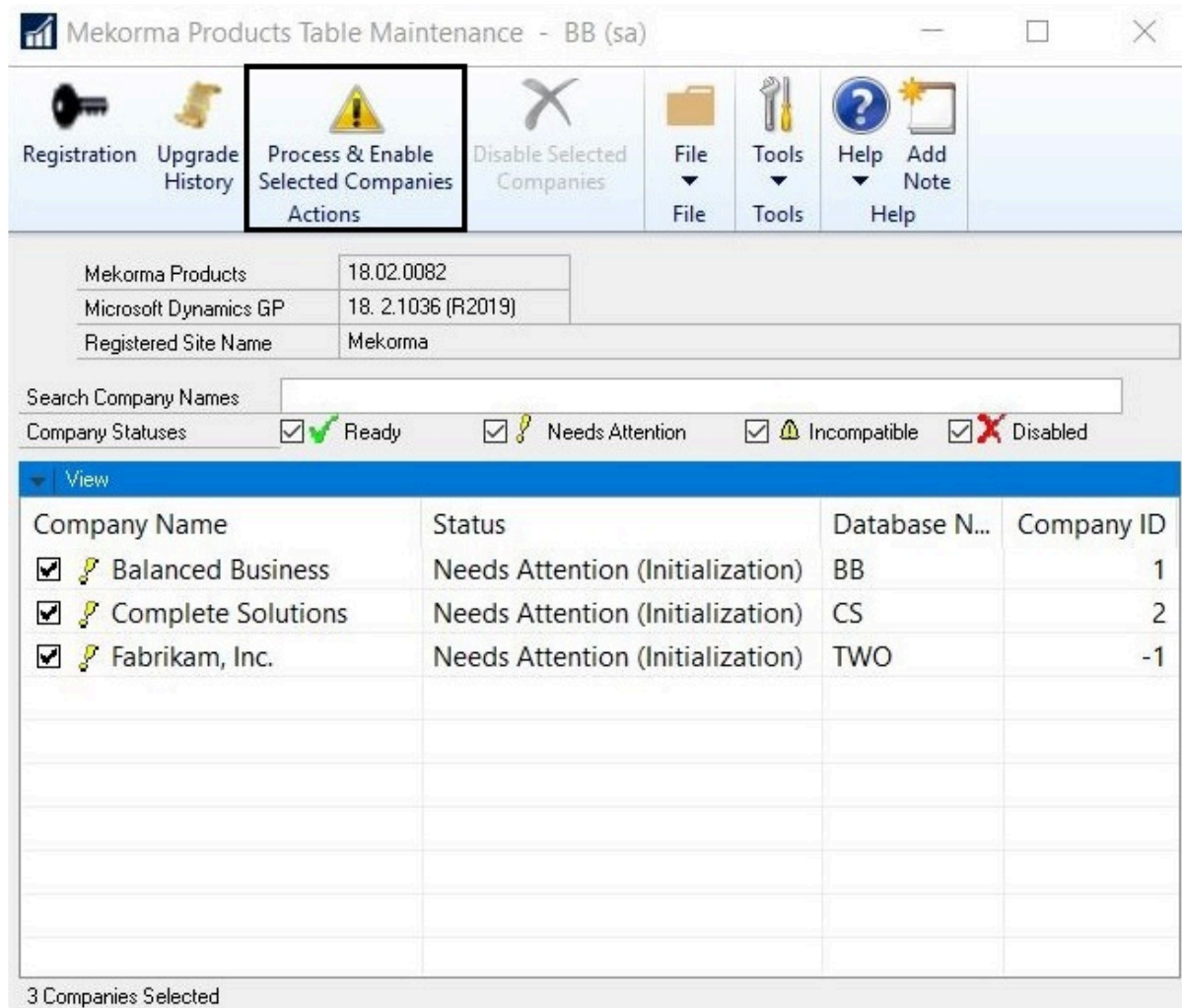
* To manually access the Table Maintenance window, Login as 'sa' and go to the [Mekorma Area Page > Setup > System > Table Maintenance](#). If you are not a system administrator, a warning message displays and the window will close.

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).




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

Last modified: October 24, 2023

4.4. Products Registration

Upon installation or upgrade, Mekorma registration 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 to allow 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.

You can complete the following tasks in the **Mekorma Products Registration** window:

1. Enter new registration keys.
2. Request trial period keys.
3. Access the Mekorma 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

Generate new registration keys or fix registration key issues:

Before contacting Mekorma for assistance with keys, please follow these steps below:

1. Open the **Mekorma Product Registration Window** (Microsoft Dynamics GP > Tools > Setup > System > Mekorma Products Registration).
2. To update or verify your registration keys, clear the keys that are currently being displayed, then click the **Update Keys** button.
3. Keys for products you do not own may populate and display this message: “Key not valid for this build” or “Get Temporary Keys”. Delete the keys for products you do not own.

4. If you are unable to generate keys using this process, please email sales@mekorma.com.

Last modified: October 23, 2023

4.5. Mekorma Products Manager

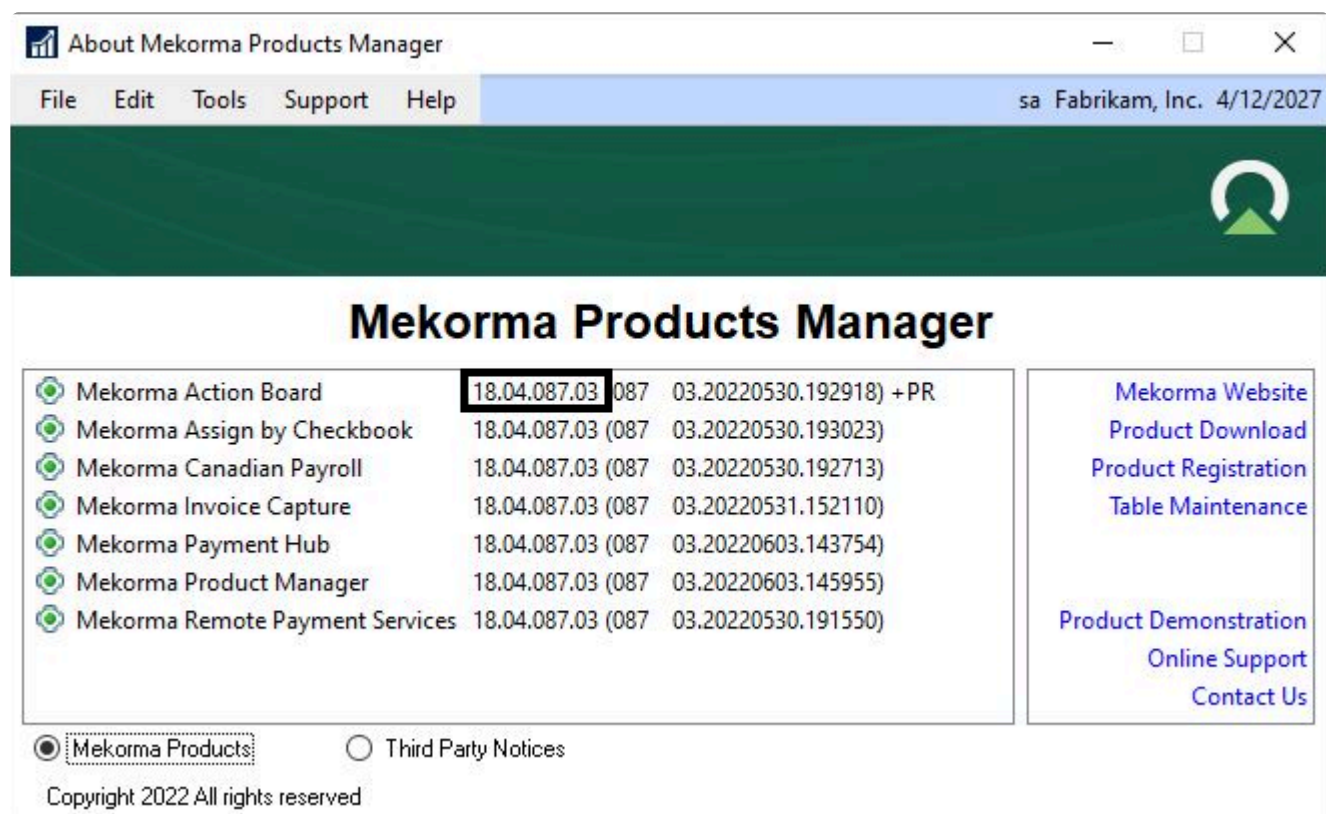
The Mekorma Products Manager is a helper dictionary that manages table maintenance and product registration for all Mekorma products. This dictionary is installed with Mekorma Payment Hub. It is a required component necessary to run all Mekorma products.

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 any of the listed products. The last four digits before the parenthesis represent the build number referenced in this User Guide. For example, in the screenshot below, the Mekorma version is 87.03





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

Last modified: June 19, 2023

4.6. Print Client for GP Web Client

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

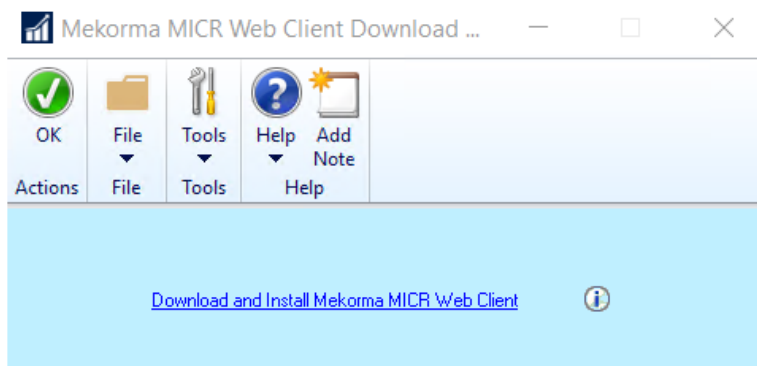
1. Install from the GP root folder

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.



Last modified: June 19, 2023


5. 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:

Last modified: June 19, 2023

5.1. 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.

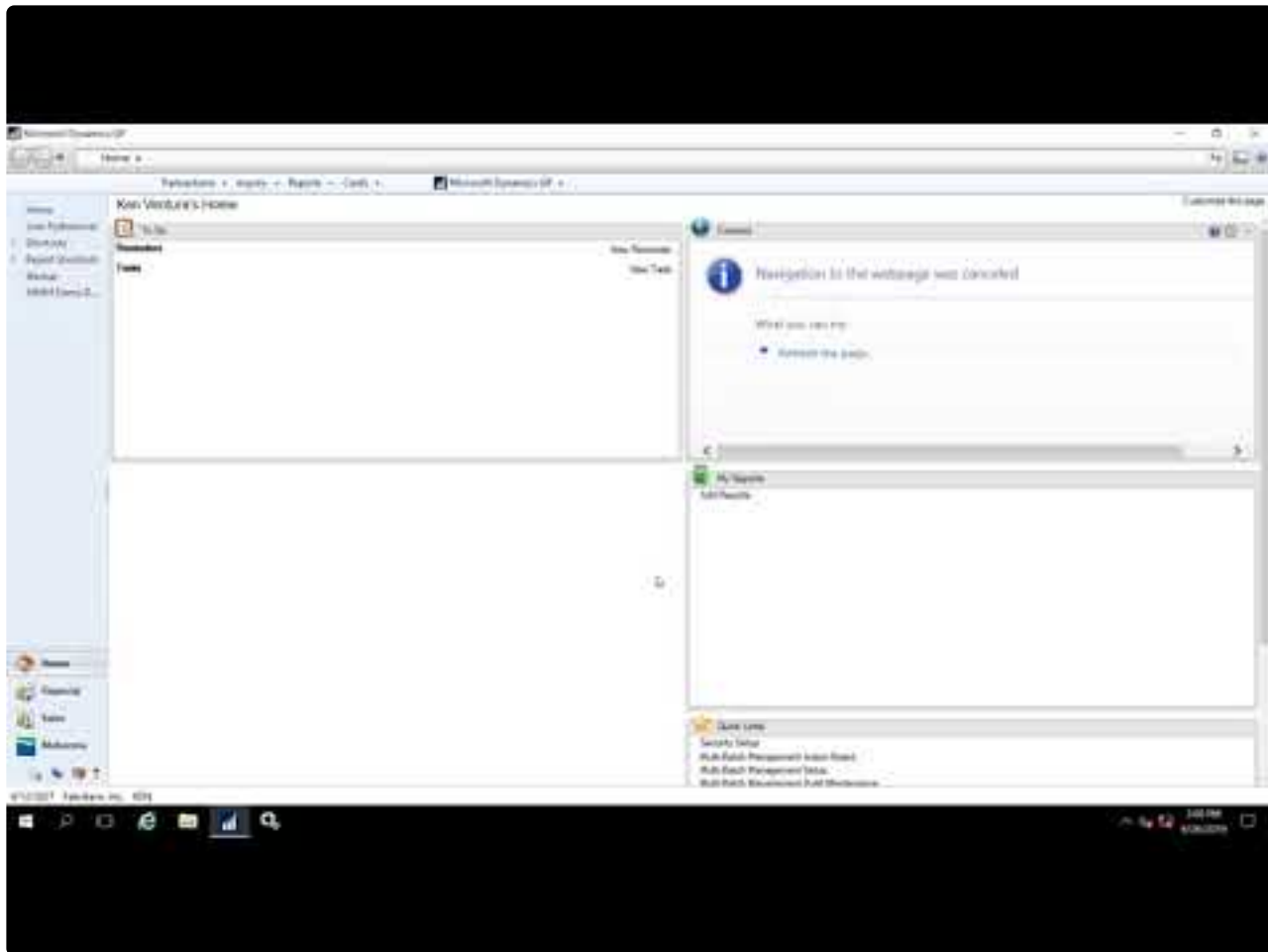
 The [Mekorma Customer Success team](#) is available if you need assistance.

Last modified: June 19, 2023

5.2. 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
- Reports
- Setup
- Utilities
- Inquiry

Last modified: June 19, 2023

5.3. 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](#)

Last modified: June 19, 2023

5.3.1. 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.
4. Print the report or save it to a file to import into Excel.

Security Report Options - BB (RYAN)

Option: Mekorma Task IDs Report: Security Task Setup

☐ Include Inactive Users

Ranges: Task ID From: MEK To: N

Restrictions: Task ID From MEK To N

Insert Remove

New Modify

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 RECOVER
- 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 REQ5
- MEKORMA MICR TEST CHECK
- MEKORMA MICR UPR BLNK CHK
- MEKORMA MICR UPR CHK SETP
- MEKORMA REGISTRATION
- 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.

Security Report Options - BB (RYAN)

Save Clear Delete Copy My Reports Email File Print Tools Help Add Note

Option: Mekorma Role IDs Report Security Role Setup

☐ Include Inactive Users

Reports:
Security Role Setup

Options:

Ranges: Role ID From: MEK To: N

Restrictions:
Role ID From MEK To N

Insert Remove

E-mail Options
Destination

New Modify

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

! 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.

Last modified: June 19, 2023

5.3.2. 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.

Alternate/Modified Forms and Reports - CS (RYAN)

Save Clear Delete Copy View File Print Tools Help Add Note

ID: DEFAULTUSER

Description: Default User

Product: Mekorma MICR

Type: Windows

Series: All

Select: Change All

Alternate/Modified Forms and Reports List:

☐ Display Selected

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

- * 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

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.

User Security Setup - CS (RYAN) — □ ×

Save Clear Copy File Print Tools Help Add Note

Actions File Tools Help

User: RYAN Ryan Rose

Company Complete Solutions

User Type Full

Roles:

☐ Display Selected Roles

Security Role ID ^	Name
<input type="checkbox"/> AA CLERK*	Analytical Accounting clerk
<input type="checkbox"/> AA MANAGER*	Analytical Accounting manager
<input type="checkbox"/> ACCOUNTING MANAGER*	Accounting Manager
<input type="checkbox"/> AP CLERK*	Account Payables Clerk
<input type="checkbox"/> AR CLERK*	Account Receivables Clerk
<input type="checkbox"/> BOOKKEEPER*	Bookkeeper
<input type="checkbox"/> CA AGENT*	Contract Agent
<input type="checkbox"/> CA MANAGER*	Contract Administrator
<input type="checkbox"/> CA STAKEHOLDER*	Contract Stakeholder
<input type="checkbox"/> CERTIFIED ACCOUNTANT*	Certified Accountant

Alternate/Modified Forms and Reports ID: DEFAULTUSER

AFA Reports

Last modified: June 19, 2023

5.4. 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.

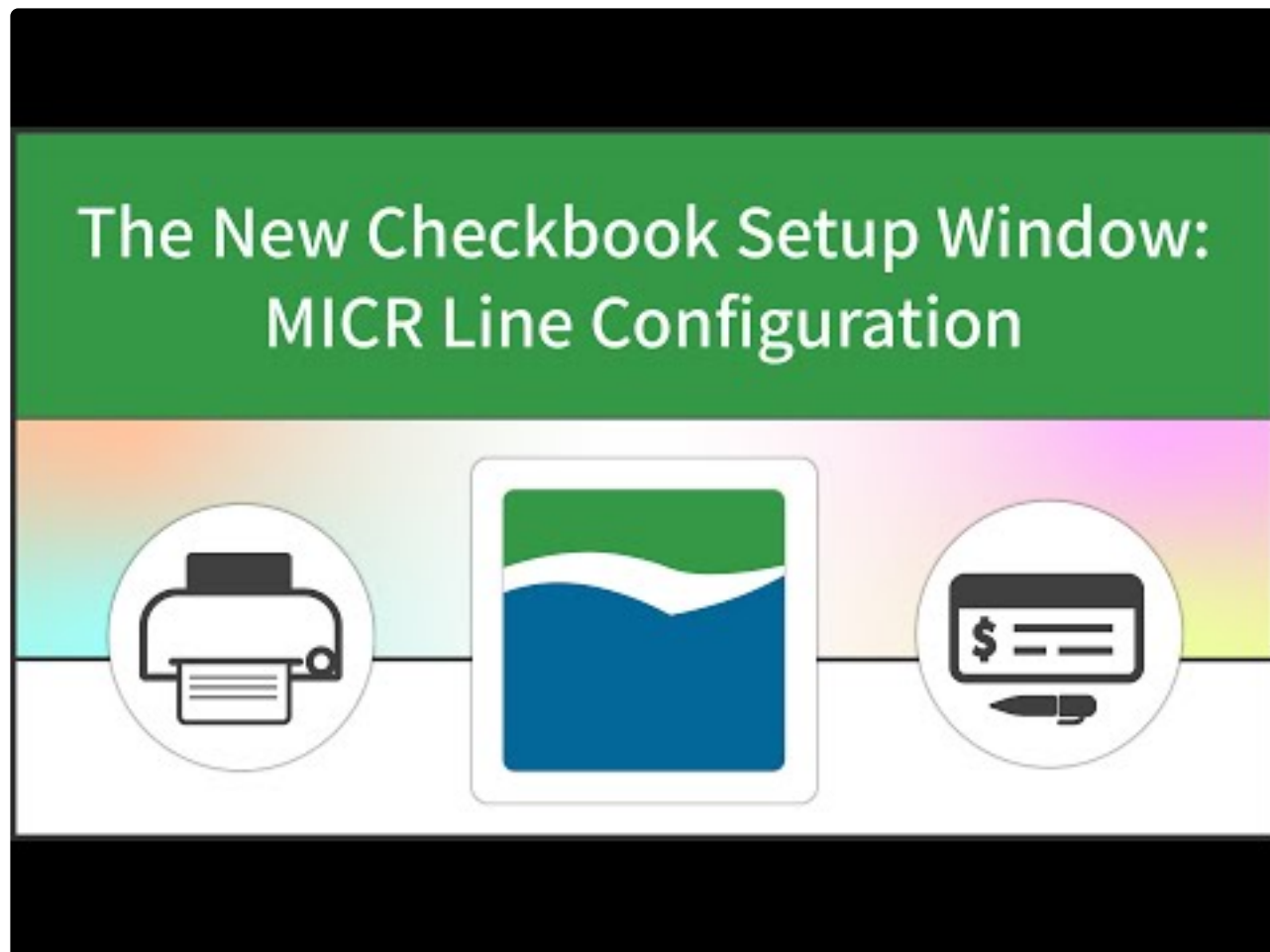
Last modified: June 19, 2023

5.4.1. 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 Setup field.

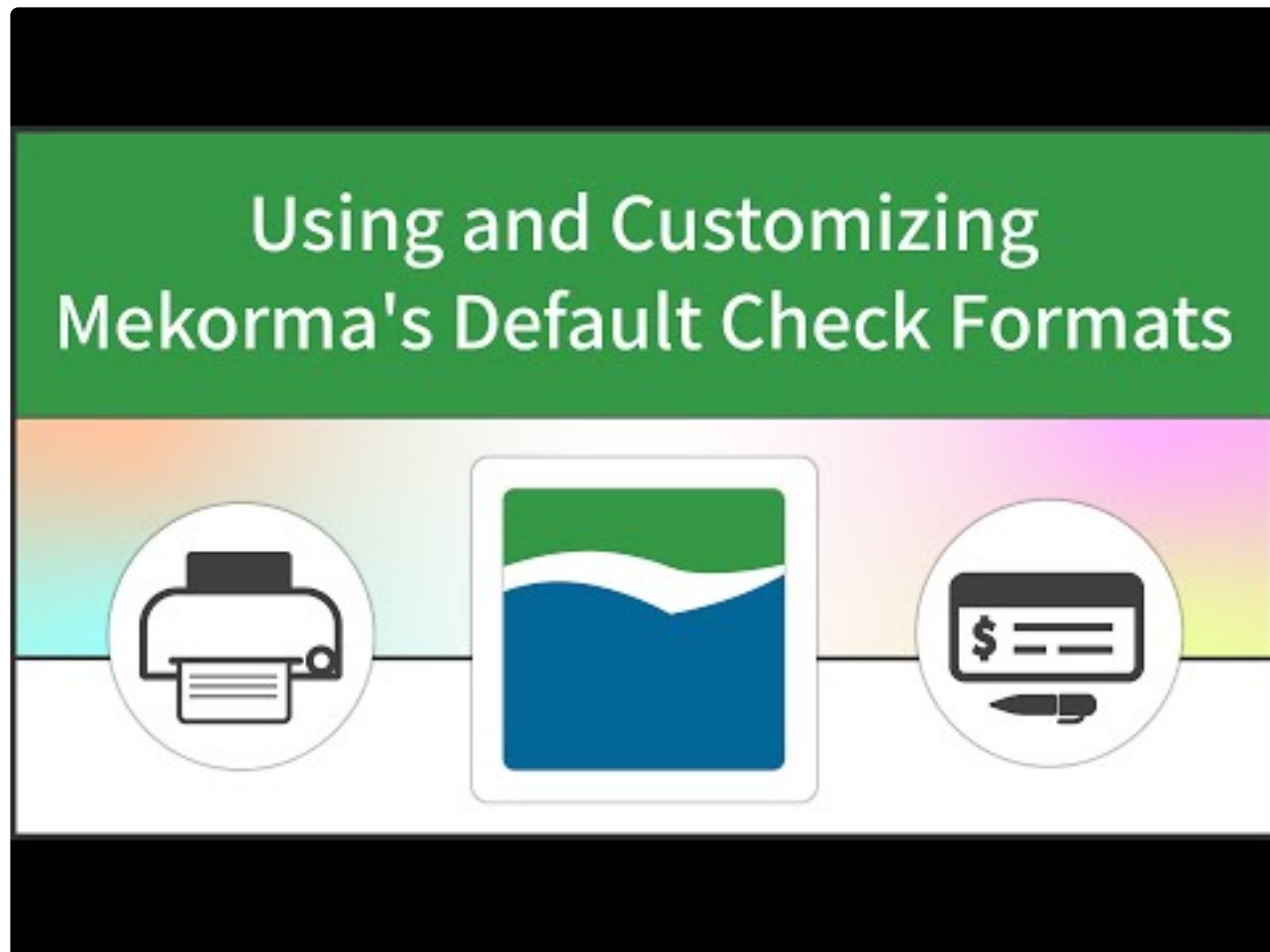
3. Add any information that has not been automatically pulled in from the **GP Checkbook Maintenance** window:
 - a. Number of Check Digits
 - b. Right-most position of Check Digits*
 - c. Routing Number
 - d. Region Code*
 - e. Account Number
 - f. Right-most position of the Account Number*
4. Click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

Last modified: June 19, 2023

5.4.2. 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_mYpPIZI0s?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.

- 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**

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

Mekorma MICR Checkbook Setup - TWO (sa)

Save Clear Delete Integrate Additional File Tools Help Add Note

Checkbook ID FIRST BANK

Default Threshold ID

MICR Line Setup

Transit (ABA) Number 111111118

Check Number Pattern Routing Number Account Number

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

Module Purchasing

Threshold ID

Non-Negotiable Word VOID

Primary Check Format AP Check_bottom_2 Std AP Stubs.stbz

Check Copy Format Overflow_full_Std AP Stub.stbz

☐ Use Pre-Printed Check Stock

☐ Use Check Format (First page) for overflow pages

Check Overflow Format AP Check_bottom_2 Std AP Stubs.stbz

Check Copy Overflow Format Overflow_full_Std AP Stub.stbz

EFT Remittance Options EFT Remittance Format

EFT Remittance Format AP Check_bottom_2 GL Dist Stubs.stbz

Refund Check Format Refund Multiple Document.stbz

Refund Overflow Format Refund Multiple Document - Overflow.stbz

3. Click on the lookup to the right of Primary Check Format, and choose an appropriate option from Mekorma's library of pre-configured formats (in the Check Format Library). The name of each format file indicates key information included on that format.
4. If you want to customize your chosen format, open the [Mekorma Configurator](#) by clicking on the Primary Check Format link. You can then edit within the Configurator. This process can be repeated for any additional format selections.



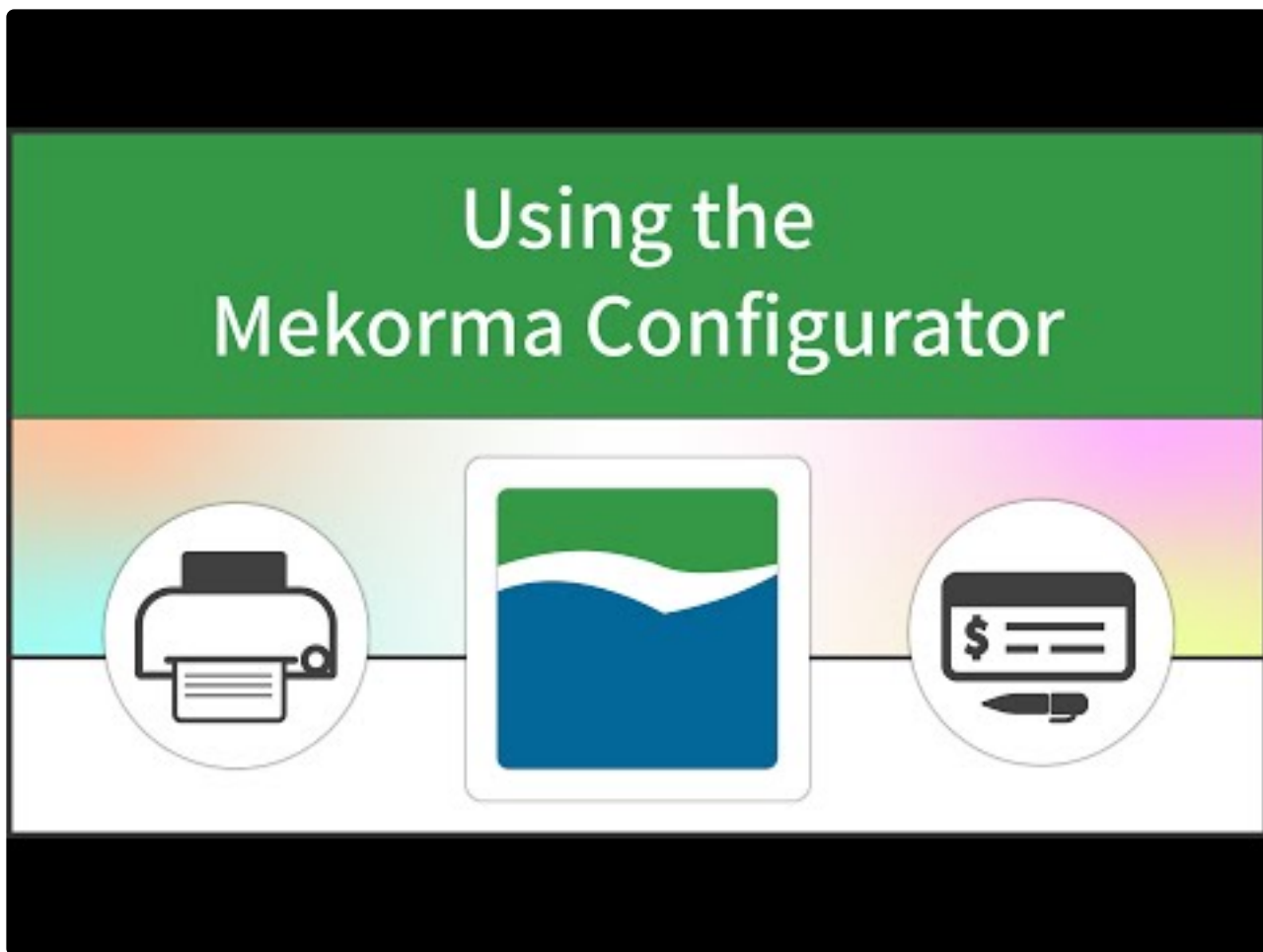
Within the same company, you cannot print some checks using Mekorma and others using Microsoft Dynamics GP, unless you have a second Microsoft Dynamics GP user configured through the Alternate Security to print checks. It is important to note that any change to your operating system, server, or printer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

Last modified: June 19, 2023

5.4.3. 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.



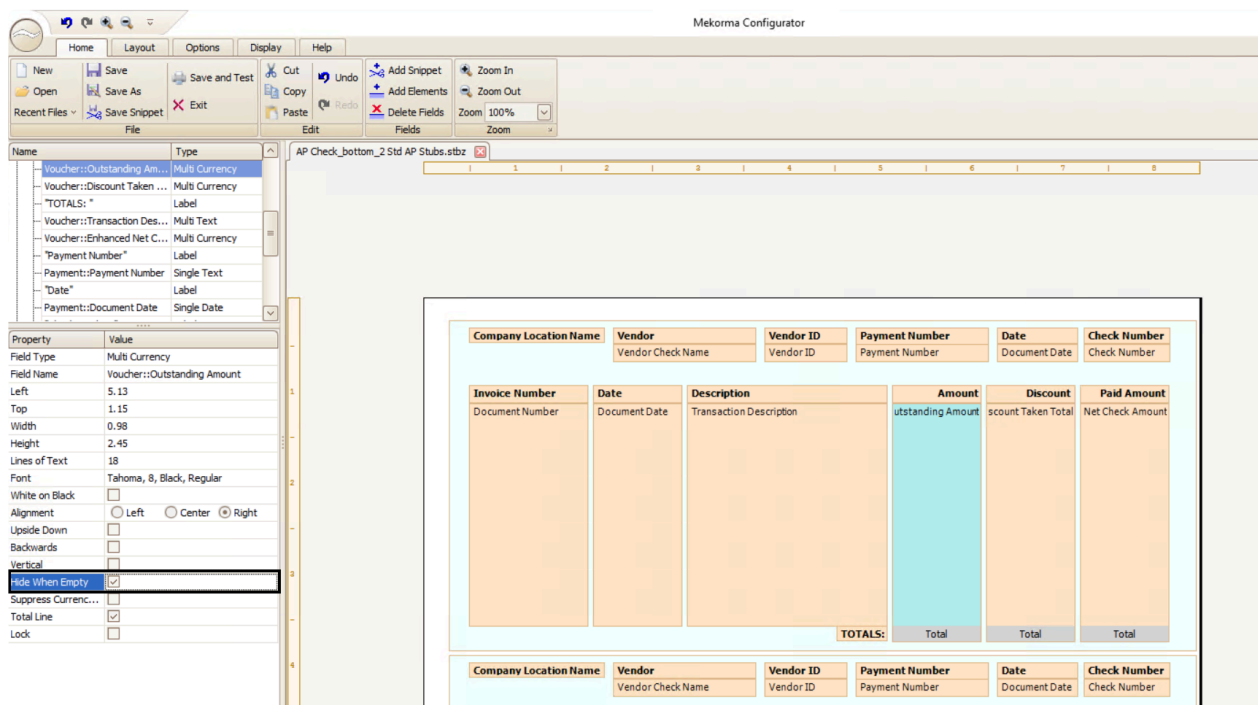
<https://www.youtube.com/embed/38kZKM29A0o?rel=0>

* 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.

- For quicker alignment of fields, use the Alignment tools on the **Layout** tab at the top of the **Configurator** window.
- Use the **Zoom In** and **Zoom Out** buttons to see more of the page or get a closer look at a field.
- Select entire regions to move or delete the region and all fields. A region will appear as blue when selected. To de-select a region, click on white space or any unselected element.
- Use the mouse to select fields to move, re-size or delete. You can use the control key to select multiple fields.
- For finer manipulation, to change font, for alignment and other adjustments, select a field and use the **Properties** box in the lower left of the **Configurator** window.
- You can select and copy entire regions to make duplicate remittance stubs.
- For any **Amount** field on a check stub, you can choose to hide it when there is no value populating the field. Click on the field itself, and use the Properties pan to check the box next to **Hide When Empty**.

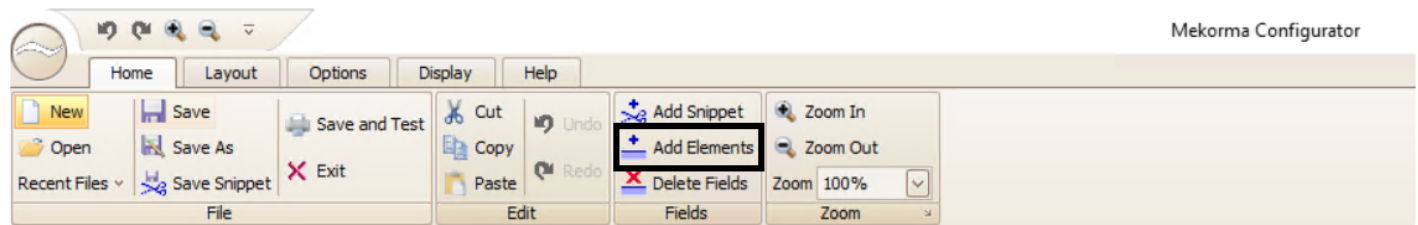


Follow this [link](#) for a complete list of all check stub fields available in the Configurator.

Last modified: June 19, 2023

5.4.3.1. 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

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

Commonly Used Labels

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

- Voucher Number
- Write Off
- YYYYMMDD

Logical Fields

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

Payables

Detailed Addresses for Payables

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

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

GL Distribution

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

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

MEM Centralized (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

- Facility Address
- Internet User Defined 1
- Internet User Defined 2

Payment

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

POP Single Line Per Invoice

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

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

- UD Date01
- UD Date02
- UD Date03
- UD Date04
- UD Date05
- UD Date06
- UD Date07
- UD Date08
- UD Date09
- UD Date10
- UD Date11
- UD Date12
- UD Date13
- UD Date14
- UD Date15
- UD Date16
- UD Date17
- UD Date18
- UD Date19
- UD Date20
- UD List01
- UD List02
- UD List03
- UD List04
- UD List05
- UD Text01
- UD Text02
- UD Text03
- UD Text04
- UD Text05
- UD Text06
- UD Text07
- UD Text08
- UD Text09
- UD Text10
- Voucher Number
- Write Off Amount
- Write Off Total

POP Multiple Lines Per Invoice

- 1099 Amount

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

- Project User Defined1 Contract
- Project User Defined2 Contract
- Purchase Order Number
- Purchases Amount
- Shipping Method
- Tax Amount
- Tax Schedule ID
- Total Document Amount
- Trade Discount Amount
- Transaction Description
- TRX Source
- UD Date01
- UD Date02
- UD Date03
- UD Date04
- UD Date05
- UD Date06
- UD Date07
- UD Date08
- UD Date09
- UD Date10
- UD Date11
- UD Date12
- UD Date13
- UD Date14
- UD Date15
- UD Date16
- UD Date17
- UD Date18
- UD Date19
- UD Date20
- UD List01
- UD List02
- UD List03
- UD List04
- UD List05
- UD Text01
- UD Text02
- UD Text03
- UD Text04
- UD Text05
- UD Text06
- UD Text07
- UD Text08

- UD Text09
- UD Text10
- Voucher Number
- Write Off Amount
- Write Off Total

UK Cheques

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

Vendor

- 1099 Amount YTD
- 1099 Type
- Account Number With Vendor
- Account Type
- Bank Account Number
- Bank Name
- Bank Transit Number
- Contact Name
- Fax Number
- Governmental Corporate ID
- Governmental Individual ID
- Parent Vendor ID
- Payment Address
- Payment Address with Country
- Payment Priority
- Payment Terms ID
- Phone 3
- Phone Number 1
- Phone Number 2
- Shipping Method
- Tax ID Number
- Tax Registration Number
- Vendor Address with Contact Name
- Vendor Check Name

- Vendor Check Name – SAFE PAY
- Vendor Class ID
- Vendor Comment 1
- Vendor Comment 2
- Vendor Contact
- Vendor ID
- Vendor Main Address
- Vendor Name
- Vendor Name – SAFE PAY
- Vendor Note
- Vendor Short Name
- Vendor User Defined 1
- Vendor User Defined 2

Voucher

- 1099 Amount
- Amount Paid
- Credit Amount
- Credit Document Amount
- Discount Date
- Discount Taken Amount
- Discount Taken Total
- Document Amount
- Document Date
- Document Number
- Document Type
- Due Date
- Enhanced Net Check Amount
- Freight Amount
- GST Discount Amount
- Misc Charges Amount
- Net Check Amount
- Net Paid Amount
- New Amount Paid (Tech Knowledge 18381)
- New Document Amount (Tech Knowledge 18381)
- Outstanding Amount
- Paid Total
- Payment Terms ID
- Posting Date
- PPS Amount Deducted
- Purchase Order Number

- Purchases Amount
- Shipping Method
- Tax Amount
- Tax Schedule ID
- Total Document Amount
- Trade Discount Amount
- Transaction Description
- Transaction Long Description
- TRX Source
- Voucher Number
- Write Off Amount
- Write Off Total

Refund Single Document

- Document Amount
- Document Date
- Document Description
- Document Number
- Document Type
- Customer Name
- Customer Number
- Customer PO Number
- Extended Price
- Freight Amount
- Item Description
- Item Number
- Markdown Amount
- Misc Amount
- Quantity
- Salesperson ID
- Sales Territory
- Shipping Method
- Tax Amount
- Trade Discount Amount
- U Of M
- Unit Price

Refund Multiple Documents

- Document Amount

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

US Payroll

Benefits

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

Check

- Amount in Words
- Amount in Words with Word Wrapping
- Check Amount with ***
- Check Date
- Check Date-D1
- Check Date-D2
- Check Date-M1
- Check Date-M2
- Check Date-Y1
- Check Date-Y2
- Check Date-Y3
- Check Date-Y4
- Check Number
- Facility Name
- Facility Stub String

- Facility Check String
- Facility ID
- Facility Company Name
- Facility Address
- Internet User Defined 1
- Internet User Defined 2
- Net Wages Pay Run
- Check Direct Deposit Amount

Deductions

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

Detailed Addresses

- Bank Address 1
- Bank Address 2
- Bank Address 3
- Bank City-State-Zip
- Bank Country
- Company Address 1
- Company Address 2
- Company Address 3
- Company City-State-Zip
- Company Country
- Employee Address 1
- Employee Address 2
- Employee Address 3
- Employee City-State-Zip
- Employee Country
- Employee Country Code
- Employee County
- Employee Fax
- Employee Foreign Postal Code
- Employee Foreign State Province
- Employee Phone 1
- Employee Phone 2

- Employee Phone 3
- Employee Zip
- First Name
- Last Name
- Middle Name

Direct Deposit

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

Earnings

- Business Expense Earnings
- Charged Tips Earnings
- Commission Earnings
- Double Time Earnings
- EIC Earnings
- Holiday Earnings
- Min Wage Bal Earnings
- Overtime Earnings
- Pension Earnings
- Piecework Earnings
- Piecework Units
- Regular Earnings
- Reported Tips Earnings
- Sick Time Earnings
- Special Earnings
- Total Earnings
- Vacation Earnings

Employee

- Alternate Name
- Class Description

- Department
- Department Additional Description
- Department Description
- Division Address 1
- Division Address 2
- Division City-State-Zip
- Division Code
- Division Name
- Employee Address
- Employee Class
- Employee Full Name – SAFE PAY
- Employee ID
- Employee Name
- Employee Name with Suffix
- Employee Note
- Employee Suffix
- Employee User Defined 1
- Employee User Defined 2
- Federal Classification Code
- First Name
- Job Title
- Job Title Description
- Last Name
- Location ID
- Middle Name
- NickName
- Rate Class
- Social Security Number
- Social Security Number-MASKED
- Supervisor Code
- Type of Employment
- Union Code

Federal Taxes

- Federal Additional Withholding
- Federal Filing Status
- Federal Withholding Exemptions
- Federal Withholding YTD
- Federal Withholding Pay Run
- FICA Withholding YTD
- FICA Medicare Withholding YTD

- FICA Medicare Withholding Pay Run
- FICA Social Security Withholding YTD
- FICA Social Security Withholding Pay Run
- Total FICA Tax Withheld
- Uncollected FICA Med Tax Pay Run
- Uncollected FICA SS Tax Pay Run
- Employer ID Number

Hours

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

Local Taxes

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

Pay Data

- Pay Code Array
- Pay Code Description

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

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

Canadian Payroll

Detailed Addresses

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

Detailed Advice

- Income Pay Code
- Income Description

- Income Rate
- Income Units
- Income Current \$
- Income YTD Units
- Income YTD Dollars

Employee

- Address
- Birth Date
- City
- Class ID
- Country
- Department
- Employee ID
- First Name
- Full Name
- Last Name
- Middle Name
- Phone
- Position
- Postal Code
- Province
- SIN
- Start Date
- Taxable Province
- User Defined 1
- User Defined 2
- User ID

Payment Details

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

- Earnings Description
- Earnings Paycode
- Earnings Rate
- Earnings Transaction Date
- Earnings Units

Summary Advice

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

Payment Summary

- Accumulated Days
- Accumulated Overtime Hours
- Accumulated Regular Hours
- Accumulated User1
- Accumulated User2
- Accumulated User3
- Accumulated User4
- Advance Amount Drawn
- Advance Amount Reclaim

- Arrears Amount Created
- Arrears Amount Reclaim
- Batch Number
- Bonus Income
- Cheque Amount with ***
- Cheque Date
- Cheque Date-D1
- Cheque Date-D2
- Cheque Date-M1
- Cheque Date-M2
- Cheque Date-Y1
- Cheque Date-Y2
- Cheque Date-Y3
- Cheque Date-Y4
- Cheque Number
- End Date
- Net Pay
- Net Pay Words
- Net Pay Words Numbers
- Overtime Income
- Payment Method
- Regular Income
- Retroactive Income
- Start Date
- Total Withholdings

Vacation

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

YTD Tax Return

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

Last modified: June 19, 2023

5.4.3.2. 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.

Add Elements - PAYABLES

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

Label

Line

Box

Picture

Add Label

Add Line

Add Box

Add Picture

Add Check Region

Add Stub Region

Add Elements

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

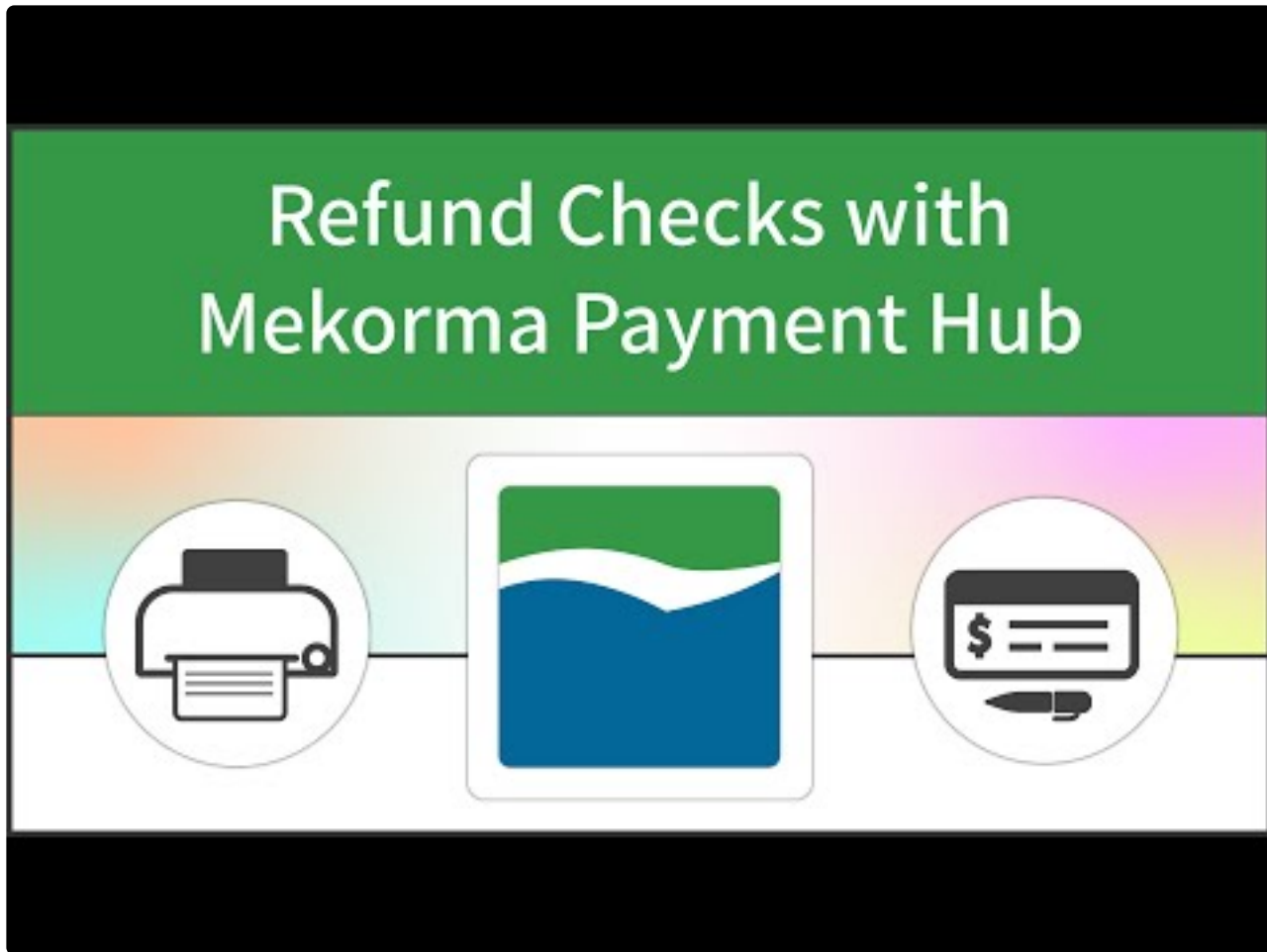
7. Click **Add Elements**.

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

Last modified: June 19, 2023

5.4.3.3. 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>

Last modified: June 19, 2023

5.4.4. 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.

Mekorma Checkbook Setup - CS (KEN)

Save Clear Delete Integrate Additional File Tools Help Add Note

Checkbook ID FIRST BANK

Default Threshold ID 2APPROVERS

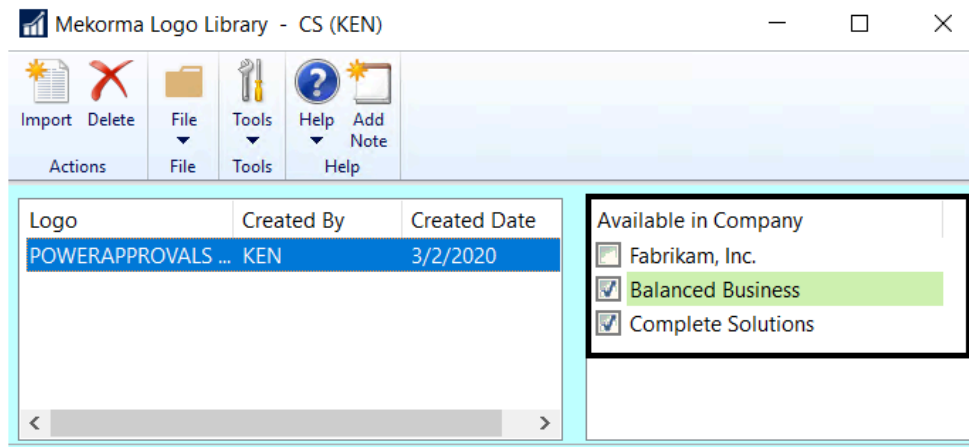
Logo [Look-up icon]

MICR Line Setup

Check Number Pattern [Look-up icon] **Routing Number** 061522578 **Account Number** 8800510144

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

4. Select an existing logo, or add a new one by clicking on **New** to open the Mekorma Logo Library.
5. Click **Import**, then choose the correct logo file. _Files can be 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.



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

Last modified: June 19, 2023

5.4.5. Test Check Layout

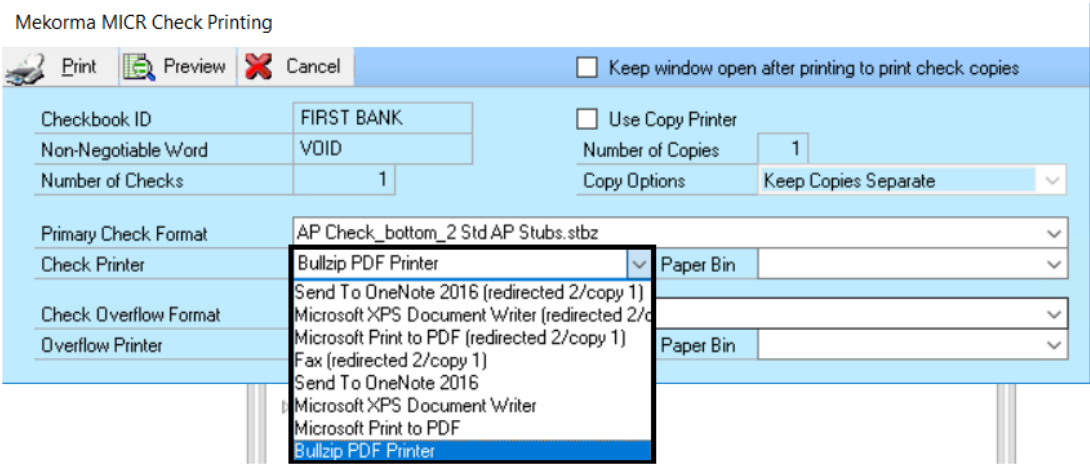
Printing test checks help you verify the correctness of your check layouts. Print the test checks from the same workstation and printer you will be using for live checks.

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.

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.

Fields

Field Name	Use of Field
Check Type	Specifies whether the checks are for payables or for US or Canadian payroll.
Checkbook ID	Use the magnifying glass to select the correct checkbook from which to make the payments.
Check Amount	Enter the value of the check.
Number of Vouchers	Enter the number of remittance lines to print on the check stub.

Additional Resources

For more information about how to configure and test check printing in Mekorma, see:

- [Configure the MICR Line](#)
- [Choose Check Formats from the Check Format Library](#)
- [Mekorma Fields for Check Stubs](#)

[Adding Elements to Check Formats](#)

[Configure Refund Check Formats](#)

[Add a Logo to a Checkbook](#)

Last modified: June 19, 2023

5.5. 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, [Setup Approvers for Payables](#), 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.

Last modified: July 24, 2023

5.5.1. 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.

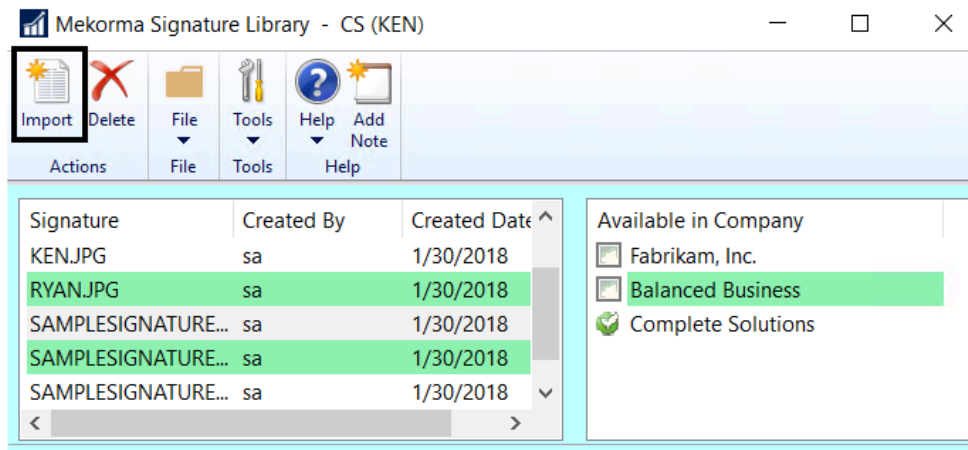
! To remove a signature assignment, click on the User Name and select the 'X'. This will not remove the signature file from the **Signature Library**, but does remove the association with the User Name.

Last modified: June 19, 2023

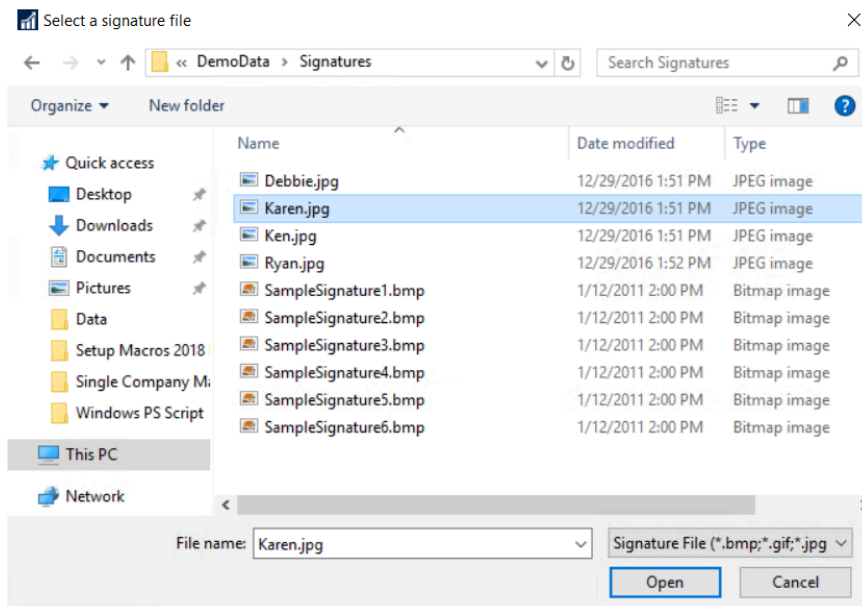
5.5.1.1. Import Signatures to the Signature Library

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

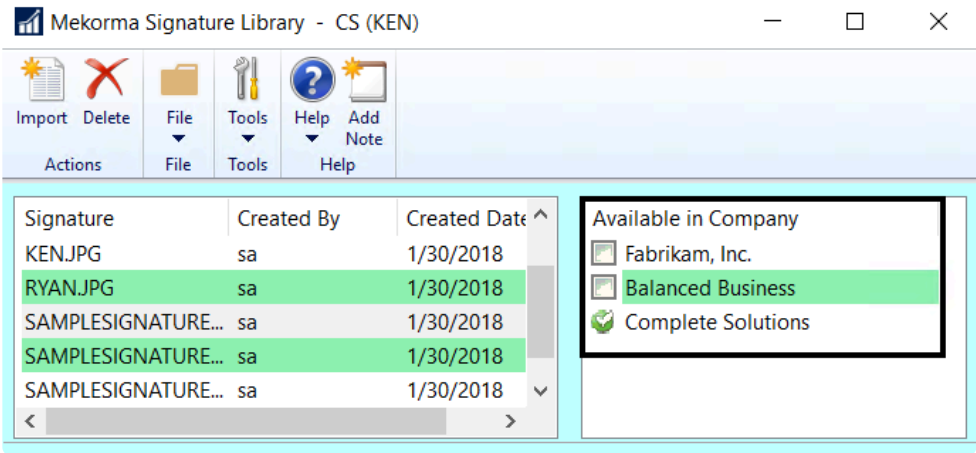
1. Open the Mekorma Signature Library window (Mekorma Area Page > Setup > System > Signature Library).
2. Choose Import.



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

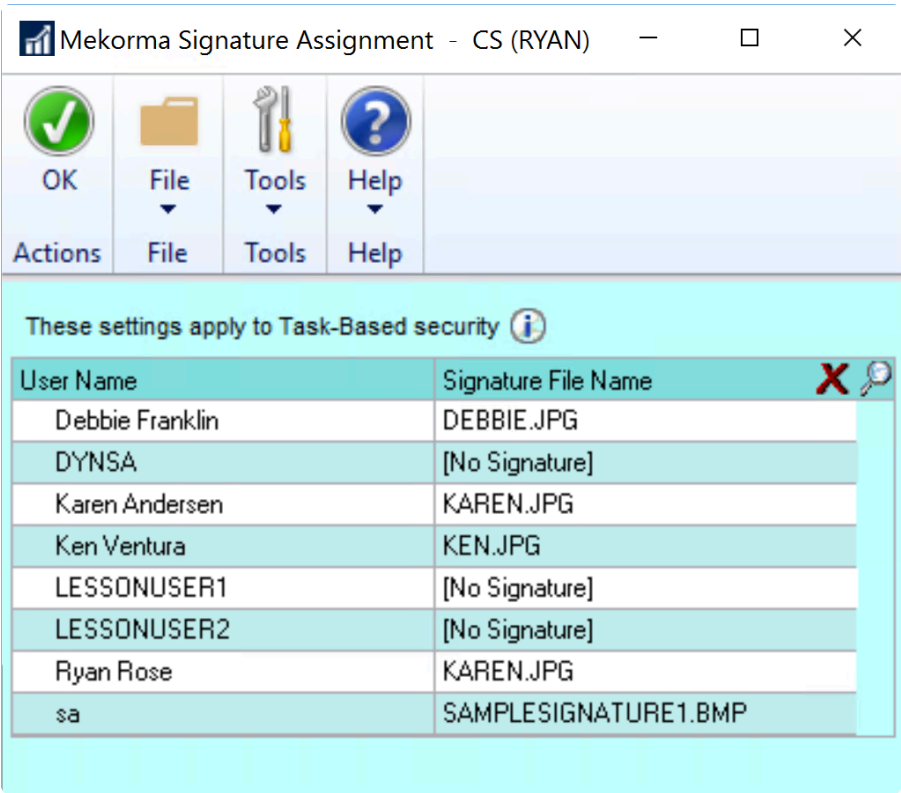


4. Signature files can then be assigned to one or more companies. In the Available in Company section of the Signature Library window, simply check the box next to each company that the signature will be used for.



Last modified: October 24, 2023

5.5.1.2. 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](#)

[Apply a Threshold ID to a Checkbook](#)



Last modified: October 24, 2023

5.5.2. 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. To override a default signature with an approver signature at the individual threshold level, click on the icon next to the Signature Line check box.
 -  Checkmark: The default signature entered in the field will be printed for the payments in a particular threshold level.
 -  Two people icon: The approver signature will overwrite the default signature selected and will be printed for the payment in a particular threshold level.

Mekorma Threshold Maintenance - BB (DEBBIE)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help


Threshold ID: WORKFLOW3_THREE

Description: Three approval levels for paym

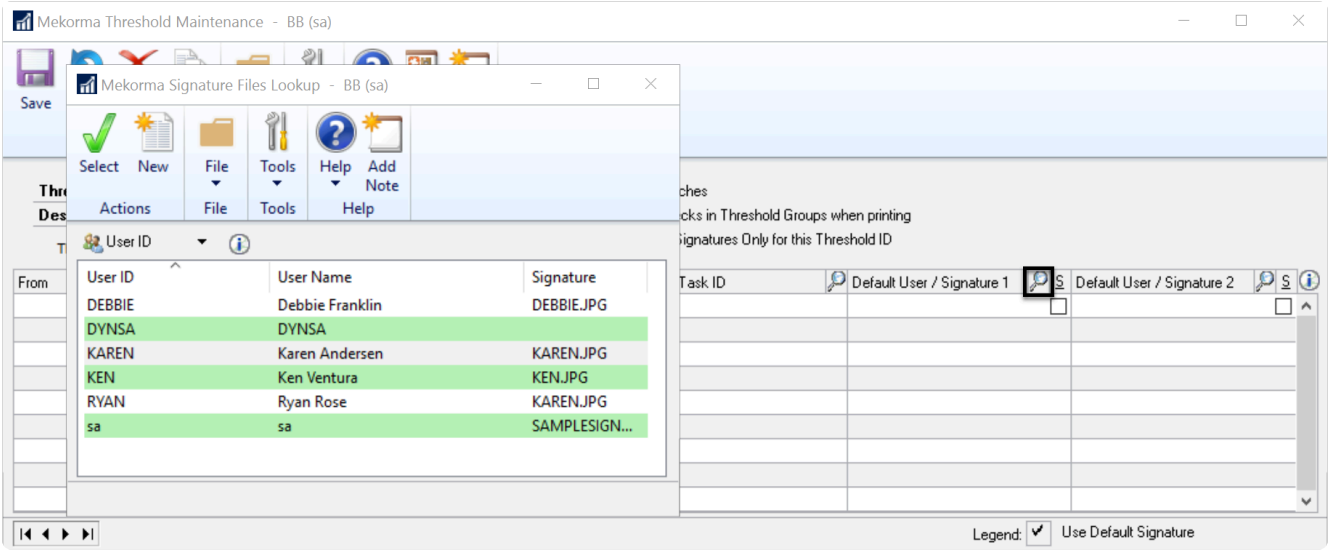
This window's settings apply to Task-Based Security.

☒ Split Batches
☒ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$999.99			KAREN	
\$1,000.00	\$5,000.00	MEKORMA_APPROVER_TASK_LVL1			
\$5,000.01	\$99,999,999,999,999.99	MEKORMA_APPROVER_TASK_LVL2	MEKORMA_APPROVER_TASK_LVL1		

Legend:  Use Approvers Signature

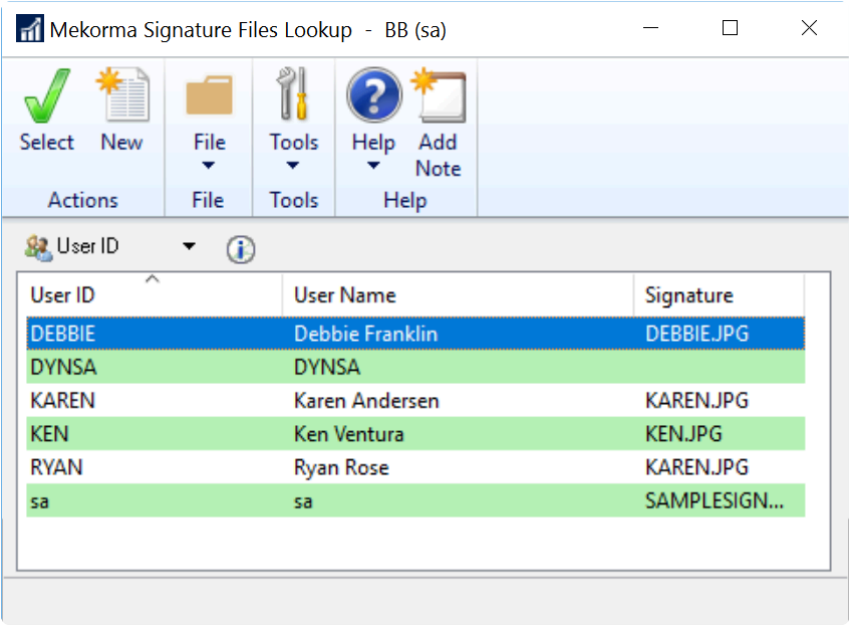
- 5. Add a signature, using the look-up in the Default User/Signature 1 field. This opens the Mekorma Signatures Files Lookup window.



- 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.

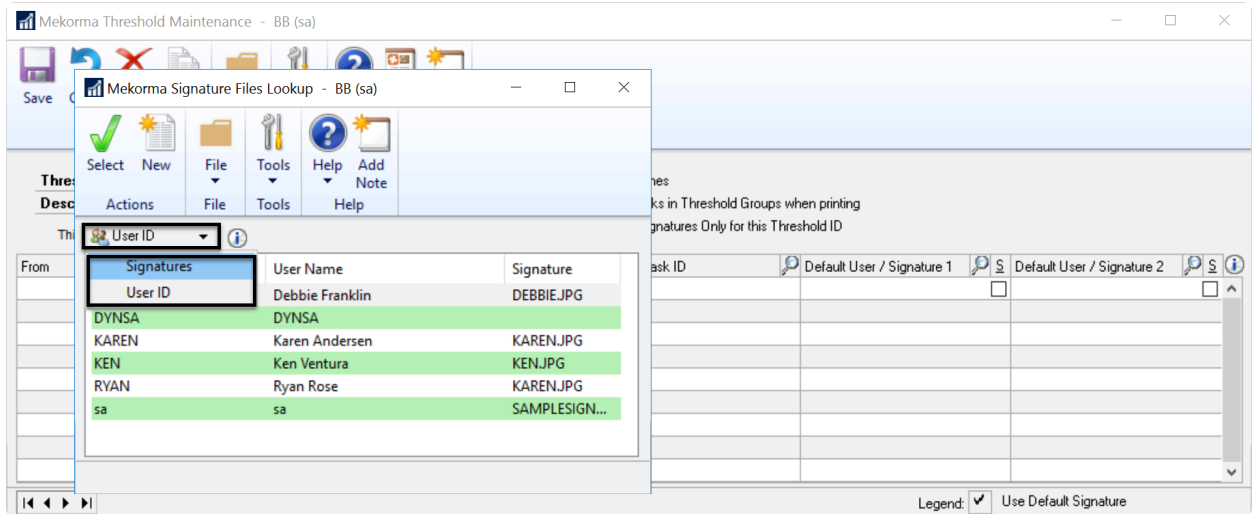
Signature Assigned to a User ID

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

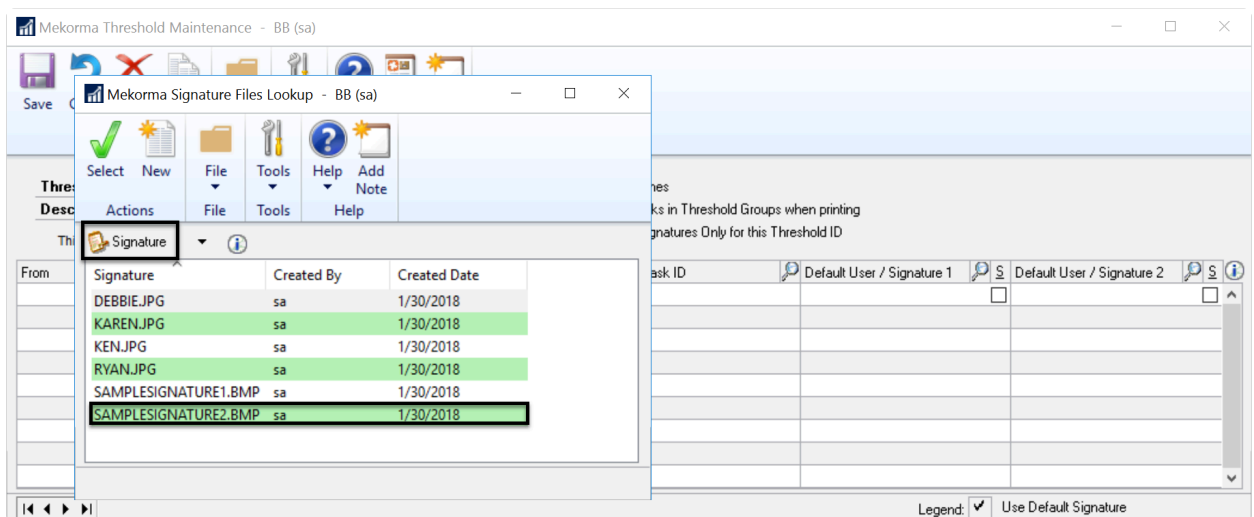


Signature File Only

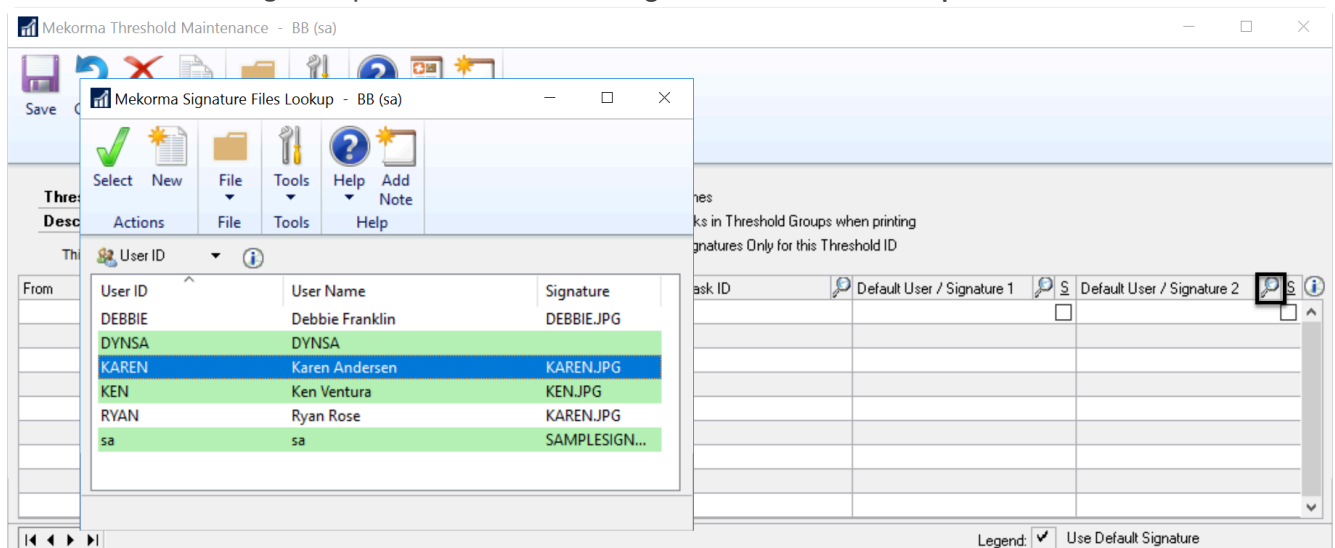
To change the view to Signature Files, click the dropdown and select **Signatures**.



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



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



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

The screenshot shows the 'Mekorma Threshold Maintenance' window. The 'Threshold ID' is 'ONESIG' and the 'Description' is 'ONESIG'. The 'From' value is '\$0.01' and the 'To' value is '\$99,999,999,999.99'. The 'Approvers' section shows 'Approvers 1 Task ID' and 'Approvers 2 Task ID'. The 'Signatures' section shows 'Default User / Signature 1' with a signature 'KAREN' and 'Default User / Signature 2'. The 'Legend' section shows 'Use Default Signature' checked.

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

7. [Assign the Threshold ID](#) to the checkbook to which you would like to apply these signatures.
8. 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.

Mekorma Threshold Maintenance - BB (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help

Threshold ID: SIGNATURES
Description: SIGNATURES

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

☒ Split Batches
☐ Sort Checks in Threshold Groups when printing
☒ Enable Signatures Only for this Threshold ID

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$4,999.99			KAREN.JPG	
\$5,000.00	\$49,999.99			KAREN	KEN
\$50,000.00	\$99,999,999,999.99				

Legend: ☒ Use Default Signature

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.

Mekorma Threshold Maintenance - BB (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help

Threshold ID: SIGNATURES
Description: SIGNATURES

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

☒ Split Batches
☐ Sort Checks in Threshold Groups when printing
☒ Enable Signatures Only for this Threshold ID

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$4,999.99			KAREN.JPG	
\$5,000.00	\$49,999.99			KAREN	KEN
\$50,000.00	\$99,999,999,999.99				

Legend: ☒ Use Default Signature

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](#).

Last modified: June 19, 2023

5.5.3. 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.

Last modified: June 19, 2023

5.6. 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 oversight 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](#).

Last modified: June 19, 2023

5.6.1. 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_APPROVER_LEVEL_1.
2. Configure a Threshold ID using MEKORMA_APPROVER_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_APPROVER_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_APPROVER_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_APPROVER_LEVEL_1 security level. Set this level for each approver and all of the companies that they need.

User Security Setup - CS (DEBBIE)

Save Clear Copy File Print Tools Help Add Note

Actions File Tools Help

User: DEBBIE Debbie Franklin

Company Complete Solutions

User Type Full

Roles:

☒ Display Selected Roles

Security Role ID	Name
<input checked="" type="checkbox"/> ACCOUNTING MANAGER*	Accounting Manager
<input checked="" type="checkbox"/> MEKORMA_APPROVER_ROLE_LVL1	MEKORMA_APPROVER_ROLE_LVL1

Alternate/Modified Forms and Reports ID: DEFAULTUSER

AFA Reports

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_APPROVER_LEVEL_1 to approve all payments as follows:

Threshold ID WORKFLOW1_ONE AP

Description One Approval level for all

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

☒ Split Batches

☐ Sort Checks in Threshold Groups when printing

☐ Enable Signatures Only for this Threshold ID

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$99,999,999,999.99	MEKORMA_APPROVER_TASK_LVL1		KAREN	<input checked="" type="checkbox"/>

Legend: ☒ Use Default Signature

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.

Last modified: August 3, 2023

5.6.2. 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:

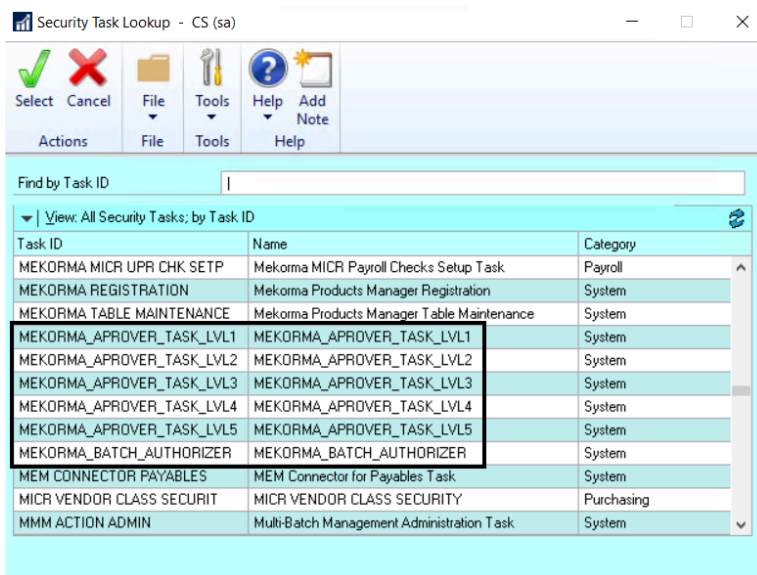
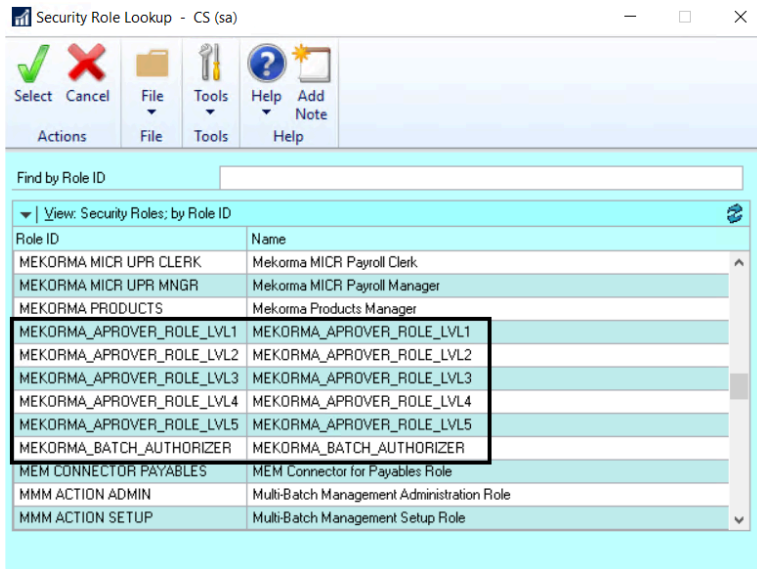
1. Role IDs are assigned to users.
2. Task IDs are assigned to dollar-value ranges of a Threshold ID in the Mekorma security system

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:



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.

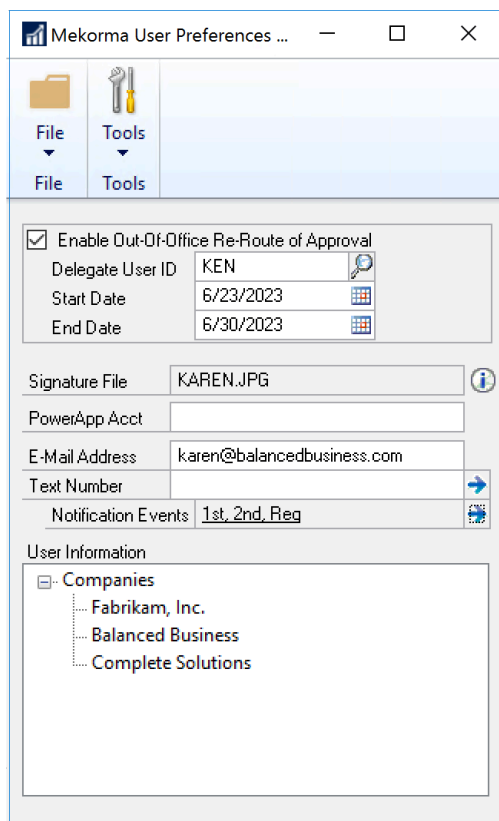
Last modified: October 26, 2023

5.6.3. Email/Text Notifications

Setup for individual users

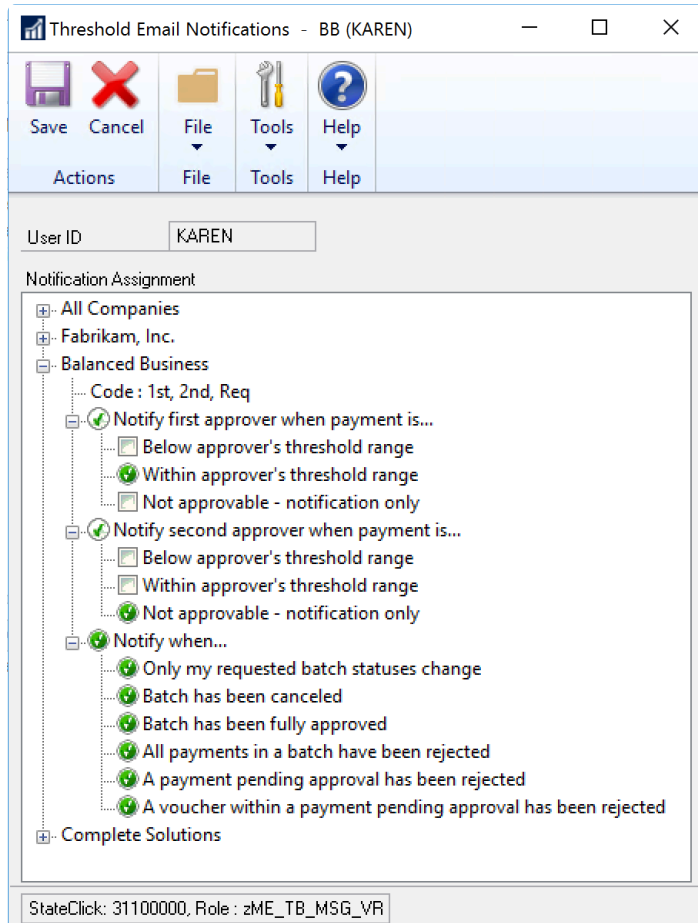
Users assigned to Approver security roles can configure their own email and text notification requirements for optimal workflow: You must have email functioning in GP for notifications to work.

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.



The screenshot shows the 'Mekorma User Preferences' window. It features a menu bar with 'File' and 'Tools'. Below the menu bar are icons for 'File' and 'Tools'. The main area contains several fields: 'Enable Out-Of-Office Re-Route of Approval' (checked), 'Delegate User ID' (KEN), 'Start Date' (6/23/2023), 'End Date' (6/30/2023), 'Signature File' (KAREN.JPG), 'PowerApp Acct' (empty), 'E-Mail Address' (karen@balancedbusiness.com), 'Text Number' (empty), and 'Notification Events' (1st, 2nd, Reg). At the bottom is a 'User Information' section with a tree view showing 'Companies' (Fabrikam, Inc., Balanced Business, Complete Solutions).

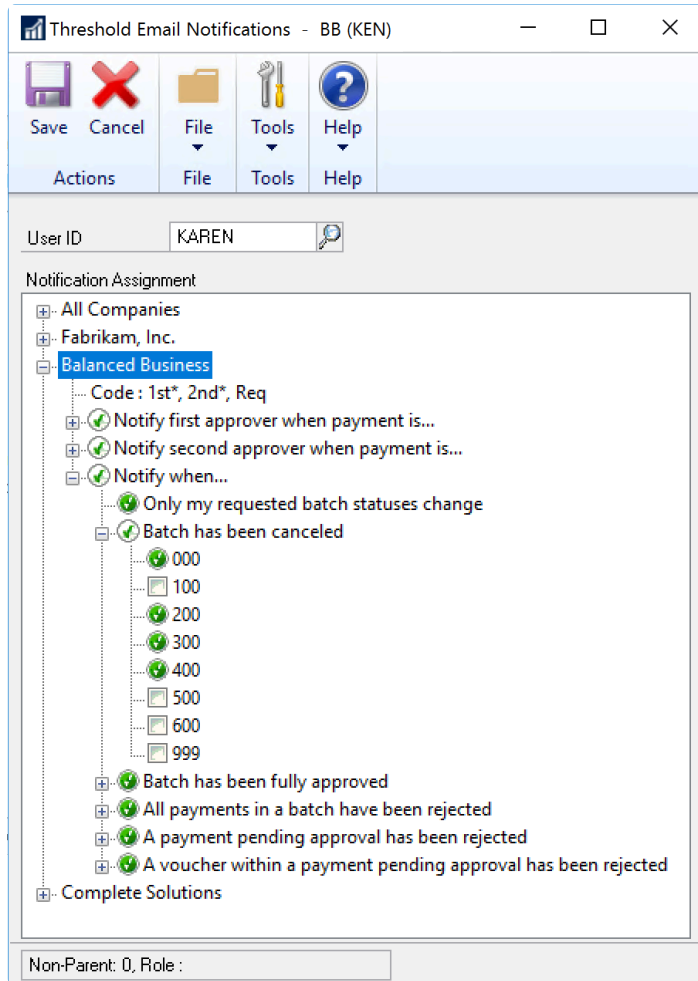
2. Enter a valid email address in the **E-Mail Address** field.
3. Enter a valid text number in the **Text Number** field. This field is supported only for Legacy Security users and will be deprecated for both Legacy Security and Task-Based Security users in the future.
 - The number must be in the following 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. Click the Notification Events arrow button to open the **Threshold Email Notifications** window.



5. If there are multiple companies, and the same notification is required for all companies, you can click **All Companies** and select the type of notification required. Otherwise, click the company to set email notifications for and select the type of notification required. A notification event that has a green circle with a white check mark indicates that all options below are marked. A notification event that has a green check mark in a white circle indicates that at least one, but not all, options are marked.
6. Select the type of notification required.
 - Notify first approver when payment is... – This is the first approval notification when AP sends requests.
 - Below approver’s threshold range – If you are an approver, you can choose to receive email notification for the payments that are below your threshold range.
 - Within approver’s threshold range – If you are an approver, you can choose to receive email notification for the payments that are within your own threshold range.
 - Not approvable – notification only – If you are not an approver, you can choose to be notified when payment approvals are created.
 - Notify second approver when payment is... – The second approval notification after the payments are approved by the first approver.
 - Below approver’s threshold range – If you are an approver, you can choose to

- receive email notification for the payments that are below your threshold range.
- Within approver's threshold range – If you are an approver, you can choose to receive email notification for the payments that are within your own threshold range.
 - Not approvable – notification only – If you are not an approver, you can choose to be notified when payment approvals are created.
 - Notify when... – A notification when the approve, reject, or cancel action has taken place. Typically, an AP clerk who sends approval requests will want to get email notifications on all the events.
 - Only my requested batch statuses change – If you are a requestor, you can choose to receive email notifications for only the batches for which you have requested approval. If you select this option, you also must select one or more options below to receive email notifications for the indicated batch status changes.
 - Batch has been canceled
 - Batch has been fully approved
 - All payments in a batch have been rejected
 - A payment pending approval has been rejected
 - A voucher within a payment pending approval has been rejected

If Multi-Entity Management is installed and enabled, you can select an email notification per entity. Users can only view the entities to which they have access.

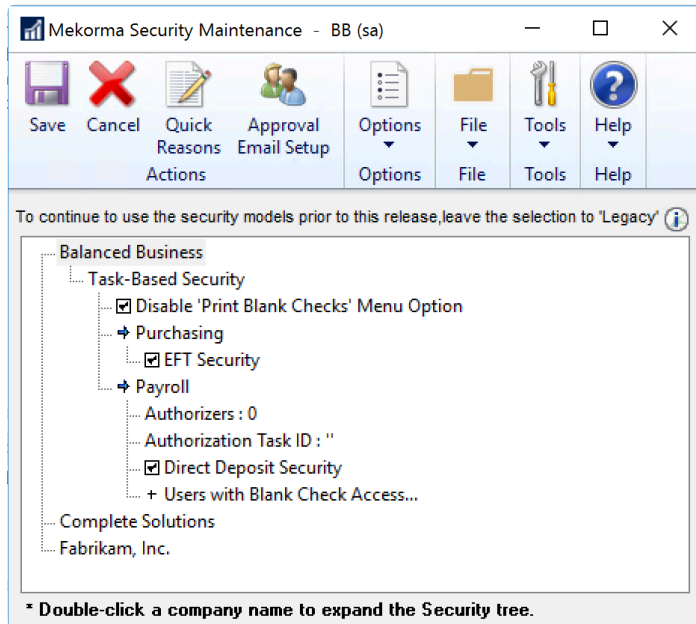


Administrators: Set up multiple users

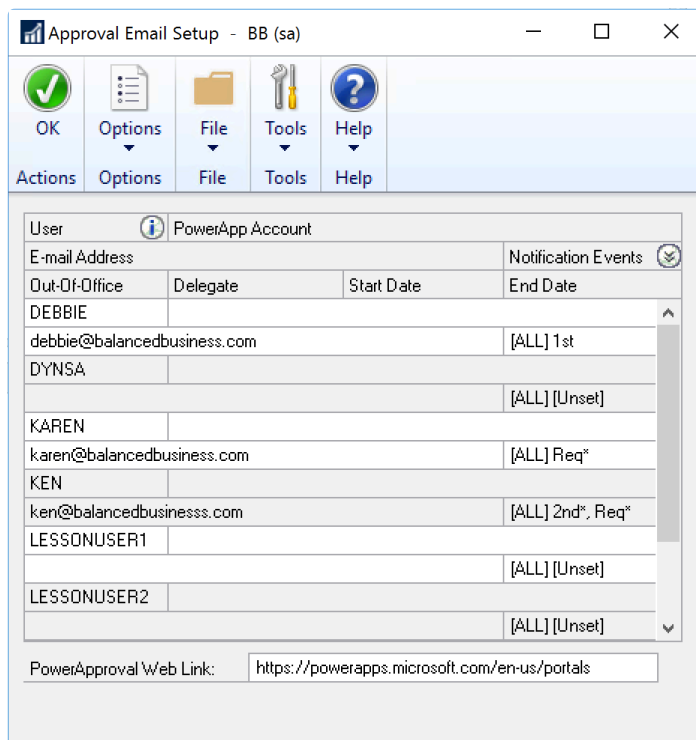
System administrators have the power to setup email notifications for any User involved in the approval process. Approvers can set up their own email/ text notifications in their User Preferences window (see above), but as an added convenience, an admin user can set it up initially for all Approvers.

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



- For each GP User ID you would like to assign an email address to, enter the correct email address. This effectively links a GP User ID to an email address. You must enter a unique email for each User ID.



- Administrators can expand the rows by clicking on the chevron arrows:

Approval Email Setup - BB (sa)

OK Options File Tools Help

User: PowerApp Account

E-mail Address	Out-Of-Office	Delegate	Start Date	End Date	Notification Events
DEBBIE					[ALL] 1st*, 2nd*, Re
debbie@balancedbusiness.com	<input type="checkbox"/>		0/0/0000	0/0/0000	
DYNSA					[ALL] [Unset]
	<input type="checkbox"/>		0/0/0000	0/0/0000	
KAREN					[ALL] 1st*, 2nd*, Re
karen@balancedbusiness.com	<input type="checkbox"/>	KEN	5/24/2023	6/15/2023	

PowerApproval Web Link: <https://powerapps.microsoft.com/en-us/portals>

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.*

- Click the **Notification Events** field for a specific user to indicate the events for which a notification should be sent.

Approval Email Setup - BB (sa)

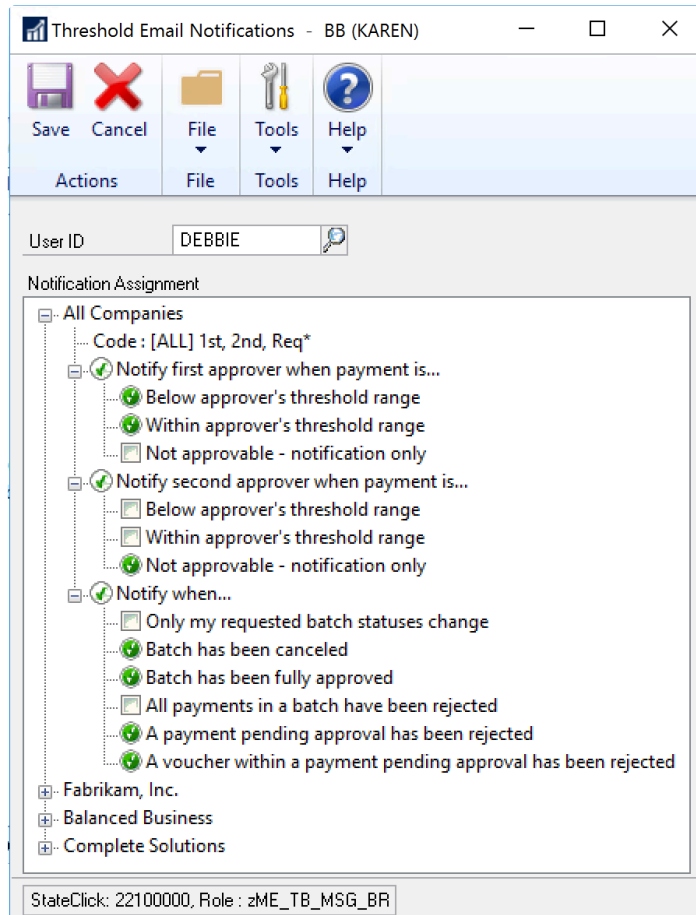
OK Options File Tools Help

User: PowerApp Account

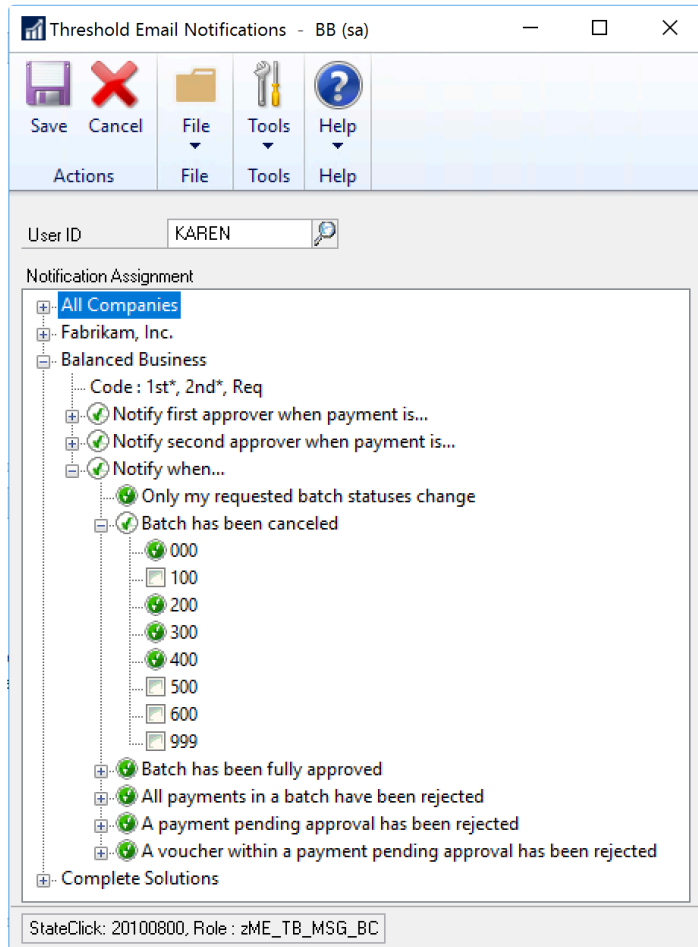
E-mail Address	Out-Of-Office	Delegate	Start Date	End Date	Notification Events
DEBBIE					[ALL] 1st*, 2nd*, Re
debbie@balancedbusiness.com	<input type="checkbox"/>		0/0/0000	0/0/0000	
DYNSA					[ALL] [Unset]
	<input type="checkbox"/>		0/0/0000	0/0/0000	
KAREN					[ALL] 1st*, 2nd*, Re
karen@balancedbusiness.com	<input type="checkbox"/>	KEN	5/24/2023	6/15/2023	

PowerApproval Web Link: <https://powerapps.microsoft.com/en-us/portals>

7. If there are multiple companies, select the company to set specific notification events for, and then select the type of notification needed. Refer to step 6 in the [Setup for individual users](#) section above for details about the notification types.



If Multi-Entity Management is installed and enabled, you can select an email notification per entity. Users can only view the entities to which they have access.



8. Click OK to close the window.

Example: Notification Assignment Options

When a user requests approval for a batch, their user ID is attached to that batch. We call this user the Requestor. The user who approves the batch is called the Approver.

Suppose you have the following users:

- Requestor A
- Requestor B
- Requestor C
- Approver S

The following batch approvals are requested:

- Requestor A requests approval for 'BATCH-A'
- Requestor B requests approval for 'BATCH-B'
- Requestor C requests approval for 'BATCH-C'

The following Notification Assignment Options are selected:

- All requestors and approvers have ALL of the batch status checkboxes marked.
- Only Requestor A has 'My batch status ONLY has changed' marked so he will receive email notification about only the batches for which he has requested approval.
- Requestors B and C have 'My batch status ONLY has changed' unmarked so they will receive email notifications about all batch status updates.
- Approver S has 'My batch status ONLY has changed' unmarked.

When BATCH-A is fully approved, the following users receive the email notification:

- Requestor A
- Requestor B
- Requestor C
- Approver S

When BATCH-B or BATCH-C are fully approved, the following users receive the email notification:

- Requestor B
- Requestor C
- Approver S

Requestor A DOES NOT get the email notification because he did not request approval for the batch and his user ID is not attached to the batch.

Last modified: October 23, 2023

5.6.4. 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:

Mekorma Threshold Maintenance - BB (sa)

Threshold ID: WORKFLOW3_THREE
Description: Three approval levels for paym

☒ Split Batches
☐ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID

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

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$999.99			KAREN	
\$1,000.00	\$5,000.00	MEKORMA_APPROVER_TASK_LVL1		KAREN	DEBBIE
\$5,000.01	\$99,999,999,999.99	MEKORMA_APPROVER_TASK_LVL2	MEKORMA_APPROVER_TASK_LVL1	KAREN	DEBBIE

Legend: Use Approvers Signature

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

Mekorma Threshold Maintenance - BB (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help

Threshold ID: WORKFLOW3_THREE

Description: Three approval levels for paym

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

☒ Split Batches
☒ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$999.99			KAREN	
\$1,000.00	\$5,000.00	MEKORMA_APROVER_TASK_LVL1		KAREN	DEBBIE
\$5,000.01	\$99,999,999,999.99	MEKORMA_APROVER_TASK_LVL2	MEKORMA_APROVER_TASK_LVL2	KAREN	KEN

Legend: ☒ Use Default Signature

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.

Last modified: June 19, 2023

5.6.5. 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.

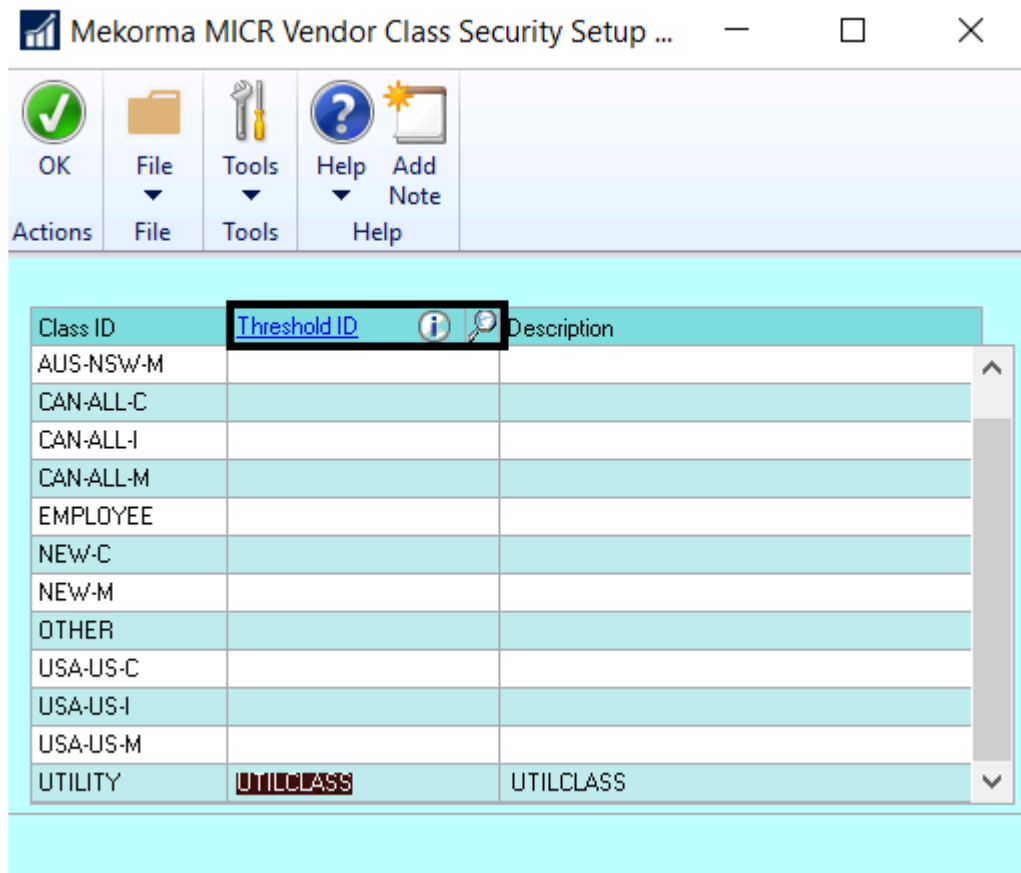
Before setting up Vendor Class Security, please make sure of the following:

- 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.



Last modified: June 19, 2023

5.6.6. 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

Mekorma Threshold Maintenance - BB (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help

Threshold ID: BASICRULE
Description: BASICRULE

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

☐ Split Batches
☐ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$999.99			DEBBIE	
\$1,000.00	\$4,999.99	MEKORMA_APPROVER_LEVEL_1		DEBBIE	
\$5,000.00	\$99,999,999,999.99	MEKORMA_APPROVER_LEVEL_1	MEKORMA_APPROVER_LEVEL_1	DEBBIE	

Legend: ☒ Use Default Signature

EMPLOYEE

Mekorma Threshold Maintenance - BB (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help

Threshold ID: EMPLOYEE
Description: EMPLOYEE

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

☐ Split Batches
☐ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$99,999,999,999.99	MEKORMA_APPROVER_LEVEL_1		DEBBIE	

Legend: ☒ Use Default Signature

RENT

Mekorma Threshold Maintenance - BB (sa)

Save

Clear

Delete

Copy

File

Tools

Help

Open Note

Add Note

ActionsFileToolsHelp

Threshold ID

RENT

Description

RENT

Split Batches

Sort Checks in Threshold Groups when printing

Enable Signatures Only for this Threshold ID

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

From	To	Approver 1 Task ID	Approver 2 Task ID	Default User / Signature 1	Default User / Signature 2
\$0.01	\$99,999,999,999.99			DEBBIE	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Legend:

☒ Use Default Signature

Please see [Vendor Class Security](#) for information on how to designate these Threshold IDs to their respective Vendor Classes.

Last modified: August 3, 2023

5.6.7. Power Approvals: Configure Mobile Approvals

Power Approvals is our Microsoft Power Platform-based mobile application for remote payment approval. Power Approvals 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 Power Approvals, please make sure you have [met the system requirements](#).

Requirements

Before an approver can make use of Power Approvals, 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 Power Approvals.
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 Power Approvals
 - An administrator must share or give access to Power Approvals 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 Power Apps
 - Your company must hold valid Power Apps licenses and have an environment to deploy Power Approvals.
 - A System Administrator must contact Mekorma to obtain a copy of Power Approvals to be uploaded and deployed in the Power Apps 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 Power Approvals with a user, the application can be accessed by opening Power Apps on a mobile device.

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

Last modified: October 23, 2023

5.6.8. 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.

Last modified: June 19, 2023

5.6.8.1. 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**.

Mekorma Threshold Maintenance - BB (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Threshold ID: TASKEXAMPLE1
Description: TASKEXAMPLE1

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

☒ Split Batches
☒ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID

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

Legend: ☒ Use Default Signature

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](#).

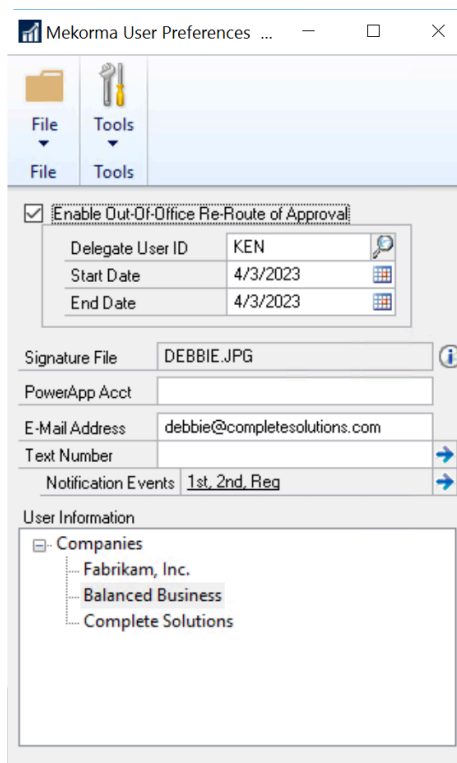
Last modified: June 19, 2023

5.6.8.2. 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.*

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

1. Login and navigate to the **Mekorma User Preferences** window (any GP User can do this).
2. Open the **Mekorma User Preferences** window.
3. Check the box **Enable Out-of-Office Re-Route of Approval**.
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. Choose the **Start Date** and **End Date** for which you would like the Delegate to approve on your behalf.



Mekorma User Preferences ...

File Tools

File Tools

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

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

Signature File DEBBIE.JPG

PowerApp Acct

E-Mail Address debbie@completesolutions.com

Text Number

Notification Events 1st, 2nd, Reg

User Information

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

6. 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.

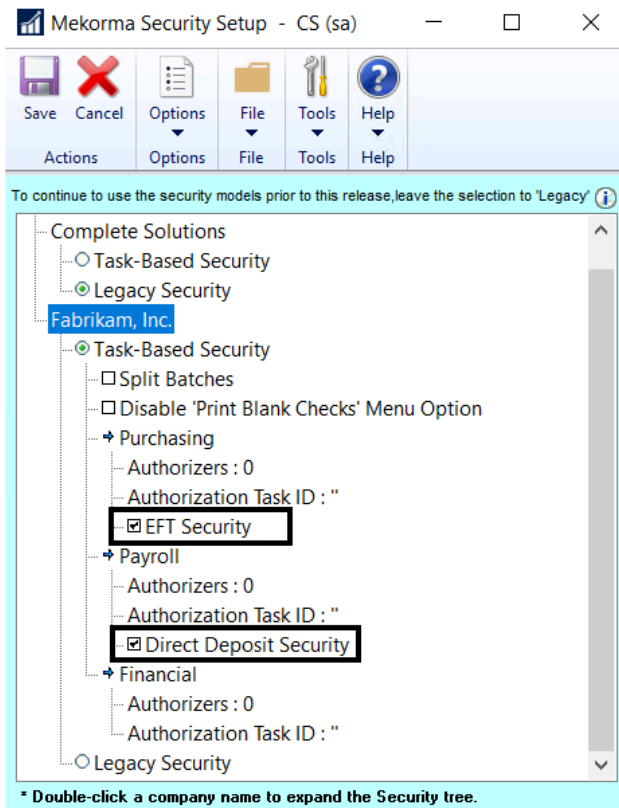
Last modified: June 19, 2023

5.6.8.3. 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).



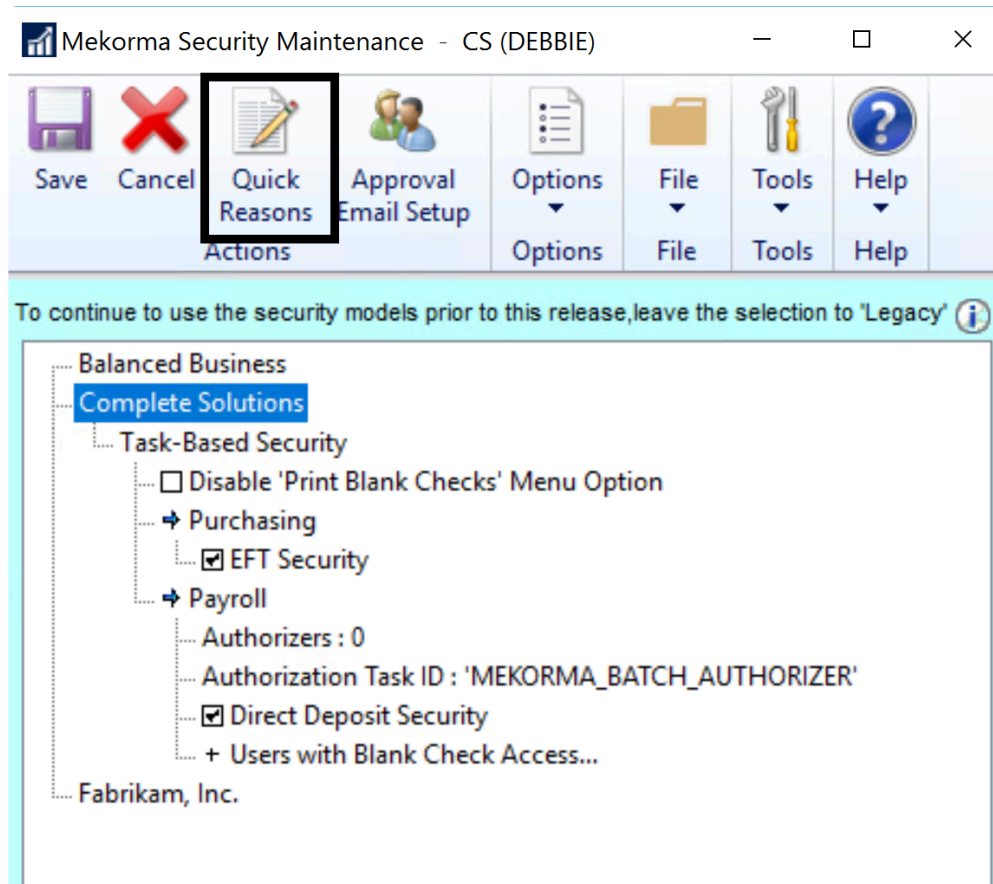
4. Click **Save**.

Last modified: June 19, 2023

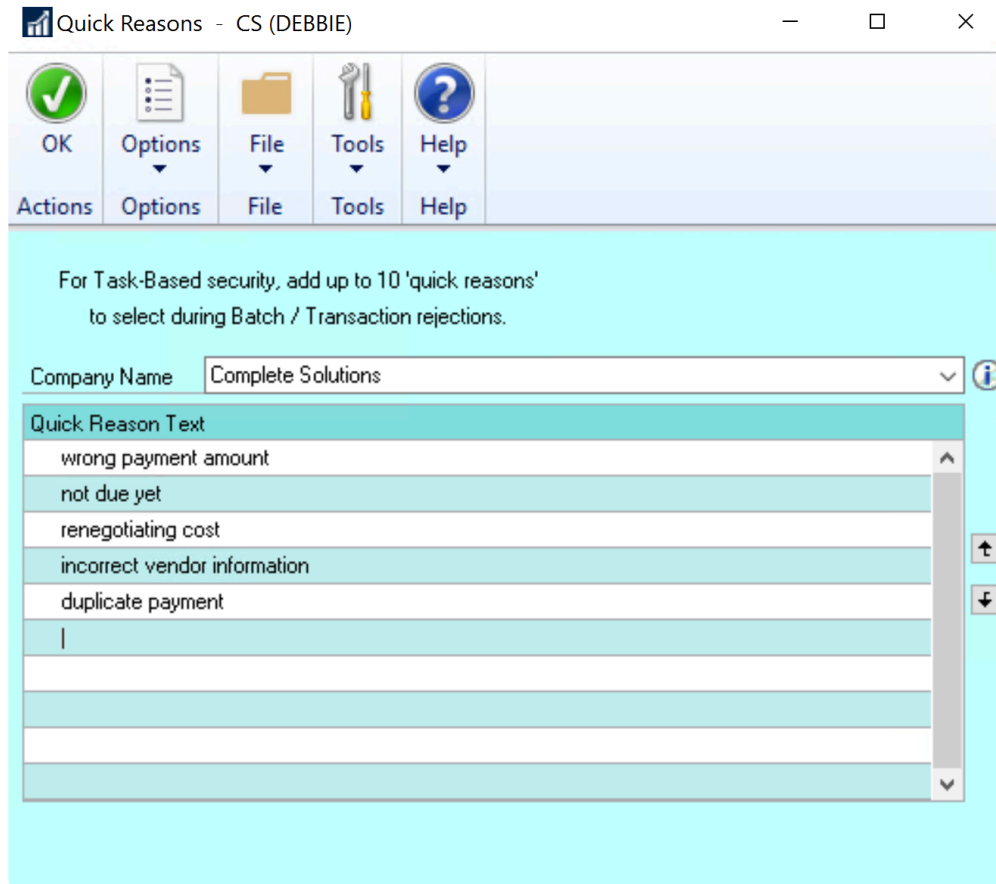
5.6.8.4. Configure Quick Messages

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.



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.

Last modified: June 19, 2023

5.6.9. 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 set up still apply. 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.

Last modified: October 31, 2023

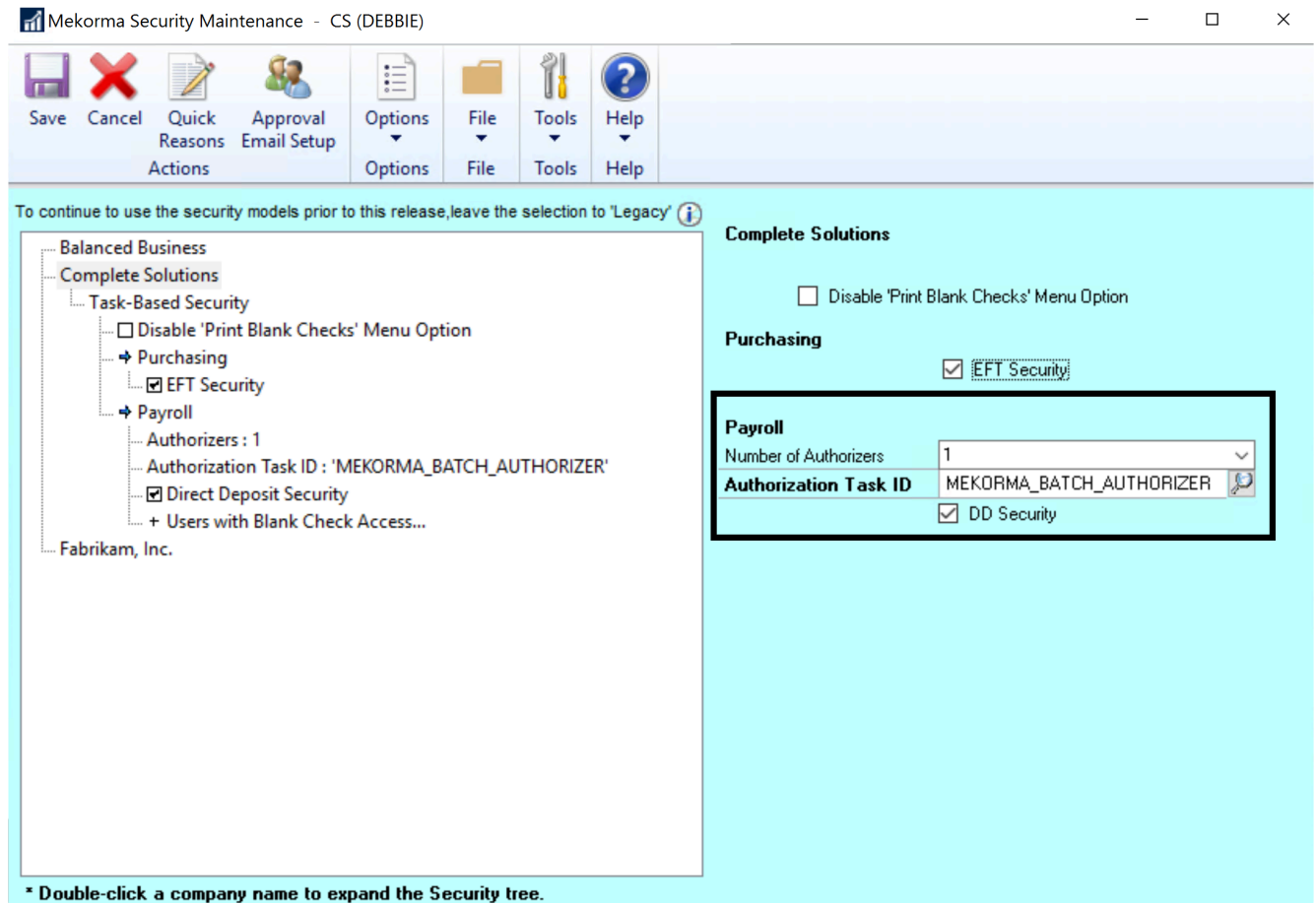
5.7. Setup Authorizers for Payroll

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 enter their Dynamics GP user ID and password right before the payments are generated in order to authorize. If you configure for two 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 **Authorizers** under the payroll tree. A form will appear to the right.
3. Change the number of Authorizers to one or two.
4. Choose the Authorization Task ID. Mekorma supplies 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**.



Last modified: August 7, 2023

5.8. 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.

If you are not using the **Action Board**, [follow this link](#) for instructions on how to set up your named printers.

Last modified: August 7, 2023

5.8.1. 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.

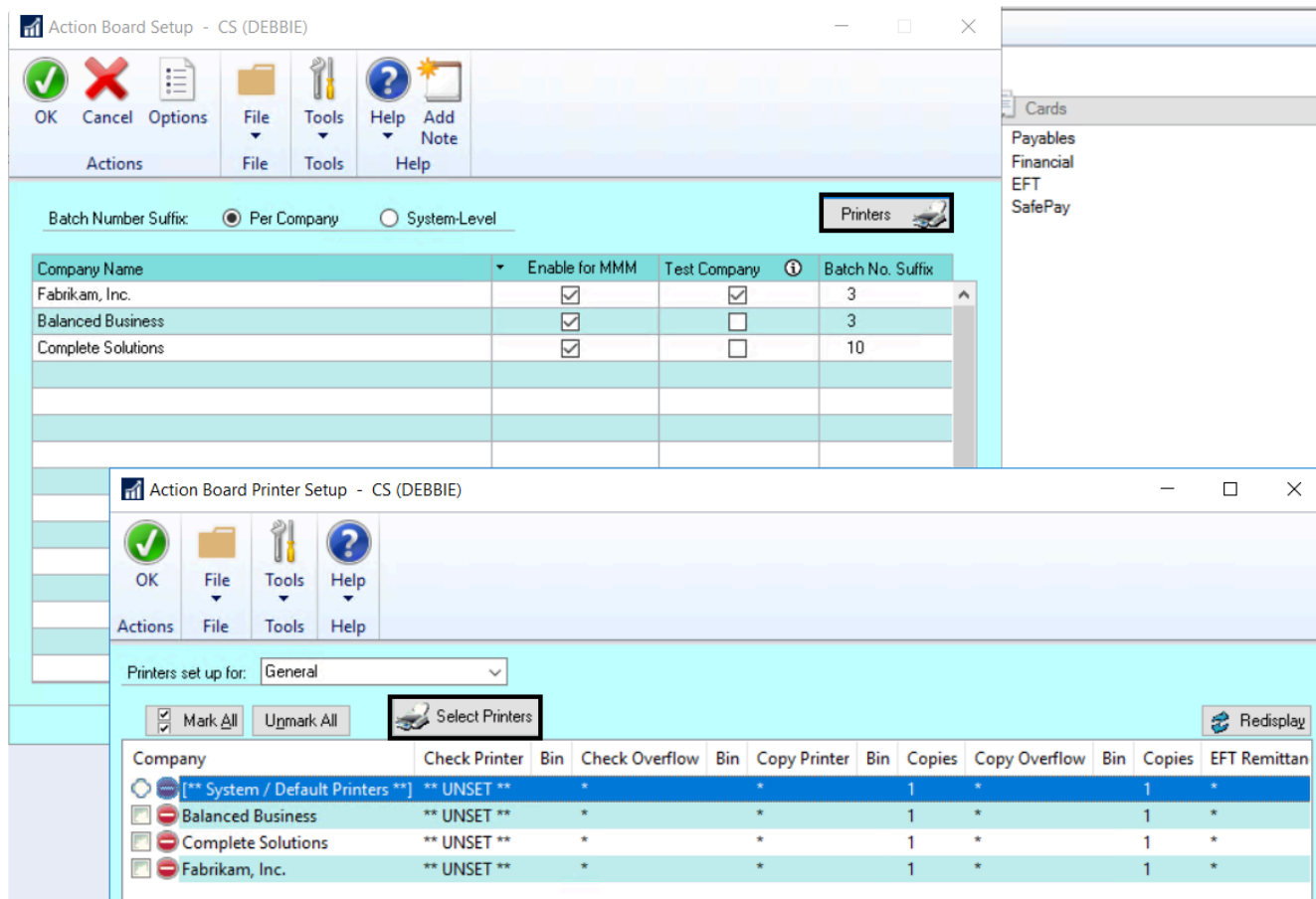
- Action Board printer selection overrides Named Printers configuration.
- When the Action Board printer selection is configured, user settings override company settings > company settings override System/Default printers.

✿ 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

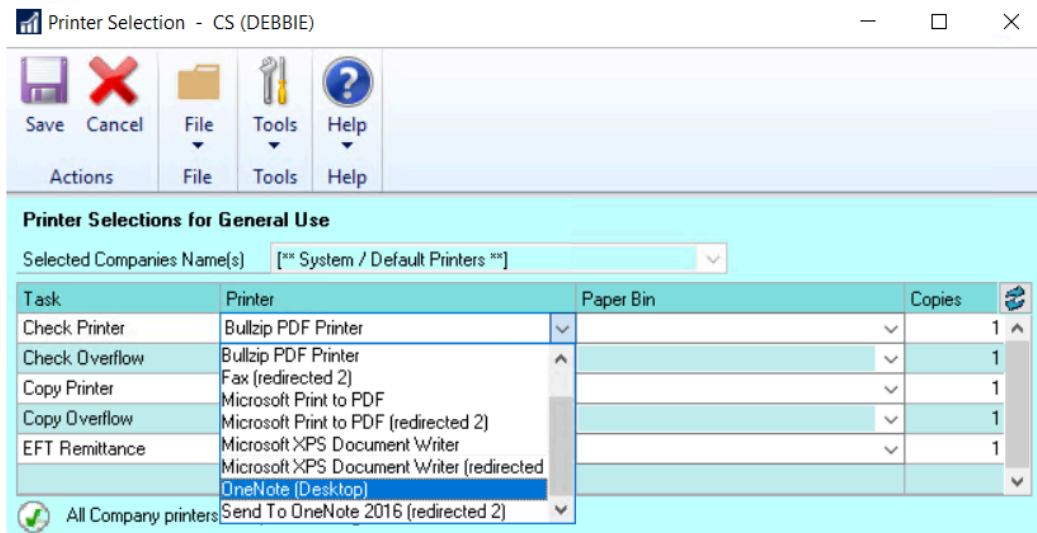
To configure default Action Board printers, either for *all* companies or for specific companies the System Admin can do this setup in advance:

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.



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.



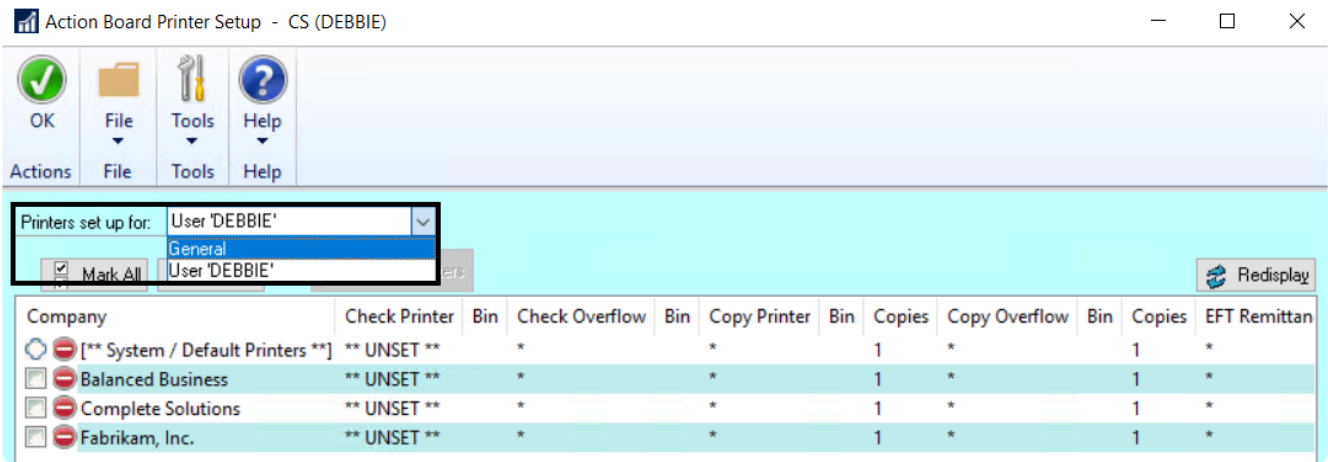
5. **Save** the settings. The default printer setting will then apply to all companies. When [processing payments from the Action Board](#), checks and EFT remittances for all companies will print from the System/Default printer.

User-level printer selection

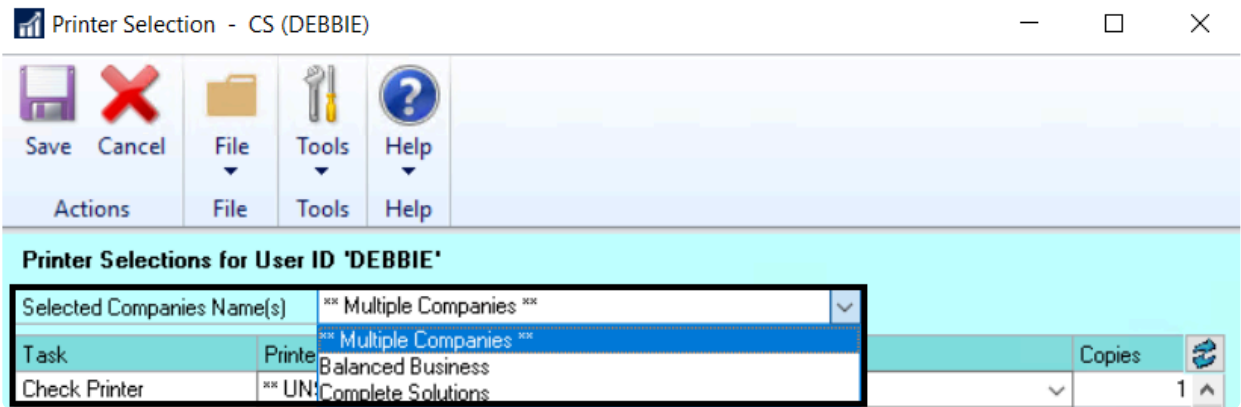
Users can configure their own printers directly from the Action Board itself, which makes it easy to choose the correct redirected or session printers prior to printing. User-level settings override both company- and system-level settings:

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

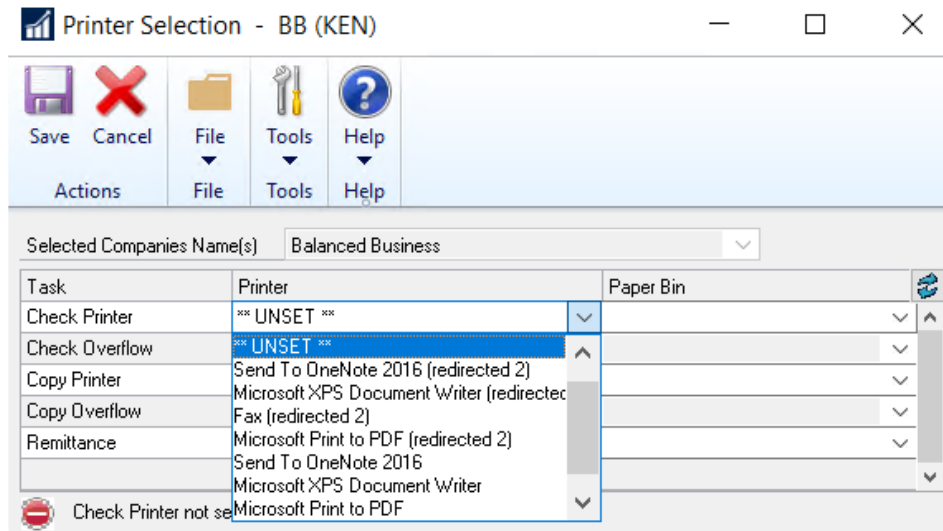
1. Open the **Action Board** and click on **Options** to open the **Action Board Options** window.
2. In the **Options** window, click on **Printers** to open the **Action Board Printer Setup** window.
3. By default, the user ID of the person currently signed in will populate the **Printers set up**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



- 4. Choose either system/default printer to apply your individual settings across all your GP companies. Or, choose one or multiple companies to customize the printer selection. Click the Select Printers button to open the Printer Selection window.
- 5. You can adjust the company selection using the drop-down menu:



- 6. Using the drop-down menu 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).



7. Save the settings. The printers specified will only apply to payments printed by that user, for the specific tasks configured. User settings will override company and system/default printer settings.

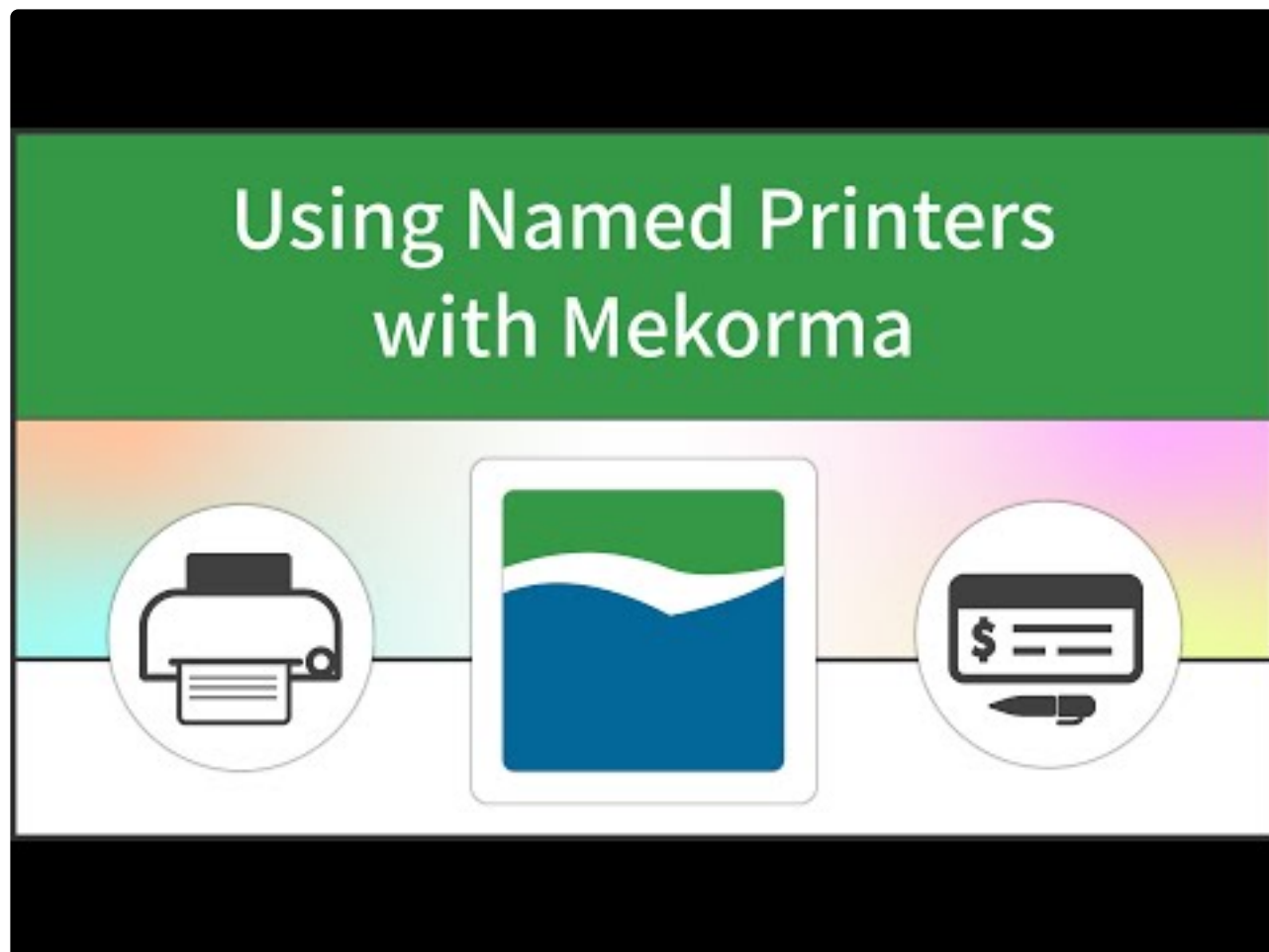
! This feature only works for Action Board processing! If you print batches on an individual basis, and want to automate the printer selection, please configure GP Named Printers instead. If there are no printers setup in this window, it will look to the printers set up in GP Named Printers.

Last modified: August 7, 2023

5.8.2. 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_RIBvtUrG4?rel=0

Last modified: June 19, 2023

5.8.2.1. Set Up Named Printers

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

1. Log in 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.

Assign Named Printers - TWO (sa)

OK File Print Tools Help Add Note

Actions File Tools Help

User ID: sa

Company Name: Fabrikam, Inc.

Machine ID: GPFULL2018US

Task Series: 3rd Party

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

Redisplay Setup

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

Setup Named Printers - TWO (sa)

Save Delete File Print Tools Help Add Note

Machine ID GPFULL2018US

Printer ID CHECKS

Printer Class System

User ID

Company Name

Printer Name

Extra Description

Assign Advanced

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

Setup Named Printers - TWO (sa)

Save Delete File Print Tools Help Add Note

Machine ID GPFULL2018US

Printer ID CHECKS

Printer Class System

User ID

Company Name

Printer Name

Extra Description

Assign Advanced

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



When setting up a printer for check copies, you must enter the integer value (1,

2, 3) for the number of copies desired in the 'Extra Description' field. Check copies will not print if this field is left blank.

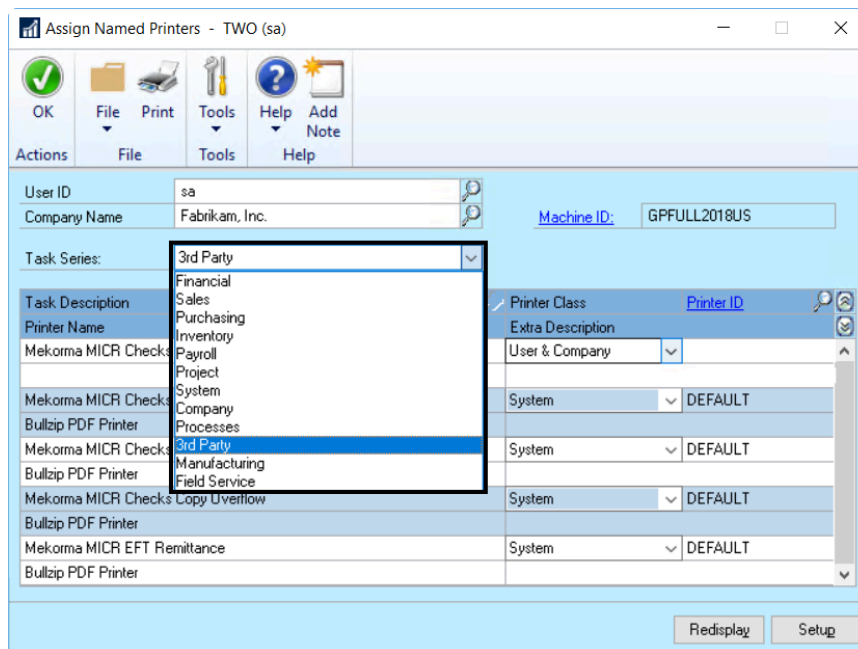
8. Click **Save**.
9. Proceed to [assign printers to Mekorma Tasks](#).

Last modified: August 7, 2023

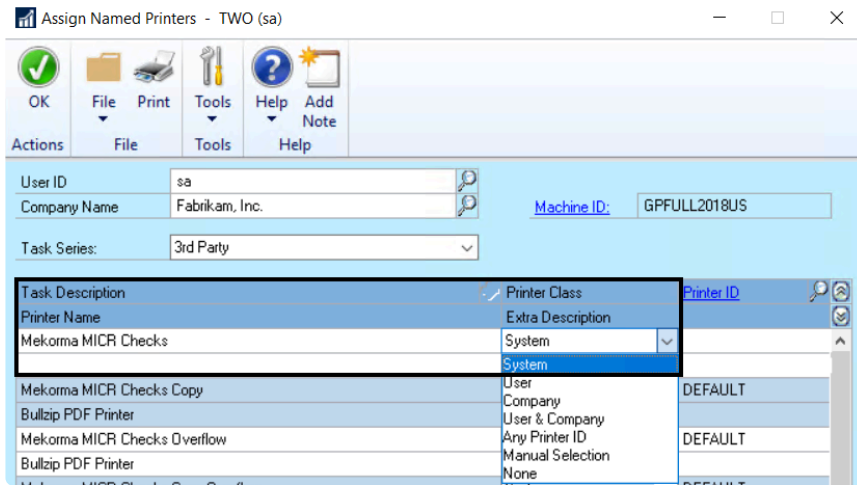
5.8.2.2. Assign Named Printers to Mekorma Tasks

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:

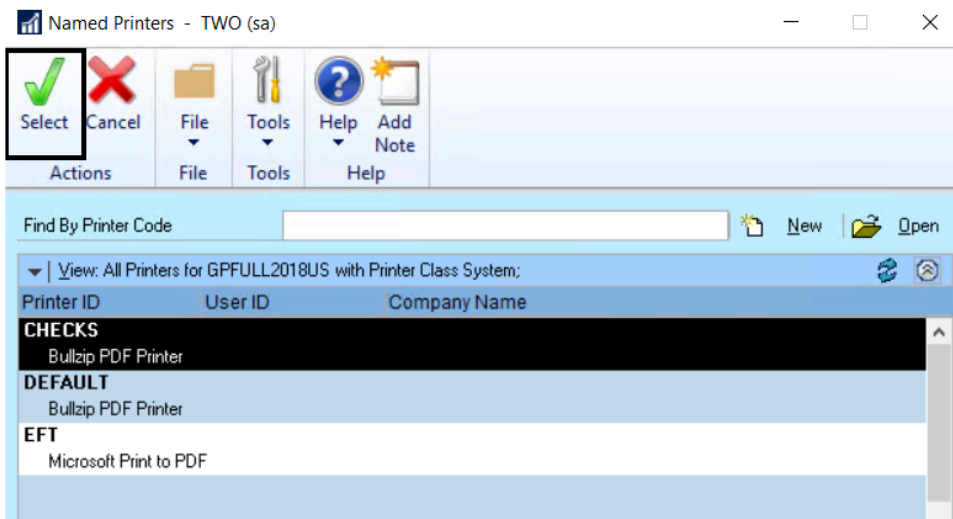
1. Log in as System Administrator ('sa').
2. Navigate to the Assign Named Printers window (Microsoft Dynamics GP drop-down menu > Setup > System > Named Printers).
3. Choose 3rd Party from the Task Series drop-down menu.



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



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.

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

Assign Named Printers - TWO (sa)

OK File Print Tools Help Add Note

Actions File Tools Help

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

Task Series: 3rd Party

Task Description	Printer Class	Printer ID
Mekorma MICR Checks	System	CHECKS
Bullzip PDF Printer		
Mekorma MICR Checks Copy	User & Company	APFABRIKAM
Bullzip PDF Printer		1

Last modified: August 7, 2023

5.9. 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**.

Mekorma MICR System Options - CS (sa)

Save Additional File Tools Help Add Note

Actions Additional File Tools Help

PDF File Location and Naming Convention

☒ Enable PDF Check Copies

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

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

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

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

Additional Printing Options

<input type="checkbox"/> Disable Check Archiving	<input type="checkbox"/> Omit \$0 checks in Payables
<input type="checkbox"/> Auto Show Inquiry Check Preview	<input type="checkbox"/> Print PDP Notes
<input type="checkbox"/> Keep Print Window Open After Printing	<input type="checkbox"/> Suppress DD Remittances

Assign by Checkbooks Options

☒ Enable Assign by Checkbook

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.

Set Up 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).

Vendor Maintenance - CS (sa)

Vendor Maintenance Options - CS (sa)

Vendor ID: ACETRAVE0001
Name: A Travel Company
Short Name: A Travel
Check Name: A Travel Company

Primary Address:
Address ID: PRIMARY
Contact: Greg Powell
Address: 123 Riley Street
City: Sydney
State: NSW
ZIP Code: 2086
Country Code: AU
Country: Australia

Address IDs:
Purchase: PRIMARY
Remit To: PRIMARY
Ship From: PRIMARY
1099

Vendor Account:
Comment 1
Comment 2

Options

Vendor ID: ACETRAVE0001
Name: A Travel Company

Currency ID: 24US
Rate Type ID: AVERAGE
Payment Terms: Net 30
Discount Grace Period:
Due Date Grace Period:
Payment Priority: 1
Minimum Order:
Trade Discount:
DBA:

Checkbook ID: FIRST BANK
Type: Other Expenses
User-Defined 2:
Tax Type: Not a 1099 Vendor
1099 Box:
FOB: None
Language: None

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

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

Set Up Default Checkbook by Invoice

If you decide 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

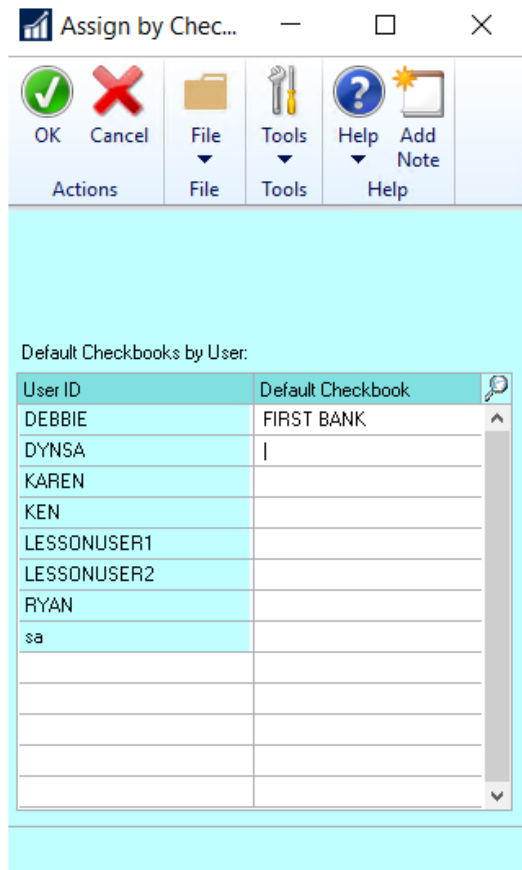
When you create a voucher batch, you can designate a checkbook with that batch. In general, the checkbook assigned to the batch will be automatically assigned to all of the vouchers in the batch. So you will not need to purposely designate a checkbook with each voucher unless you want to override the 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 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 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.

Last modified: August 8, 2023

5.10. 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

Mekorma System Options - CS (sa)

Save Additional File Tools Help Add Note

PDF File Location and Naming Convention

☒ Enable PDF Check Copies

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

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

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

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

Additional Printing Options

☐ Disable Check Archiving

☒ Auto Show Inquiry Check Preview

☐ Keep Print Window Open After Printing

☐ Omit \$0 checks in Payables

☐ Print POP Notes

☐ Suppress DD Remittances

Assign by Checkbooks Options

☒ Enable Assign by Checkbook

Setting up the PDF Check Archive

From the same window, you can enable your PDF Check Archive if you need to store .pdfs on your 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.

Mekorma System Options - CS (sa)

Save Additional File Tools Help Add Note

PDF File Location and Naming Convention

☒ Enable PDF Check Copies

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

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

Available Fields for Folders

- Batch Number
- Date
- Check Number
- Vendor ID or Employee ID

Fields in Folder Path

- Company ID
- Checkbook ID

Available Fields for Filename

- Company ID
- Checkbook ID
- Date

Fields in Filename

- Vendor ID or Employee ID
- Batch Number
- Check Number

Additional Printing Options

- ☐ Disable Check Archiving
- ☒ Auto Show Inquiry Check Preview
- ☐ Keep Print Window Open After Printing
- ☐ Omit \$0 checks in Payables
- ☐ Print PDP Notes
- ☐ Suppress DD Remittances

Assign by Checkbooks Options

- ☒ Enable Assign by Checkbook

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.

Last modified: August 8, 2023

5.11. Set Up 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 set up 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

How to Set Up and Use Mekorma to Process EFTs



<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. Set up for [EFT processing in the Action Board](#).

Last modified: August 8, 2023

5.11.1. 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.

Checkbook Maintenance - TWO (sa)

Save Clear Delete Additional File Print Tools Help Add Note

Checkbook ID: FIRST BANK ☐ Inactive

Description: First Bank

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

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

Deposit Rate Type ID: AVERAGE

Cash Account: 000 -1100 -00 Cash - Operating Account

Next Check Number: 100053 Last Reconciled Balance: \$0.00

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

Company Address ID: INTERNATIONAL-A

Bank Account: 111333555

Bank ID: FIRST BANK

User-Defined 1

User-Defined 2

Payables Options

Max Check Amount: \$0.00

Password

☐ Duplicate Check Numbers

☒ Override Check Number

EFT Bank Direct Deposit

Checkbook ID

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

Checkbook EFT Bank Maintenance - TWO (sa)

OK File Tools Help Add Note

Checkbook ID: FIRST BANK First Bank

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

Account Holder

Transit Routing Number: 111111118 Bank Branch: 2

Bank Account Number: 111222 Bank Code: 3

IBAN: 1112 Bank Branch Code: 4

Bank Check Digit: 2

Tax Registration Number: NY001

Bank Identification Number

Bank Company Name

Company ID Number

Small Company Name

Reference

Service Class Code: 200

Blocking Factor: 10

Format Code: A

Priority Code: 01

Communication Type: Application

Application

Payables Options Receivables Options

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

Use Check Numbers

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

selected.

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

Use EFT Numbers

- When using blank check stock, EFTs will print with remittance numbers as non-negotiable checks using **Mekorma 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.

Checkbook EFT Payables Options - TWO (sa)

OK File Tools Help Add Note

EFT Payment Numbers:

☐ Use Check Numbers ☒ Use EFT Numbers

Next EFT Payment Number: EFT000000000004

EFT Payables Options:

☐ Payables Prenote Required

Prenote Grace Period: 0

File Format:

☒ Single Format PPD

☐ Based on Vendor

Business		
Corporate		
Personal		
Foreign		

Default Output Files:

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

Generate Prenotes

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

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

Last modified: June 19, 2023

5.11.2. Set Up Your Vendor EFT Remit-Tos

In Dynamics GP, the way that the system determines 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.

The screenshot displays two windows from the Dynamics GP software. The left window, titled 'Payables Transaction Entry - CS (RYAN)', shows a transaction entry form. The 'Vendor ID' is 'ACETRAVE0001', and the 'Remit-To ID' is 'PRIMARY', which is highlighted with a red box. The right window, titled 'Vendor Maintenance - CS (RYAN)', shows the vendor's details. The 'Remit-To' address ID is also highlighted with a red box. A red arrow points from the 'Remit-To ID' in the transaction entry window to the 'Remit-To' address ID in the vendor maintenance window, indicating the relationship between the two.

A remit-to address is considered an EFT remit-to address if the EFT bank information screen is active, as shown below.

Vendor Address Maintenance - CS (RYAN)

Save Clear Delete Additional File Print Tools Help Add Note

Vendor ID ACETRAVE0001

Name A Travel Company

Address ID PRIMARY

Contact Greg Powell

Address 123 Riley Street

City Sydney

State NSW

ZIP Code 2086

Country Code AU

Country Australia

Phone 1 (298) 555-0101 Ext. 0000

Phone 2 (000) 000-0000 Ext. 0000

Phone 3 (000) 000-0000 Ext. 0000

Fax (294) 555-0101 Ext. 0000

Tax Schedule AUSNSWST+20

Shipping Method OVERNIGHT

UPS Zone

EFT Bank

Vendor Address Maintenance - CS (F)

Save Clear Delete Additional

Actions Additional

Vendor ID

ACETRAVE0001

Name

A Travel Company

Address ID

PRIMARY

Contact

Greg Powell

Address

123 Riley Street

City

Sydney

State

NSW

ZIP Code

2086

Country Code

AU

Country

Australia

OK File Print Tools Help Add Note

Actions File Tools Help

Vendor ID

ACETRAVE0001

Name

A Travel Company

Address ID

PRIMARY

Bank Country/Region

United States

☐ Inactive

Bank Name

Bank of America

Transit Routing Number

111111118

Bank Account Number

12346

Building Society Roll No

IBAN

3412

Bank Branch

CA0111

GIRO Post Type

Account Type

Savings

File Transfer Method

Business Account

Currency ID

Z-US\$

Bank Code

2

Bank Branch Code

3

Bank Check Digit

3

Termination Date

0/0/0000

Date Pre-note Sent

0/0/0000

☐ Additional Information

Swift Address

Vendor Country Code

Delivery Country Code

Bank Country Code

Central Bank Code

Regulatory Code 1

Regulatory Code 2

Address

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

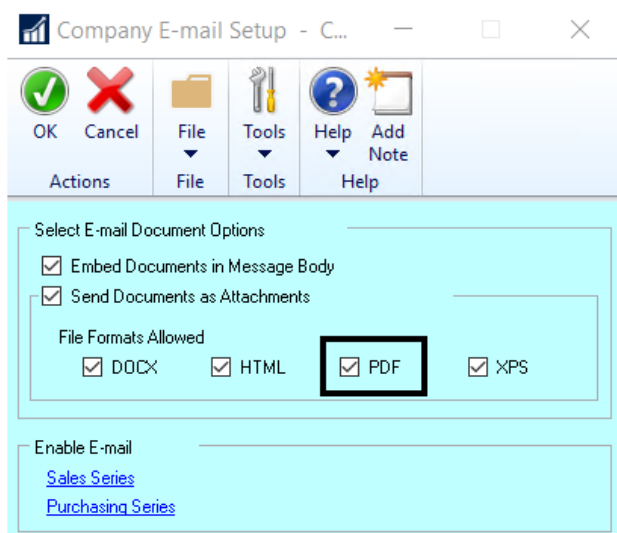
Last modified: October 26, 2023

5.11.3. 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.

Message Setup - CS (sa)

Save Clear Delete Copy File Tools Help Add Note

Actions File Tools Help

Message ID REMITTANCE

Description REMITTANCE

Message Type Standard

Series Purchasing

Doc. Type Vendor Remittance

Subject EFT Remittance

Body Document Lines Validate

Please see attached EFT remittance for payment information.

Select and Insert Fields

☒ Document Fields ☐ Workflow Fields

Field Additional fields Insert

Have Replies Sent to Select Names

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

Vendor Address Maintenance - CS (RYAN)

Save Clear Delete Additional File Print Tools Help Add Note

Actions Additional File Tools Help

Vendor ID ACETRAVE0001

Name A Travel Company

Address ID PRIMARY

Contact Greg Powell

Address 123 Riley Street

City Sydney

State NSW

ZIP Code 2086

Country Code AU

Country Australia

Phone 1 (298) 555-0101 Ext. 0000

Phone 2 (000) 000-0000 Ext. 0000

Phone 3 (000) 000-0000 Ext. 0000

Fax (294) 555-0101 Ext. 0000

Tax Schedule AUSNSWST+20

Shipping Method OVERNIGHT

UPS Zone

EFT Bank

4. This is where you enter the email address:

The screenshot shows a window titled "Internet Information - CS (sa)". The window has a menu bar with "Save", "Clear", "Delete", "File", "Print", "Tools", "Help", and "Add Note". Below the menu bar is a "Select Information for:" dropdown menu set to "Vendors". Below this are two rows of information: "Vendor ID" with the value "ADVANCED0001" and "Address ID" with the value "PRIMARY". The "E-mail Addresses" section is highlighted with a red box and contains three input fields: "To..." with the value "ken@advancedoffice.com", "Cc...", and "Bcc...".

Select Information for:	
Vendor ID	ADVANCED0001
Address ID	PRIMARY

E-mail Addresses	
To...	ken@advancedoffice.com
Cc...	
Bcc...	

Last modified: August 8, 2023

5.11.4. 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.

Mekorma MICR Checkbook Setup - CS (sa)

Save Clear Delete Integrate Additional File Tools Help Add Note

Checkbook ID FIRST BANK

Default Threshold ID

MICR Line Setup

Transit (ABA) Number 111111118

Check Number Pattern Routing Number Account Number

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

Module Purchasing

Threshold ID

Non-Negotiable Word VOID

Primary Check Format AP Check_bottom_2 Std AP Stubs.stbz

Check Copy Format Overflow_full_Std AP Stub.stbz

Use Pre-Printed Check Stock

Use Check Format (First page) for overflow pages

Check Overflow Format AP Check_bottom_2 Std AP Stubs.stbz

Check Copy Overflow Format Overflow_full_Std AP Stub.stbz

EFT Remittance Options

EFT Remittance Format Dynamics GP Report Writer

Refund Check Format

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

- **Check Face/Overflow Stub:** If selected, the Overflow format you have configured will be chosen first. If you do not have an Overflow Format selected, the Primary Check format will be used instead.
- **EFT Remittance Format** allows you to choose from any of Mekorma's formats by using the look-up next to the EFT Remittance Format field.

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

EFT Remittance Format

Any Mekorma 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.

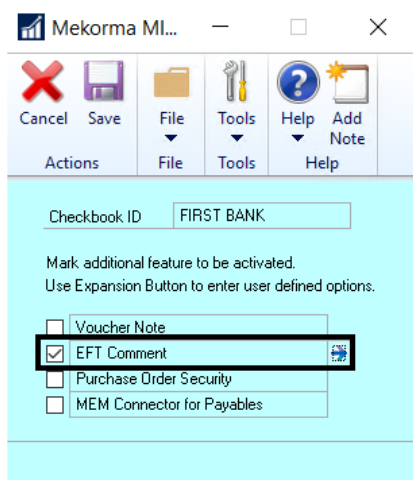
Last modified: June 19, 2023

5.11.5. 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.

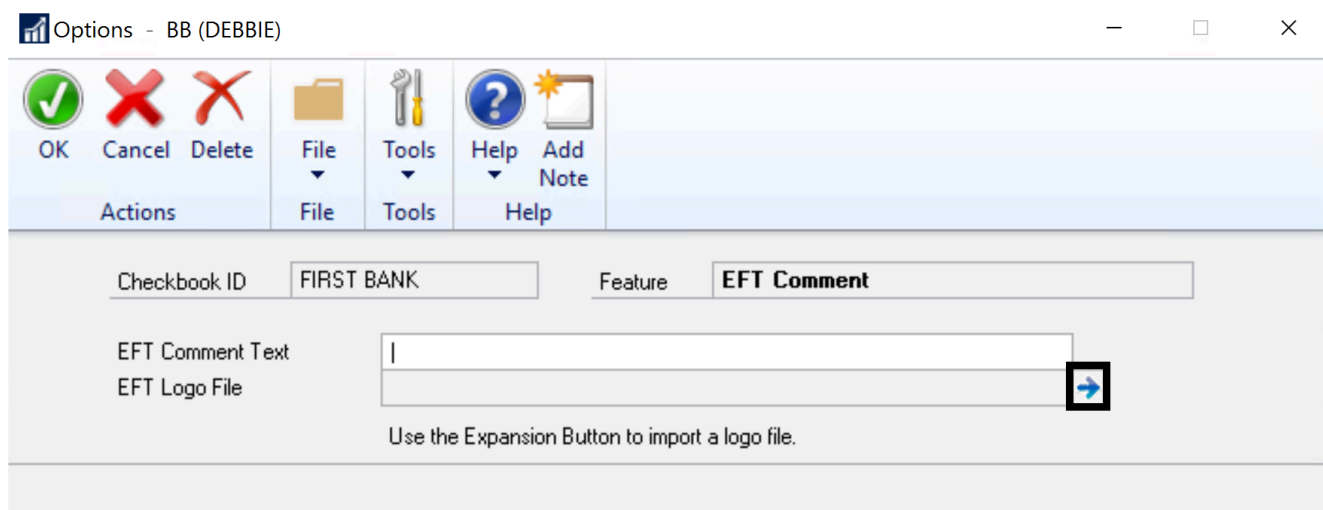
1. Open the **Checkbook Setup** window (Mekorma Area Page > Setup > Purchasing > Checkbook Setup).
2. Use the look-up to select a **Checkbook ID**.
3. Open the **Additional** menu > **Additional Features**.
4. In the **Additional Features** window, check the box for **EFT comment** to activate EFT comments.



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.

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.

Last modified: June 19, 2023

5.12. 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 is 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.

Last modified: October 23, 2023

5.12.1. 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).

The screenshot displays the 'Action Board Build Maintenance' window with the following details:

- Build ID:** UTILITIES
- Description:** UTILITIES due in 7 by vendor cb
- Select:** Due Date/Discount Date Cutoff
 - Due Date Cutoff: ☐ None ☒ Due Date
 - Discount Date Cutoff: ☒ None ☐ All ☐ Discount Date
- Restrictions:** Class ID: from UTILITY To UTILITY
- One Check Per:** Use Vendor Op ☒ Select By Vendor Checkbook ☐ Select By Voucher
- Automatically Apply Existing Unapplied:**
 - ☒ Payments ☒ Credit Memos ☒ Returns
 - ☒ Functional Currency Only ☐ All Currencies
 - ☒ Batch Currency Only ☐ Batch and Functional Currency
- Remittance:**
 - List Documents: * Company Default
 - Sort Documents By: Date

The 'Date Offset Codes' window is open, showing:

- Base Date:** User Date (UD)
- Offset By:** 7 Calendar Days (CD)
- Date Offset Code:** UD:OCD
- Example:** 6/15/2021

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
- 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 Cutoff and Discount Date Cutoff are calculated fields. They are calculated when you build, using your Dynamics **User Date**. 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 three 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 seven 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.

Last modified: August 9, 2023

5.12.2. 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. Select a company to build a process ID for.
4. If the company that you select is using Multi-Entity Management (MEM) by Binary Stream®, the **Entity ID** field will be displayed, and you can select an entity ID. Only checkbooks assigned to that entity ID will be displayed when you click the lookup button for the **Checkbook ID** field.
5. Select a checkbook ID, a credit card, and a [build ID](#) that contains the desired build criteria.
6. Choose the payment types you would like to include by checking the boxes next to **Checks** and/ or **EFTs**.
7. By default, EFT batches will be processed using the Domestic format. If you need to create an EFT batch using a different format then select the EFT format for this batch.
8. Press **Insert**.

Action Board Process Maintenance - BB (KAREN)

Save Clear Delete Advanced File Tools Help Add Note Debug

Process ID: UTILITY
 Description: UTILITY
 Company Name: Balanced Business
 Entity ID: 200
 Checkbook ID: BB FIRST BANK
 Credit Card:
 Build ID: DEFAULT
 Payment Type: ☒ Checks ☒ EFTs
 EFT File Format: Domestic
 Currency ID: Z-US\$

Copy

Insert Remove

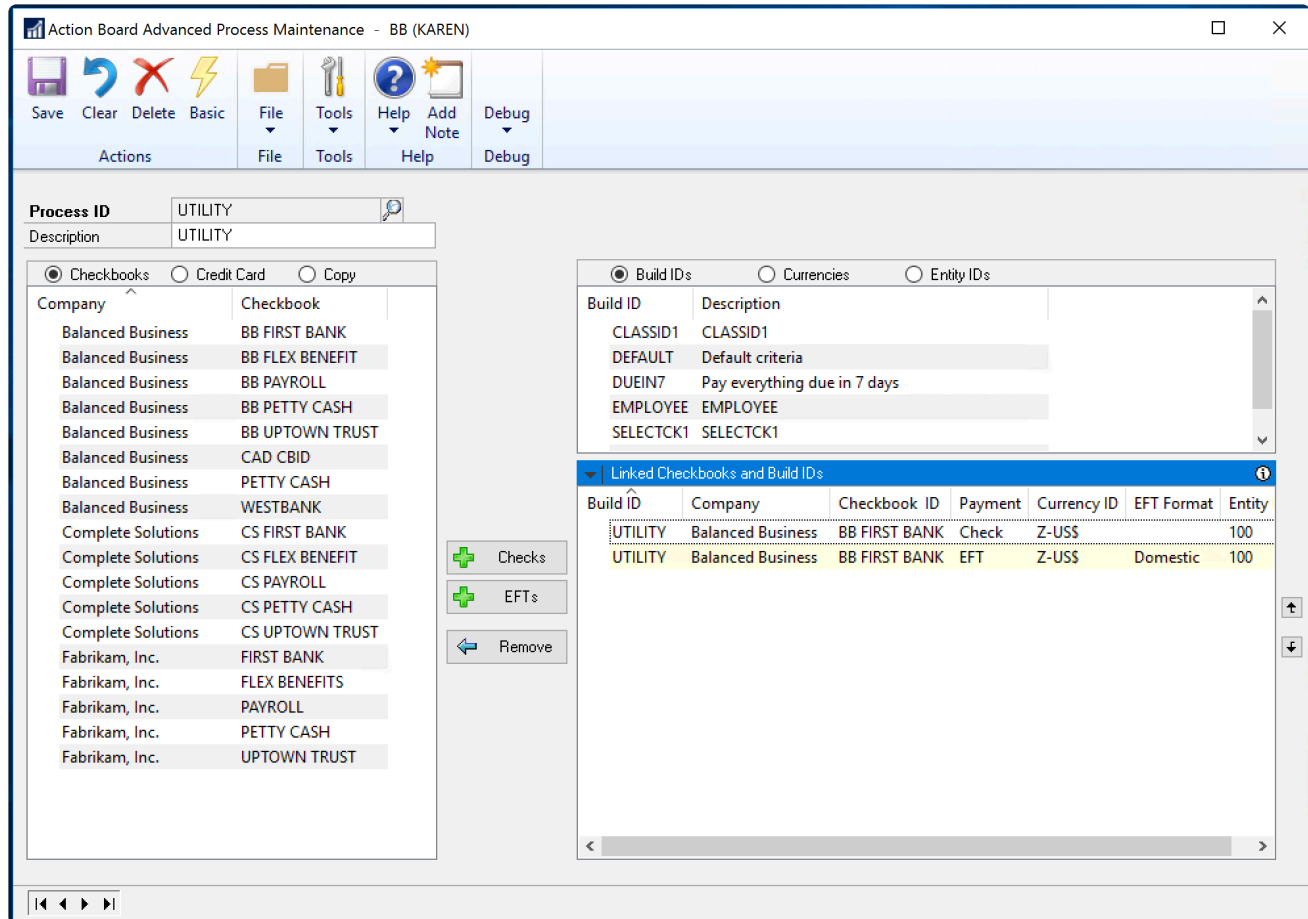
Build ID	Company	Checkbook ID	Payment	Currency ID	EFT Format	Entity ID
UTILITY	Balanced Business	BB FIRST BANK	Check	Z-US\$		100
UTILITY	Balanced Business	BB FIRST BANK	EFT	Z-US\$	Domestic	100

9. Save after adding desired criteria.

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.

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



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

! Note that the Advanced Setup window only supports the default EFT format, which is Domestic. If you use EFT using Foreign format, you can set that up using

the **Basic setup window**.

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 the **Linked Checkbooks & Build IDs** list that you want in a different currency.
3. Click the currency you want to change to.

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 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.

Last modified: October 26, 2023

5.12.3. 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, use the **Send To** column to assign it to a file, monitor, or printer by checking the box in the file column and ensuring the other checkboxes are unmarked. **Note:** Do not assign the report to a query.

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 set up is done on a per company basis in Dynamics GP. Therefore, you can set up each company to point to its own path if you want to separate your posting journals on a per company basis.

Last modified: October 23, 2023

5.12.4. Control Your Batch Names

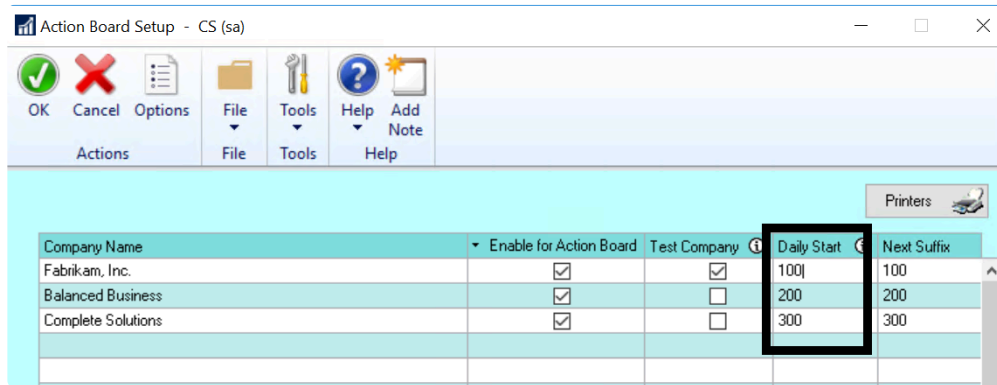
Mekorma Action Board 'Build Batch' requires unique batch numbers. A suffix is added to your batch numbers when you build and is automatically incremented. The batch name format will be -### based on the current date.

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.

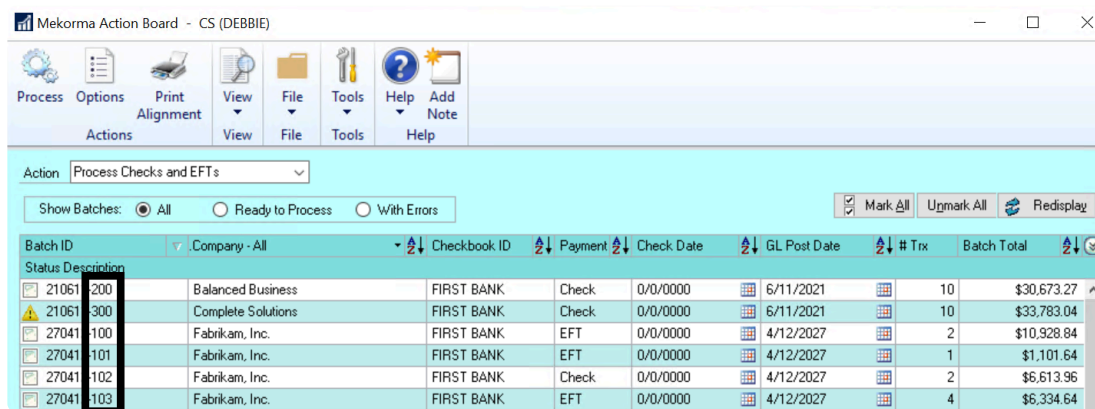
Without configuration, the daily start suffixes will always start at 1 for all companies and batches will just be named in sequence as they are created. The Daily Start option allows you to start the suffix sequence at different starting points for each company. If you do this, then all the batches from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



- 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:



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

Last modified: August 9, 2023

5.12.5. 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.

Action Board Options - CS (sa)

Save Cancel Printers File Tools Help Add Note

Actions File Tools Help

User ID: sa

Build Payment Batches

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

Edit List Destination

☐ Printer
☐ File

Type:
Path:

EFT & Safe Pay

EFT Remittance Options

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

Posting Options

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

Sort Checks By: * Company Default

All Actions

☒ Email Report After Processing

Email Address:

User Interface Automation Control

☒ Show Dynamics GP windows

4. Click Save.

Last modified: August 9, 2023

5.12.6. 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.

Action Board Options - CS (sa) — □ ×

Actions

Save Cancel Printers File Tools Help Add Note

User ID 🔍

Build Payment Batches ⓘ

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

Edit List Destination

☐ Printer
☒ File

Type

Path 📁

EFT & Safe Pay ⓘ

EFT Remittance Options

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

Posting Options

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

Sort Checks By

All Actions ⓘ

☒ Email Report After Processing

Email Address

User Interface Automation Control

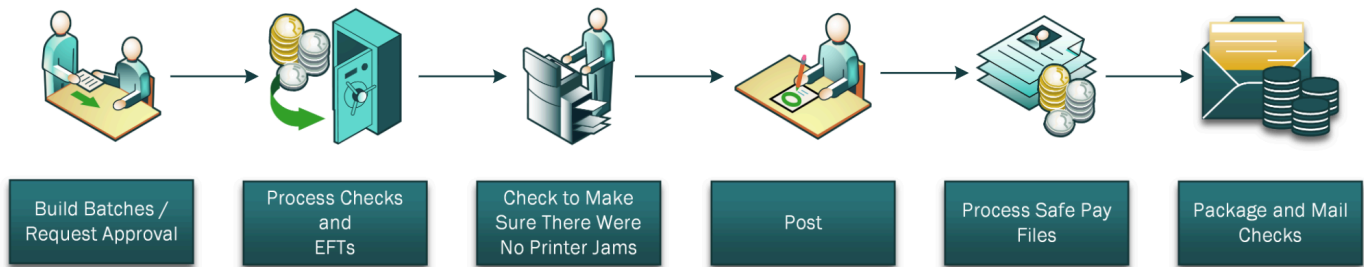
☒ Show Dynamics GP windows

Last modified: August 9, 2023

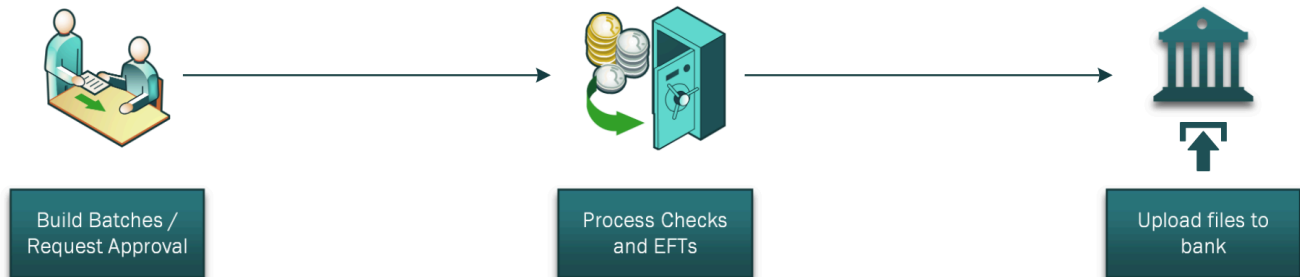
5.12.7. EFTs in the Action Board

When using the Action Board, your system can select both your checks and EFT batches in one process. As shown earlier, 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:



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:

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**.

Last modified: October 23, 2023

5.12.8. 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:

The screenshot shows the 'Action Board Options - CS (RYAN)' window. The 'Sort Checks By' dropdown menu is open, displaying the following options: '* Company Default', 'Payment Number', 'Name', 'State - City', 'ZIP Code', 'Voucher Number', and '* Company Default'. The first and last options are highlighted in blue. The window also contains sections for 'Build Payment Batches', 'EFT & Safe Pay', and 'All Actions'.

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

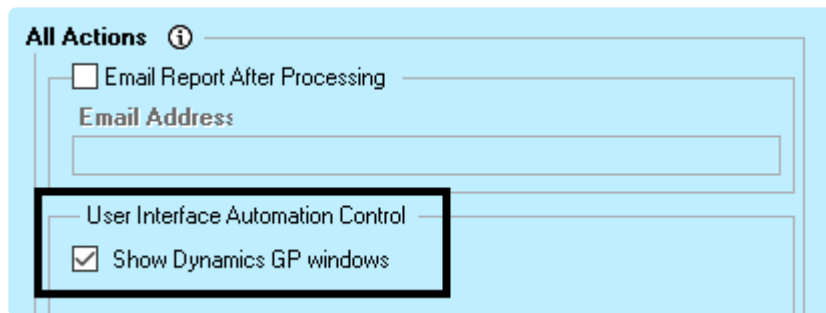
3. Click **Save**.

Last modified: June 19, 2023

5.12.9. 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.



The screenshot shows a light blue window titled 'All Actions' with an information icon. Inside, there's a section for 'Email Report After Processing' with an unchecked checkbox and an 'Email Address' input field. Below that, the 'User Interface Automation Control' section is highlighted with a black border, containing a checked checkbox for 'Show Dynamics GP windows'.

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.

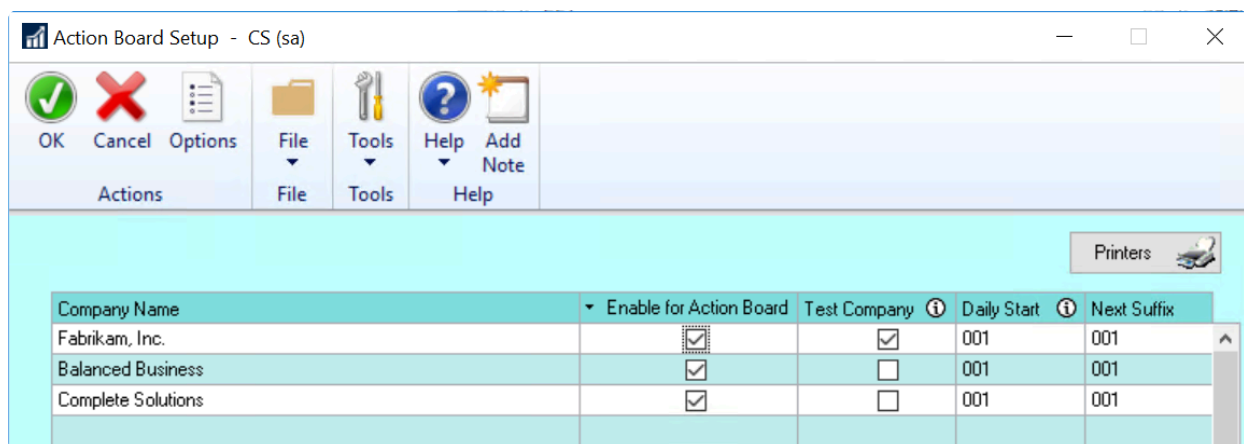
Last modified: August 10, 2023

5.12.10. 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**.

Last modified: June 19, 2023

5.12.11. 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:

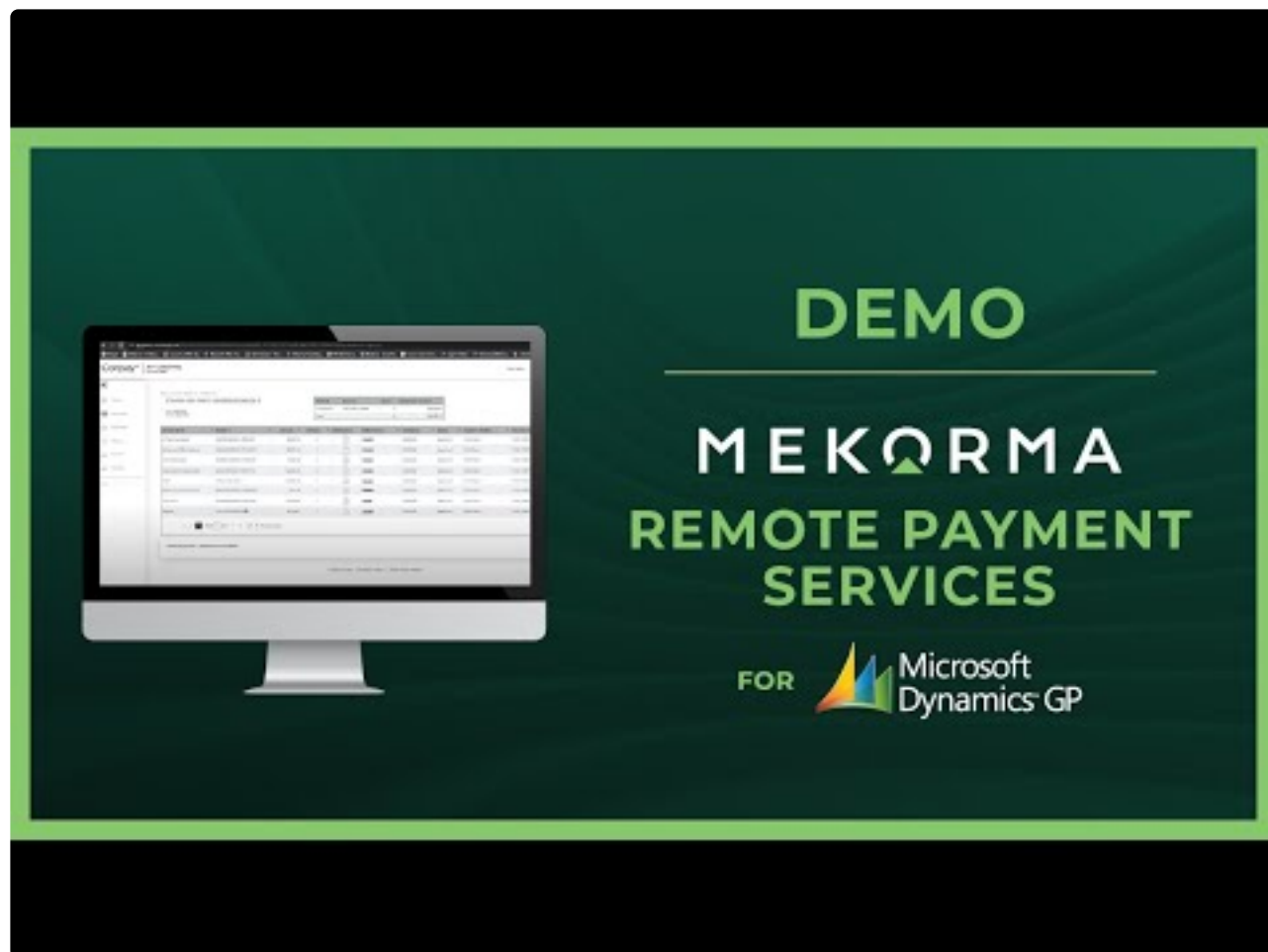
- Microsoft Dynamics GP sample company, Fabrikam, Inc.
- Companies with “ in the name
- Companies with “ in the name

Last modified: June 19, 2023

5.13. 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.

Watch this video for a quick overview of how Remote Payment Services for GP works.



https://www.youtube.com/embed/FcZ5AY3Zg_M?rel=0

If you're using Corpay, the existing fields *Customer Account* and *Invoice Comments* are customizable. Data in GP tables can be mapped to these two fields and printed on Corpay remittance. A customized function is needed to support the mapping. Please reach out Mekorma Customer Success team at support@mekorma.com to discuss your needs.

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**

Remote Payment Services Configuration - BB (sa)

Save File Tools Help Add Note

Check printing location: Outsourced

Credit Card ID:

Send Zero Value Checks: ☒

Integration Base Folder: C:\Program Files (x86)\Microsoft Dynamics\GP\Data\

Checkbook ID	Description	Bank Acc No	Inactive	Remote Bank Account	Account Type	Credit Limit
BB UPTOWN TRUST	Uptown Trust	555777999	<input type="checkbox"/>	Corpay	Pre-Funded	\$0.00
I			<input type="checkbox"/>			\$0.00

Enroll Vendors

- 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 **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 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.

- **Transaction funding:** We recommend this method, where every GP payment corresponds to a withdrawal from your company’s checkbook. The withdrawals are treated like checks and each individual payment clears the checkbook.
- **Bulk funding:** All payments for the day for each checkbook are funded by a single withdrawal. Bulk 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: Choose **Corpay**.

AvidXchange customers: Transaction Funding is the only Funding method so no choices will show.

Last modified: October 23, 2023

5.13.1. 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.

Checkbook ID	Description	Bank Acc No	Inactive	Remote Bank Account	Account Type	Credit Limit
BB UPTOWN TRUST	Uptown Trust	555777999	<input type="checkbox"/>	Corpay	Pre-Funded	\$0.00
I			<input type="checkbox"/>			\$0.00

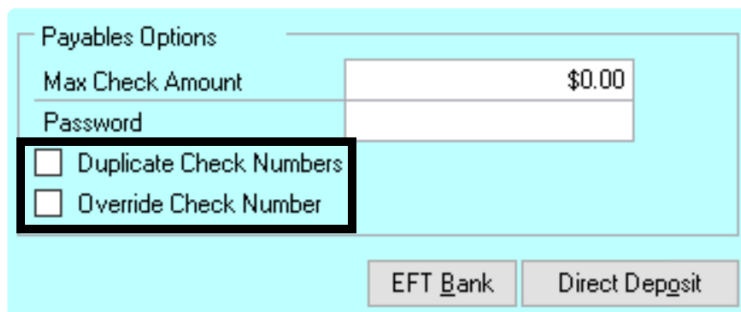
3. Match the GP checkbook with the correct provider by using the drop-down menu under the **Remote Bank Account** column.
 - For AvidXchange customers, there will only be one choice (**AvidXchange**)
 - For Corpay customers, choose **Corpay**. This funds each payment individually, by

transaction.

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.



The screenshot shows a window titled "Payables Options". It contains the following fields and controls:

- Max Check Amount:** A text box containing "\$0.00".
- Password:** A text box.
- Duplicate Check Numbers:** A checkbox that is currently unchecked.
- Override Check Number:** A checkbox that is currently unchecked.
- EFT Bank:** A button.
- Direct Deposit:** A button.

A black rectangular box highlights the "Duplicate Check Numbers" and "Override Check Number" checkboxes.

Last modified: August 14, 2023

5.13.2. 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.

Click **Enroll Vendors** at initial implementation. Running **Enroll Vendors** changes any vendor 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**.

Remote Payment Services Configuration - BB (sa)

Save File Tools Help Add Note

Check printing location Outsourced

Credit Card ID

Send Zero Value Checks ☒

Integration Base Folder C:\Program Files (x86)\Microsoft Dynamics\GP\Data\

Checkbook ID	Description	Bank Acc No	Inactive	Remote Bank Account	Account Type	Credit Limit
BB UPTOWN TRUST	Uptown Trust	555777999	<input type="checkbox"/>	Corpay	Pre-Funded	\$0.00
I			<input type="checkbox"/>			\$0.00

Enroll Vendors

* 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 you add a new vendor to the system, that vendor will automatically be enrolled and set as 'Outsourced Processing.' If you do not enter an address for the vendor, the enrollment status remains 'Pending.' A vendor address is required for enrollment, as that is where the outsource provider will send the check.

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)

Last modified: August 14, 2023

5.13.3. 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.

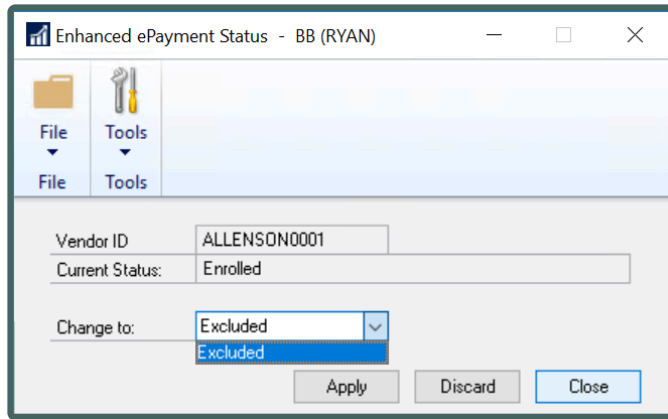
Change an individual vendor's status to Excluded

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.

The screenshot displays two windows from the Mekorma software. The left window, titled 'Vendor Maintenance - TWO (sa)', shows the details for Vendor ID 'ALLENSON0001'. The 'Name' field is 'Allenson Properties', and the 'Short Name' is 'USA-US-M'. The 'Primary Address' is '543 Washington, Chicago, IL 60608, USA'. The 'Contact' is 'Doug Allen'. The 'Phone 1' is '(312) 555-0103 Ext. 0000'. The 'Fax' is '(000) 000-0000 Ext. 0000'. The 'Tax Schedule' is 'USAUSSTCITY+0'. The 'Shipping Method' is 'UPS Zone'. The 'Vendor Account' is '1099'. The 'Comment 1' and 'Comment 2' fields are empty. The 'Options' button is highlighted. The right window, titled 'Enhanced ePayment Status - T...', shows the 'Vendor ID' as 'ALLENSON0001' and the 'Current Status' as 'Enrolled Check'. The 'Change to:' dropdown menu is open, showing 'All Vendor Statuses' and 'Enhanced ePayment Status'. The 'Enhanced ePayment Status' option is selected. The 'Apply', 'Discard', and 'Close' buttons are at the bottom.

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



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).

Enhanced ePayment Vendor Enrollment Inquiry - CS (sa)

OK Redisplay File Tools Help

Actions File Tools Help

Name like

▼ View by Vendor Name

Vendor ID	Vendor Name	Checkbook ID	Enrollment Status	Vendor Status
Check Name	Hold	Enrollment Date	Class	
ACETRAVE0001	A Travel Company	FIRST BANK	Enrolled	Active
ADVANCED0001	Advanced Office Systems	FIRST BANK	Enrolled	Active
ALLENSON0001	Allenson Properties		Enrolled	Active
AMERICAN0001	AmericaCharge		Enrolled	Active
ASSOCIAT0001	Associated Insurance Inc.		Excluded	Active
UTIL_ATT	AT&T	FIRST BANK	Enrolled	Active
ATTRACTI00001	Attractive Telephone Co.		Enrolled	Active
AUSTRALIA	AUSTRALIA		Pending	Temporary
AUTOFINA0001	Auto Financing		Enrolled	Active
BEAUMONT0001	Beaumont Construction		Enrolled	Active
BERGERON0001	Bergeron Communications Sol.		Enrolled	Active
EMP_BJONES	Bill Jones	FIRST BANK	Enrolled	Active
EMP_XJONES	Bill Jones	FIRST BANK	Enrolled	Active
BLOOMING0001	Bloomington County		Enrolled	Active
BURNETT0001	Burnett Travel Associates		Enrolled	Active
BUSINESS0001	Business Equipment Center		Enrolled	Active
BUSINESS MAG	Business Magazine		Pending	Temporary
CAPITALP0001	Capital Printed Circuits		Enrolled	Active
CARLSONS0001	Carlson Specialties		Enrolled	Active
CENTRALC0001	Central Cellular, Inc.		Enrolled	Active
CHICAGOC0001	Chicago City Tax Dept.		Enrolled	Active
CHICAGOR0001	Chicago Rent-All		Enrolled	Active

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.

Print Mekorma Payments - BB (RYAN)

Batch ID: 2021-05-30
Batch Total: \$30,673.27

Check Number: 100003
Check Date: 06082021
Check Comment:
Sort Checks By: Payment Number

Enhanced ePayment Payment Process - BB (RYAN)

Batch Number: 2021-05-30
Batch Total: \$30,673.27
Checkbook ID: UPTOWN TRUST
No to Trx: 10

Vendor Name like:

Vendor ID	Payment Number	Date	Amount	Should Send	Process Type
ACETRAVE0001	0000000000000000501	6/8/2021	\$4,194.20	<input checked="" type="checkbox"/>	Default
ADVANCED0001	0000000000000000502	6/8/2021	\$5,685.08	<input checked="" type="checkbox"/>	Default
ALLENSON0001	0000000000000000503	6/8/2021	\$4,249.41	<input checked="" type="checkbox"/>	Locally
AMERICAN0001	0000000000000000504	6/8/2021	\$534.90	<input checked="" type="checkbox"/>	Default
ASSOCIAT0001	0000000000000000505	6/8/2021	\$2,364.55	<input checked="" type="checkbox"/>	Default
BEAUMONT0001	0000000000000000506	6/8/2021	\$514.66	<input checked="" type="checkbox"/>	Default
FMP BUNES	0000000000000000507	6/8/2021	\$1,101.64	<input checked="" type="checkbox"/>	Default

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.

Enhanced ePayment Configuration - BB (RYAN)

Check printing location: Outsourced

Credit Card ID:

Send Zero Value Checks: ☐

Integration Base Folder:

Checkbook ID:

FIRST BANK

UPTOWN TRUST

Microsoft Dynamics GP

Are you sure you want to delete this record?

Delete Cancel

Account Type	Credit Limit
Pre-Funded	\$0.00
Pre-Funded	\$0.00
	\$0.00

Enroll Vendors

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.

Enhanced ePayment Configuration - CS (sa)

Save File Tools Help Add Note

Actions File Tools Help

Check printing location: Outsourced

Credit Card ID: Outsourced

Send Zero Value Checks: Locally

Integration Base Folder: C:\Users\Administrator\Documents\vePayments\

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

Enroll Vendors

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**.

Last modified: August 14, 2023

5.14. 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 supported when you send your payments through an outsource service provider. If you want to outsource your MEM payments, each 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).

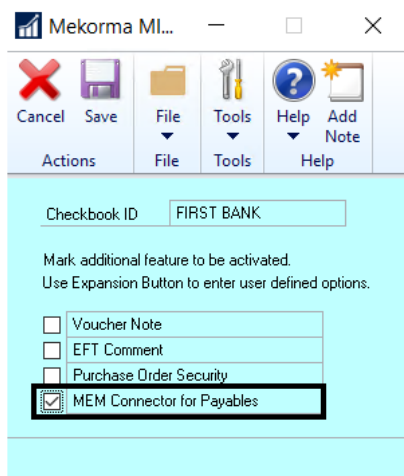
Last modified: October 23, 2023

5.14.1. 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

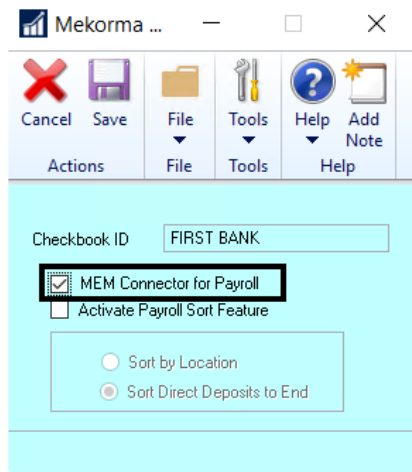
1. Open the **Mekorma Checkbook Setup** window (Mekorma Area Page > Setup > Purchasing > Checkbook Setup).
2. Choose the checkbook you want to be used with the MEM Connector.
3. Click on **Additional > Additional Features**.
4. Check the box next to **MEM Connector for Payables**.



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 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**.



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

Last modified: August 15, 2023

5.14.2. 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 or Stub 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.
 - 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 Voucher Subtotals**
 - Uses Centralized category to print vouchers on the stub with no subtotal line.
 - **Subtotal Vouchers by Facility ID**
 - Sorts and groups vouchers by facility ID and prints a subtotal line after each group.
 - **Subtotal Vouchers 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 affect the printing results.

3. Mark **Print Grand Total** to print the sum of all facilities.

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

p(banner tip). For correct alignment of columns on the stub when using the subtotal options, all normal voucher line fields should be replaced with fields from the [MEM Centralized Payables category](#) of the Configurator.

Last modified: October 23, 2023

5.14.3. Configure MEM Connector Payables and Transaction 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. For transaction checks, you can print entity information on the invoice header or invoice line by selecting Facility ID, Facility Name, or Facility Company Name from the MEM Centralized category.

! The [MEM Connector must be enabled](#) in order to print MEM fields on checks and stubs.

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

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

Buttons on the right:

- Label
- Line
- Box
- Picture
- Add Label
- Add Line
- Add Box
- Add Picture
- Add Check Region
- Add Stub Region
- Add Elements

Centralized Payables

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

Decentralized Payables

- Facility ID, Facility Name, and Facility Company Name are single-line fields (to print in the header).
- Internet User Defined 1 and Internet User Defined 2 are single-line fields in both Centralized and Decentralized categories.
- Facility Address is a multi-line field which contains one line each for Address 1, 2, and 3 (if they are populated) and a final line containing city, state, and zip code. *This field is only available for Decentralized Payables.*

Setup options for payables [Sorting and Subtotals](#) can be configured.

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

Last modified: October 25, 2023

5.14.4. 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 IDs can be found in the Signatures & Passwords by Checkbook section.

Setting Up Payroll Signature IDs

In standard MICR payroll processing when security is by checkbook, a default Signature ID is assigned for all payroll checks. With the MEM Connector for Decentralized Payroll, a Signature ID needs to be defined for each payroll checkbook. This setup is used to determine which signatures print on the checks and when the signatures should be printed.

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

2. Click on the Checkbook ID to which you want to assign a Signature ID.
3. Click the look-up next to Payroll Signature ID.
4. Choose the desired Signature ID.
5. Repeat for all payroll checkbooks.

Last modified: August 15, 2023

5.14.5. 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](#):

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

Label

Line

Box

Picture

Add Label

Add Line

Add Box

Add Picture

Add Check Region

Add Stub Region

Add Elements

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

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

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

code for the facility.

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

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

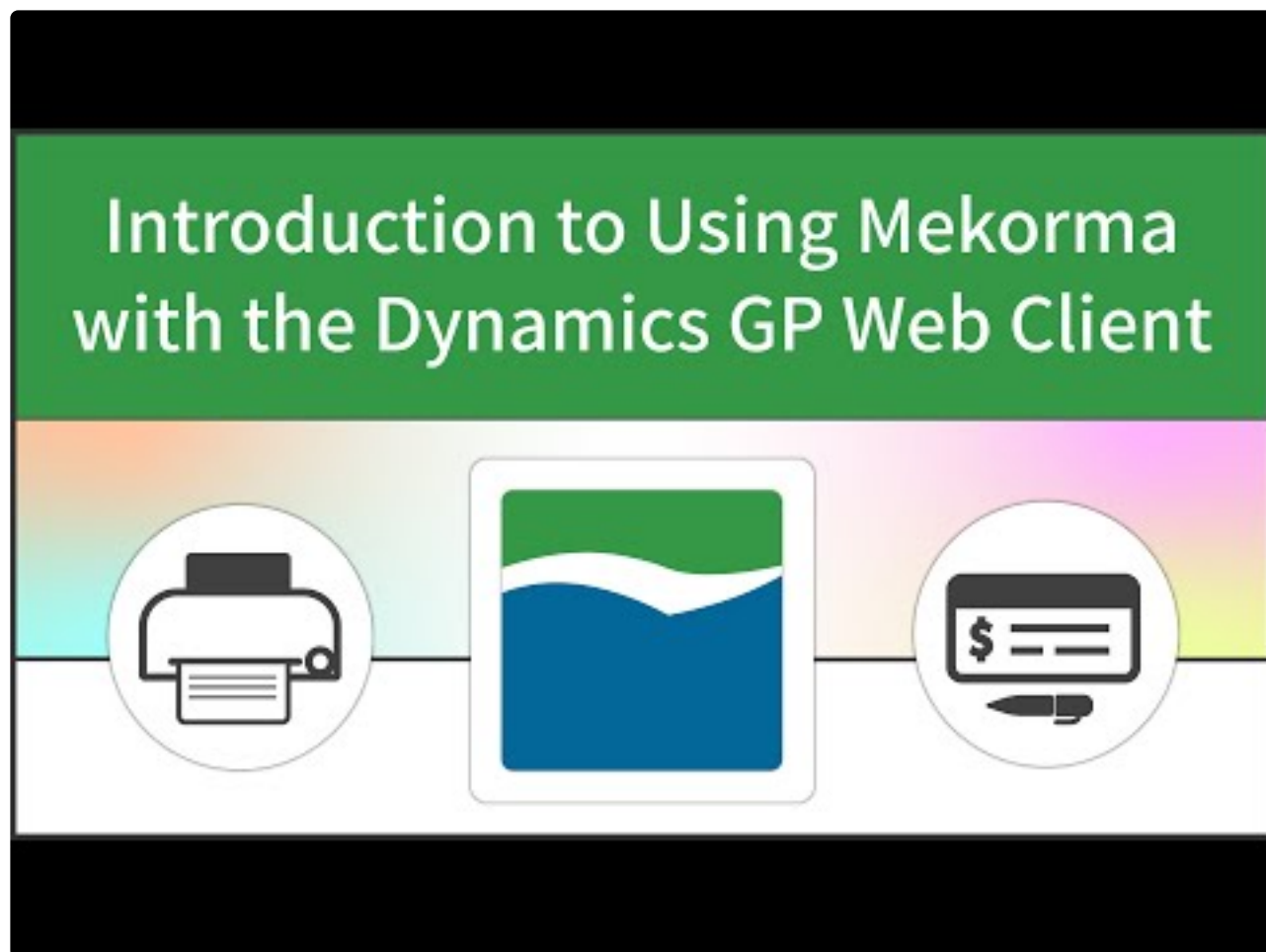
Last modified: June 19, 2023

5.15. 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.

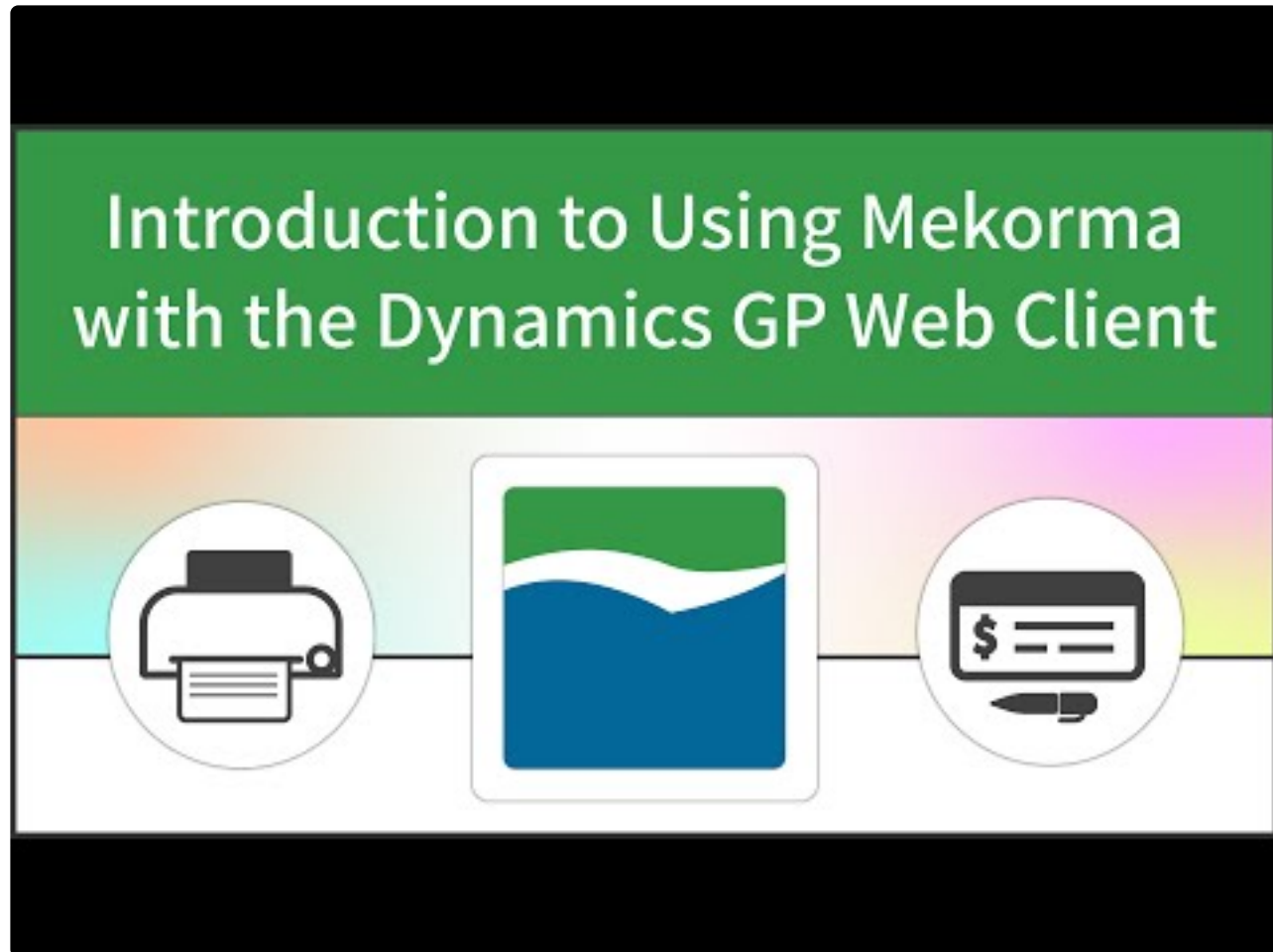


A limitation of the Dynamics GP Web Client is that it will not work with the Payment Hub Action Board. If you are in a Dynamics GP Web Client environment and you would like to use the Action Board, please log in to our [online portal](#) and open a new case with the Mekorma Customer Success team.

Last modified: June 19, 2023

5.15.1. Browser Settings

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



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

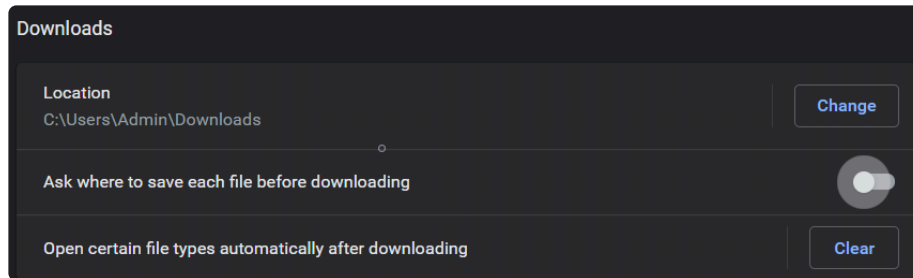
https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0&start=208&end=314

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

Settings for .mcp (Mekorma Check Print) Downloads

1. Open Google Chrome and type in the following URL: `chrome://settings`.
2. Scroll and open **Advanced**.

3. Scroll to **Downloads**. Choose the folder location path where the encrypted Mekorma Check Print file (.mcp) will be written at print time.
4. Turn off **Ask where to save each file before downloading**.



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

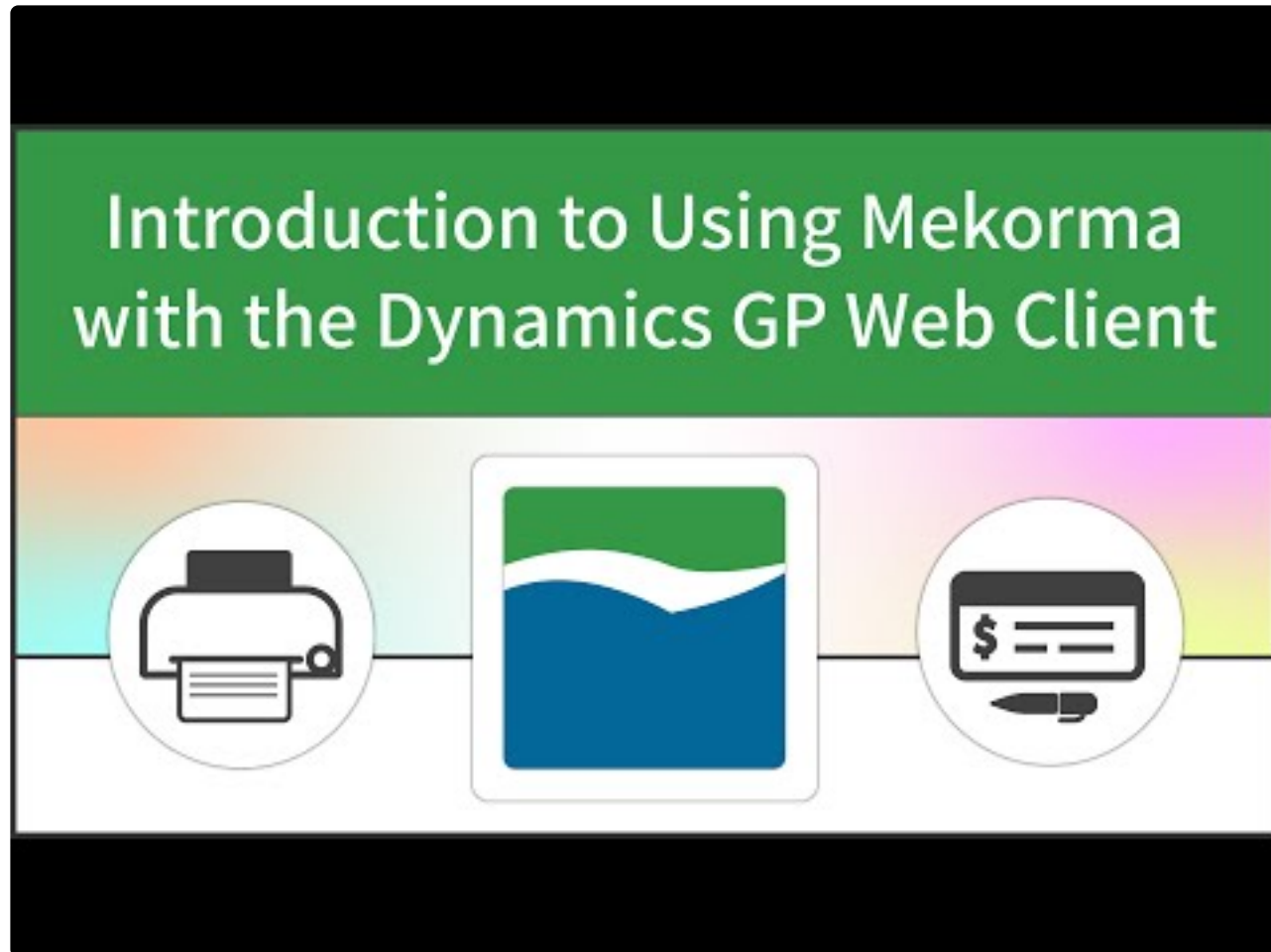
To prevent further browser dialogs when using Chrome

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.*

Last modified: June 19, 2023

5.15.2. 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.

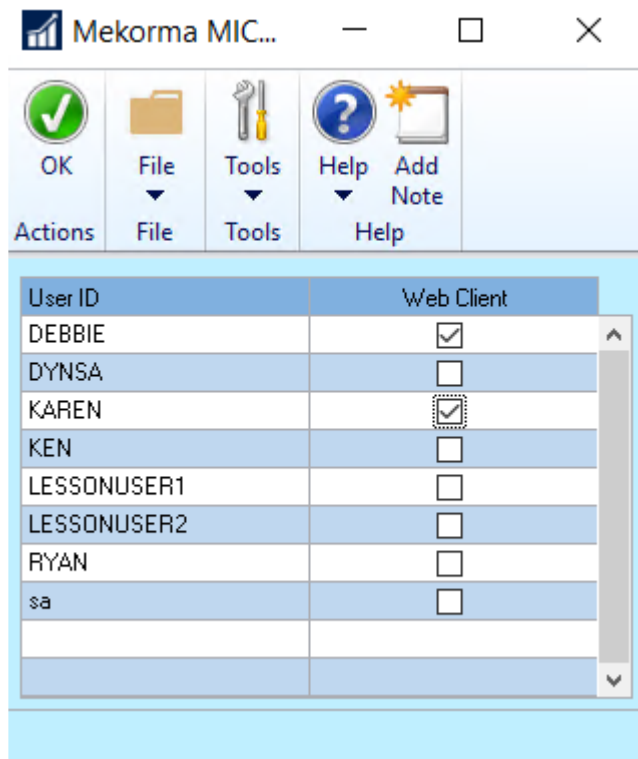


https://www.youtube.com/embed/_nQVFo2Uwnk?rel=0

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.



Last modified: June 19, 2023

5.16. Omit Zero-Dollar Checks

Enable this feature if you do NOT want to print a \$0 check when you process batches using Mekorma functionality. Zero-dollar payments will be assigned a remit number in GP. Mekorma does not modify that behavior. For more information, refer to the topic [How payments that have zero are treated - Dynamics GP](#).

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**:

Mekorma System Options - CS (sa)

Save Additional File Tools Help Add Note

PDF File Location and Naming Convention

☒ Enable PDF Check Copies

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

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

Available Fields for Folders

- Batch Number
- Date
- Check Number
- Vendor ID or Employee ID

Fields in Folder Path

- Company ID
- Checkbook ID

Available Fields for Filename

- Company ID
- Checkbook ID
- Date

Fields in Filename

- Vendor ID or Employee ID
- Batch Number
- Check Number

Additional Printing Options

- ☐ Disable Check Archiving
- ☐ Auto Show Inquiry Check Preview
- ☐ Keep Print Window Open After Printing
- ☐ Using Flow + Powerapps for notifications emails
- ☒ **Omit \$0 checks in Payables**
- ☐ Print PDP Notes
- ☐ Suppress DD Remittances

Assign by Checkbooks Options

- ☒ Enable Assign by Checkbook

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

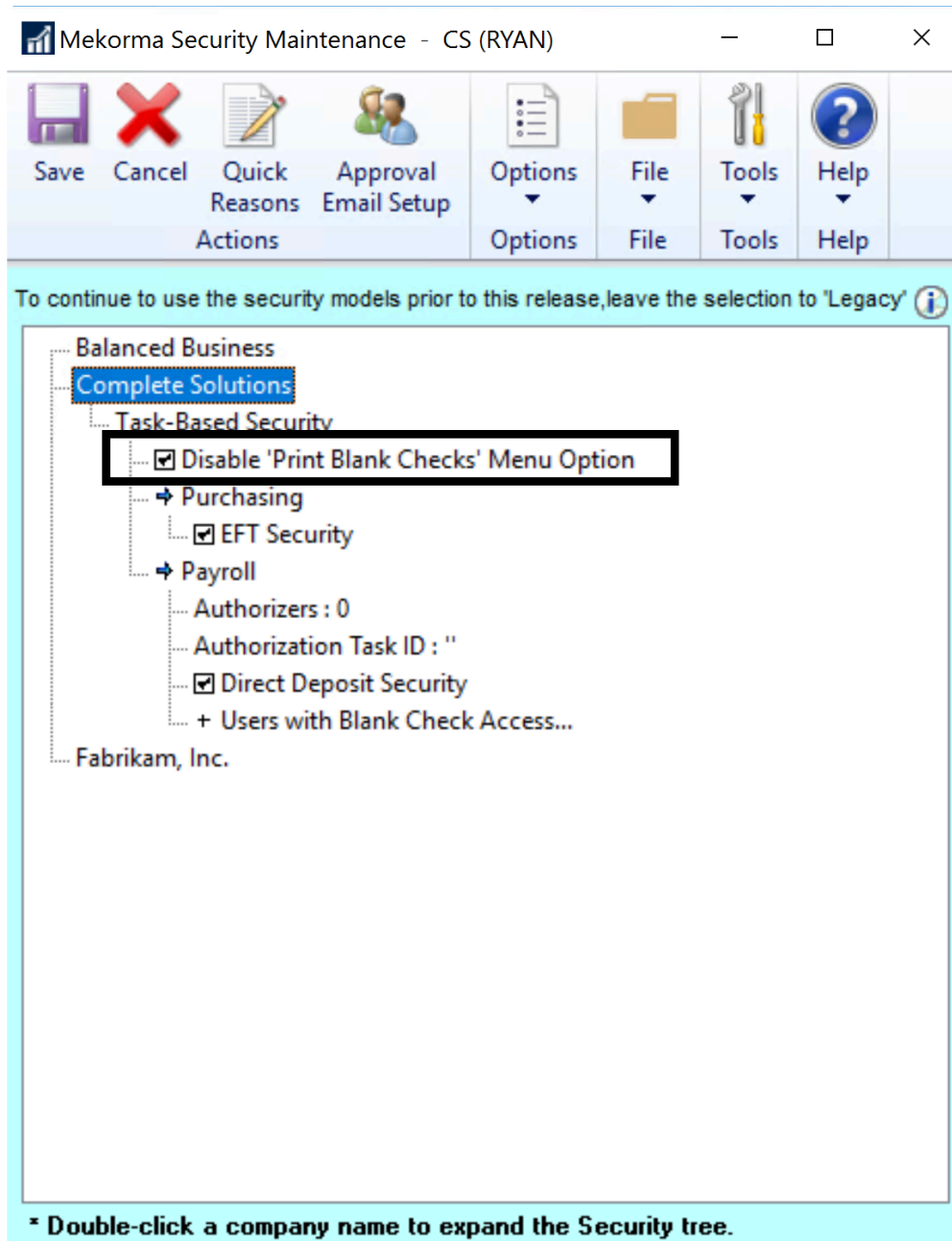
Last modified: October 23, 2023

5.17. 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**.



Last modified: June 19, 2023

5.18. 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 others.

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

Last modified: August 16, 2023

6. 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**.

Last modified: June 19, 2023

6.1. 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 them 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.

Last modified: August 17, 2023

6.1.1. 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.

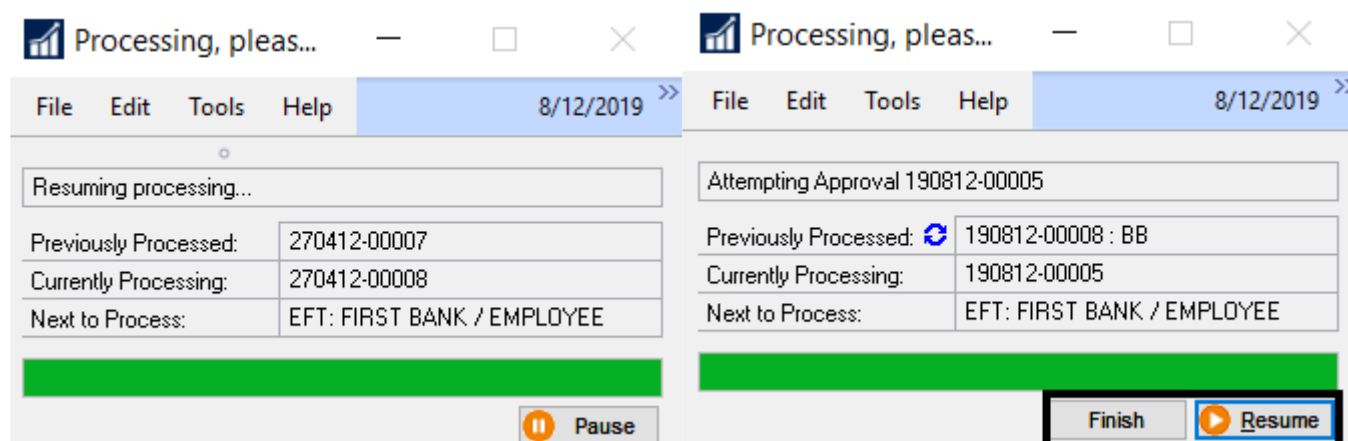
1. Open the Mekorma Action Board (Mekorma Area Page > Transactions > Payables > Mekorma Action Board).
2. Click on the Action drop-down menu and select **Build Payment Batches** (this is the default selection upon first opening the action board).
3. Choose the desired [Process ID](#). The system will 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.

The screenshot shows the Mekorma Action Board window titled "Mekorma Action Board - CS (sa)". The interface includes a menu bar with "Process", "Options", "View", "File", "Tools", "Help", and "Add Note". Below the menu bar, the "Action" dropdown is set to "Build Payment Batches". The "Process ID" field contains "E0W", and the "Description" field is empty. The "End of Week Payment" checkbox is checked. The main area displays a table of batches with columns: Build ID, Batch Number, Company, Checkbook, Type, Currency, and Reason Batch will not be created. The table lists 12 batches, all with a status of "PENDING" and no reasons for failure.

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

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.

- ✿ 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:

Report Destination

The "Report Destination" dialog box is shown with the following fields and options:

- Report Information:**
 - Name: MMM Build Results Report
 - Option: (empty)
- Destination:**
 - Report Type: Standard (dropdown menu)
 - ☐ Screen
 - ☐ Printer
 - ☒ File
 - File Name: (text field)
 - File Format: (dropdown menu)
 - ☒ Append ☐ Replace

At the bottom are "OK" and "Cancel" buttons.

Example:

The Report will show you:

- Batches that were built because there were payments that met the criteria of the designated Build ID.
- Batches that were not built or REMOVED because no transactions were found to meet the applied build criteria.

- How much time it took to build all the batches.

Screen Output - MMM Build Results Report

File

Edit

Tools

Find

Help

Print

Send To

Modify

100%

▼

Completed 1 Page

Complete Solutions

Batch Number	# of Trx	Checkbook/CC	Payment	Build ID	Batch Total
[REMOVED-0008]	0	FIRST BANK	EFT	UTILITY	\$0.00
[REMOVED-0009]	0	FIRST BANK	EFT	EMPLOYEE	\$0.00
[REMOVED-011]	0	FIRST BANK	EFT	DUEIN7	\$0.00
191111-00003	10	FIRST BANK	Check	DUEIN7	\$19,193.61

					\$19,193.61

Fabrikam, Inc.

Batch Number	# of Trx	Checkbook/CC	Payment	Build ID	Batch Total
270412-00001	2	FIRST BANK	EFT	UTILITY	\$5,464.42
270412-00002	1	FIRST BANK	EFT	EMPLOYEE	\$550.82
270412-00003	2	FIRST BANK	Check	DUEIN7	\$6,613.96
270412-00004	4	FIRST BANK	EFT	DUEIN7	\$3,167.32

					\$15,796.52

[] Batch removed by Multi-Batch Management

Action	Date	Time	\$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.

Last modified: October 26, 2023

6.1.2. 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.

Last modified: June 19, 2023

6.1.3. Using the Action Board with Multi-Entity Management

Before processing payments using Multi-Entity Management (MEM) by Binary Stream® 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 in the **User Entity Setup** window. 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.

Build Batches

1. Open the **Mekorma Action Board Process Maintenance** window (Mekorma Area Page > Setup > System > Action Board 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. Open the Mekorma Action Board and select the process ID.

If the entity has been set up as a parent entity (Multi-Entity Management page > Setup > Company > Purchasing > Centralize AP), it will call the MEM centralized process. The batch will be created including all the invoices from its child entities. If the entity has not been set up as a parent entity, the process is considered a decentralized process and will create one batch per entity based on the process ID setup.

5. 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.
6. 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**.
7. When running a decentralized process:
 - One batch is built for each entity, resulting in multiple total batches. See the **Build Results Report**.

8. Continue with the next steps in the Action Board to process and post your batches.

Last modified: October 26, 2023

6.1.4. 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](#).

Last modified: June 19, 2023

6.1.4.1. Assign a Checkbook to an Invoice

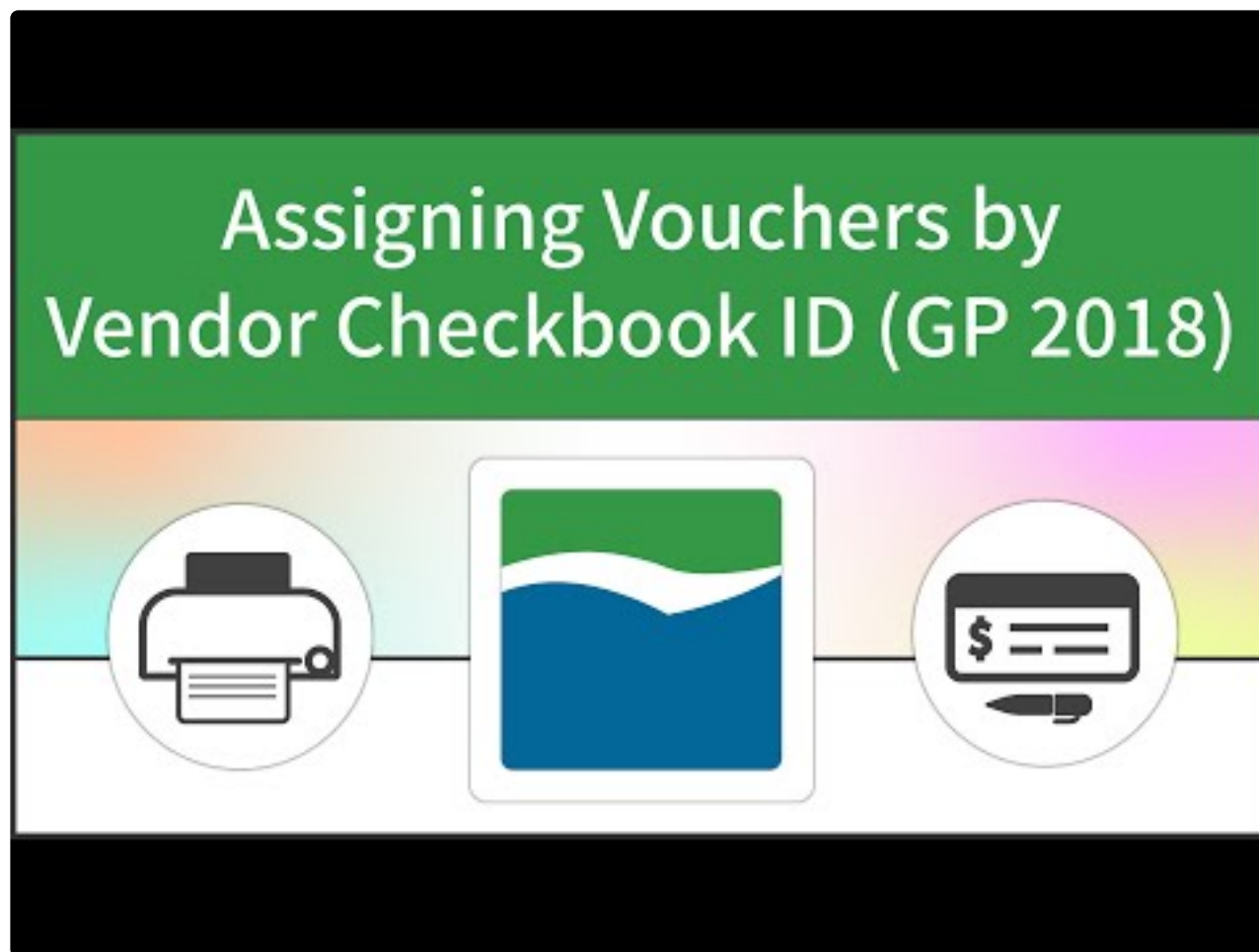
You can assign a checkbook to each invoice when you enter it in the system. This is the method you should use if you have a group of invoices that are each paid by different checkbooks.

[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 > 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.

Payables Transaction Entry - CS (sa)

Actions: Save, Delete, Post, AA, Options, Additional, File, Print, Print, Tools, Help, Add Note, Help.

Payables Transaction Language: Assign by Checkbook

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

Vendor ID: ACETRAVE0001 **Currency ID:** Z-US\$

Name: A Travel Company **Document Number:** DOCUMENT 1

Address ID: PRIMARY **P.O. Number:**

Remit-To ID: **Shipping Method:** OVERNIGHT

Payment Terms: Net 30 **Tax Schedule ID:** COMPANYPUR

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

Buttons: Apply, Distributions, Print Check

Navigation: by Batch ID, Status: Unposted

✿ 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.

Assign by Checkbook Entry - ...

OK
 Cancel
 File
 Tools
 Help
 Add Note

Voucher Number: 0000000000000457
 Vendor ID: ACETRAVE0001
 Vendor Name:
 Checkbook ID: UPTOWN TRUST
 Checkbook Name: Uptown Trust

- 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.

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

Payables Transaction Inquiry - Vendor - CS (sa)

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

Vendor ID: ACETRAVE0001
 Name: A Travel Company

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

Include: ☒ Work ☒ Open ☒ History

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

by Vendor ID

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

Assign by Checkbook Inquiry -... □ ×

OK Cancel File Tools Help Add Note

Actions File Tools Help

Voucher Number 00000000000000469

Vendor ID ACETRAVE0001

Vendor Name A Travel Company

Checkbook ID FIRST BANK 🔍

Checkbook Name First Bank

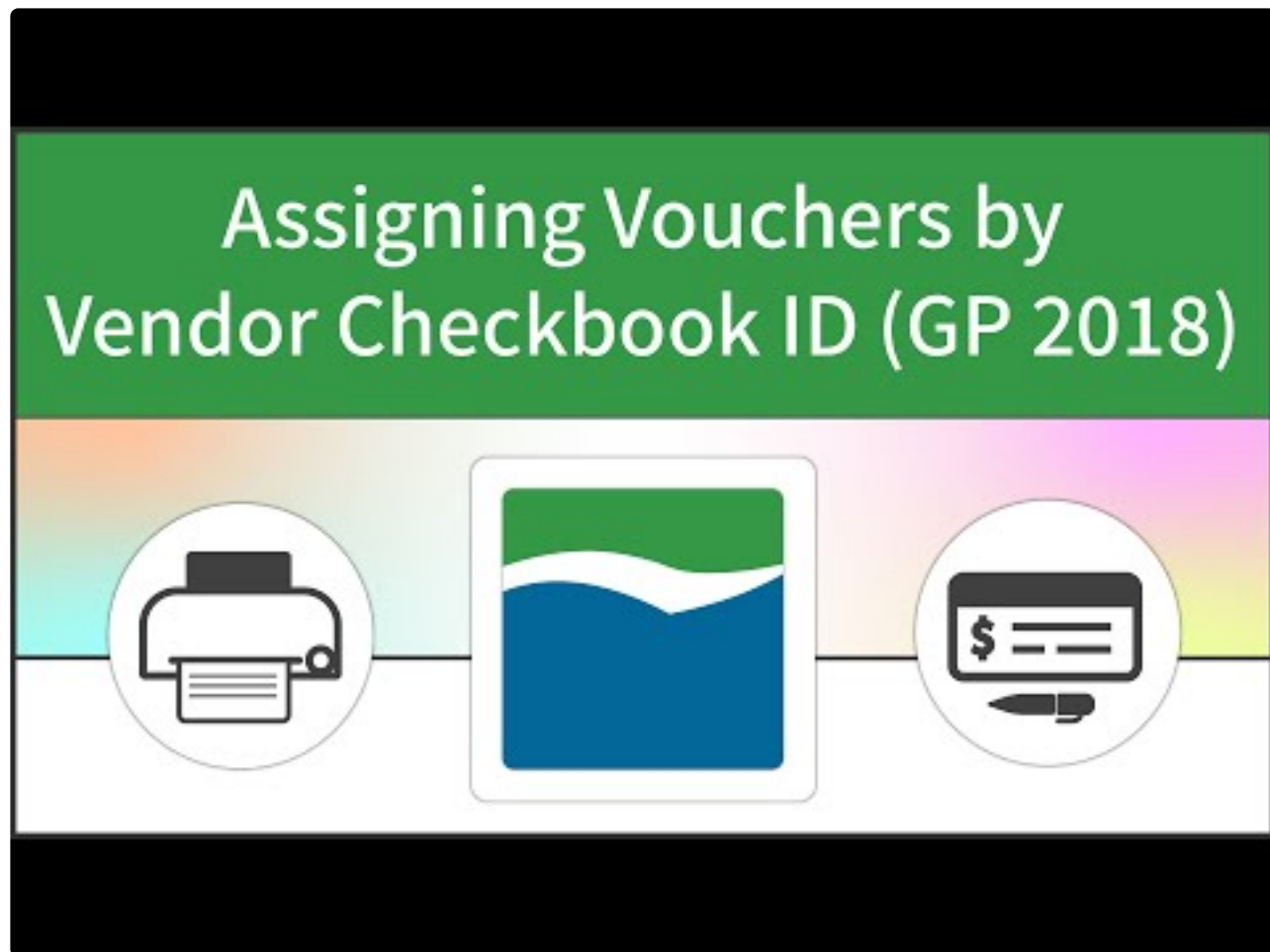
- Click **OK** to close this window.
- Click **OK** on the **Payables Transaction Inquiry by Vendor** or **Payables Transaction Inquiry by Document** window to save.

Last modified: June 19, 2023

6.1.4.2. 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.

Payables Batch Entry - CS (sa)

Save Clear Delete Post Additional File Print Tools Help Add Note

Batch ID: PAYABLES BATCH Origin: Payables Trx Entry

Comment: Payables Invoice

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

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

Recurring Posting: 0

Days to Increment: 0

Checkbook ID: UPTOWN TRUST

Currency ID:

Last Date Posted:

Times Posted:

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

☐ Approved User ID: Approval Date:

Transactions

Navigation: < < > >

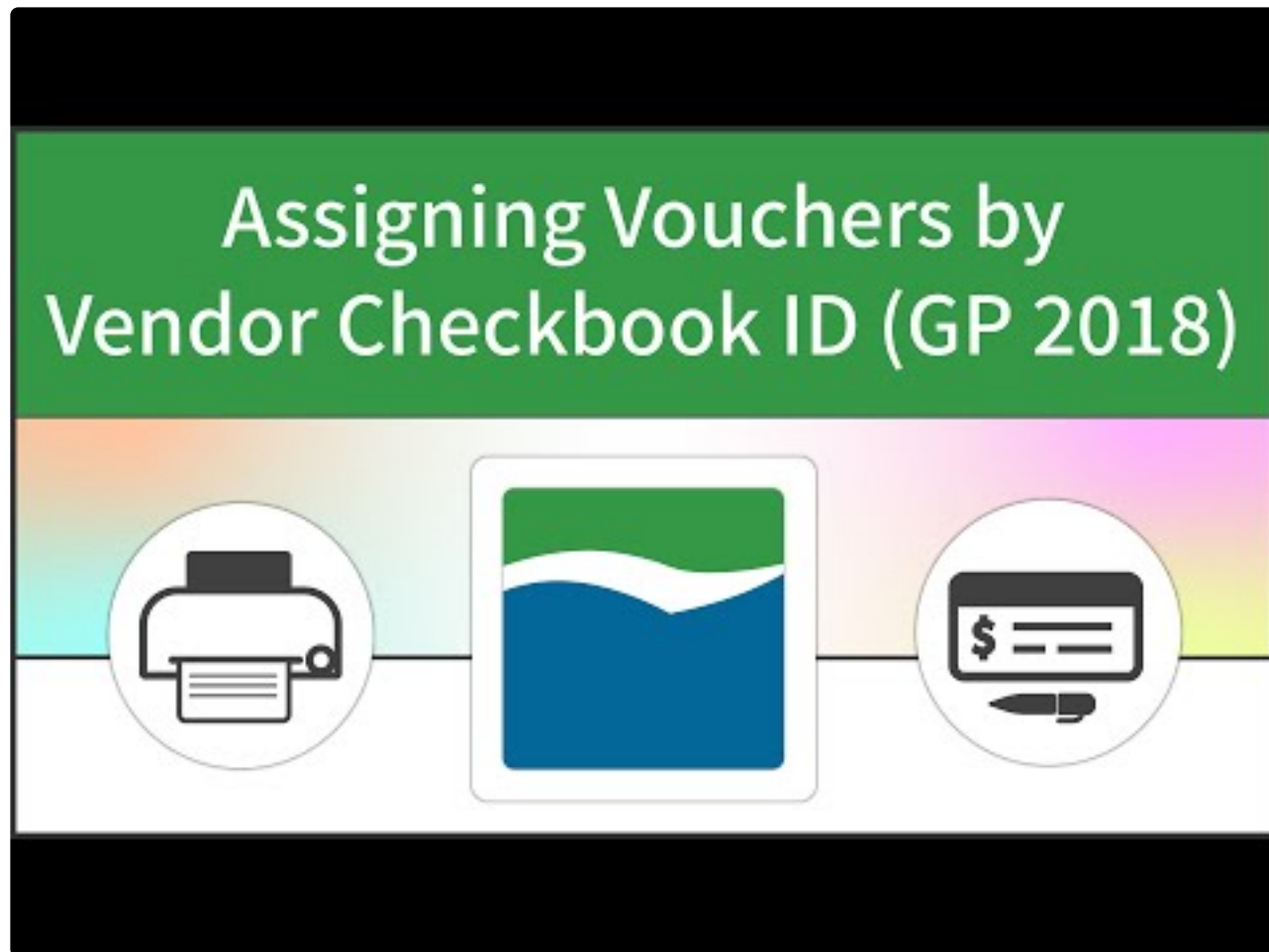
4. Click Save.

Last modified: June 19, 2023

6.1.4.3. 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.

4. Use the look-up to choose the appropriate **Checkbook ID**.
5. Click **OK**.
6. Click **Save** on the **Purchase Order Entry** window.

Copyright © 2023 Mekorma Enterprises. All Rights Reserved.

Receivings Transaction Entry - TWO (sa)

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

Assign By Checkbook

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

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

PQ Number	Project Number	Cost Category ID	Item
Qty Shipped	Unit Cost	U of M	Site ID
Quantity Invoiced	Extended Cost	Previously Shipped	Previously Invoiced
P01002			PHON-GTE-5043
2	\$81.25	Each	WAREHOUSE
0	\$162.50		10
0.00	\$0.00		0.00
0.00	\$0.00		0.00

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

Tax Schedule ID

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

Landed Cost Distributions User-Defined

Receipt Number

Or you can assign it when you match the invoice:

Purchasing Invoice Entry - TWO (sa)

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

Assign By Checkbook

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

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

LC	PQ Number	Project Number	Cost Category ID	Item
Quantity Invoiced	Unit Cost	U of M	Matched to Shipment	Extended Cost
<input type="checkbox"/> P00999				ACCS-CRD-12WH
<input type="checkbox"/> P00999	1	\$3.29	Each	RCT1009
<input type="checkbox"/> P00999	2	\$50.25	Each	RCT1009
<input type="checkbox"/>				ANSW-PAN-1450
0.00	\$0.00			\$100.50
0.00	\$0.00			\$0.00

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

Purch Addl Tax Sched

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

Distributions

Receipt Number

Last modified: June 19, 2023

6.1.4.4. 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**.

Vendor Maintenance Options - CS (sa)

OK Options Additional File Tools Help Add Note

Vendor ID: ACETRAVE0001
Name: A Travel Company

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

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

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

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

Last modified: June 19, 2023

6.1.4.5. Select Vouchers by Vendor Checkbook ID

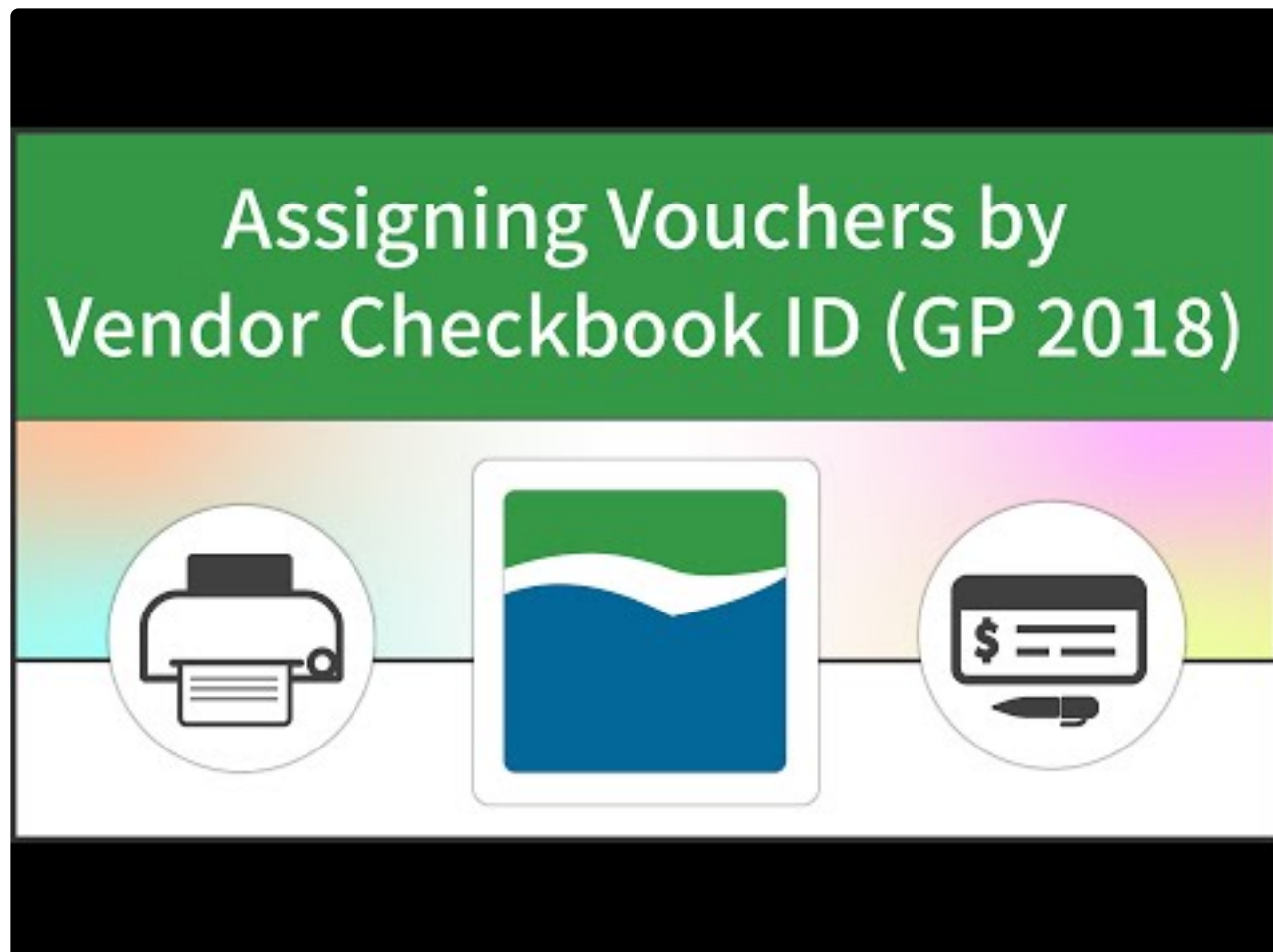
Assigning a payment by vendor Checkbook ID is most useful when you want to pay a certain type of vendor from a particular checkbook.

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 GP2018




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


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

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

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

1. Create a new batch in the **Build Payment Batch (Select Checks)** window.
2. Choose **Computer Checks** in the origin field.
3. Select the **Checkbook ID** that you want to build payments for and **Save** the batch.
4. You will then be back on the **Build Payment Batch** window. Click the box next to **Select Vouchers by Vendor Checkbook ID** on the **Assign by Checkbook** window (which should already be open). Clicking this box activates the feature – only payments to vendors that have been assigned to the checkbook that you’re building payments from will be pulled.

 Please note that if this box is not checked, then the assign by checkbook feature will not work when you build your payment batch.

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

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

Last modified: June 19, 2023

6.1.4.6. Select Vouchers by Voucher Checkbook ID

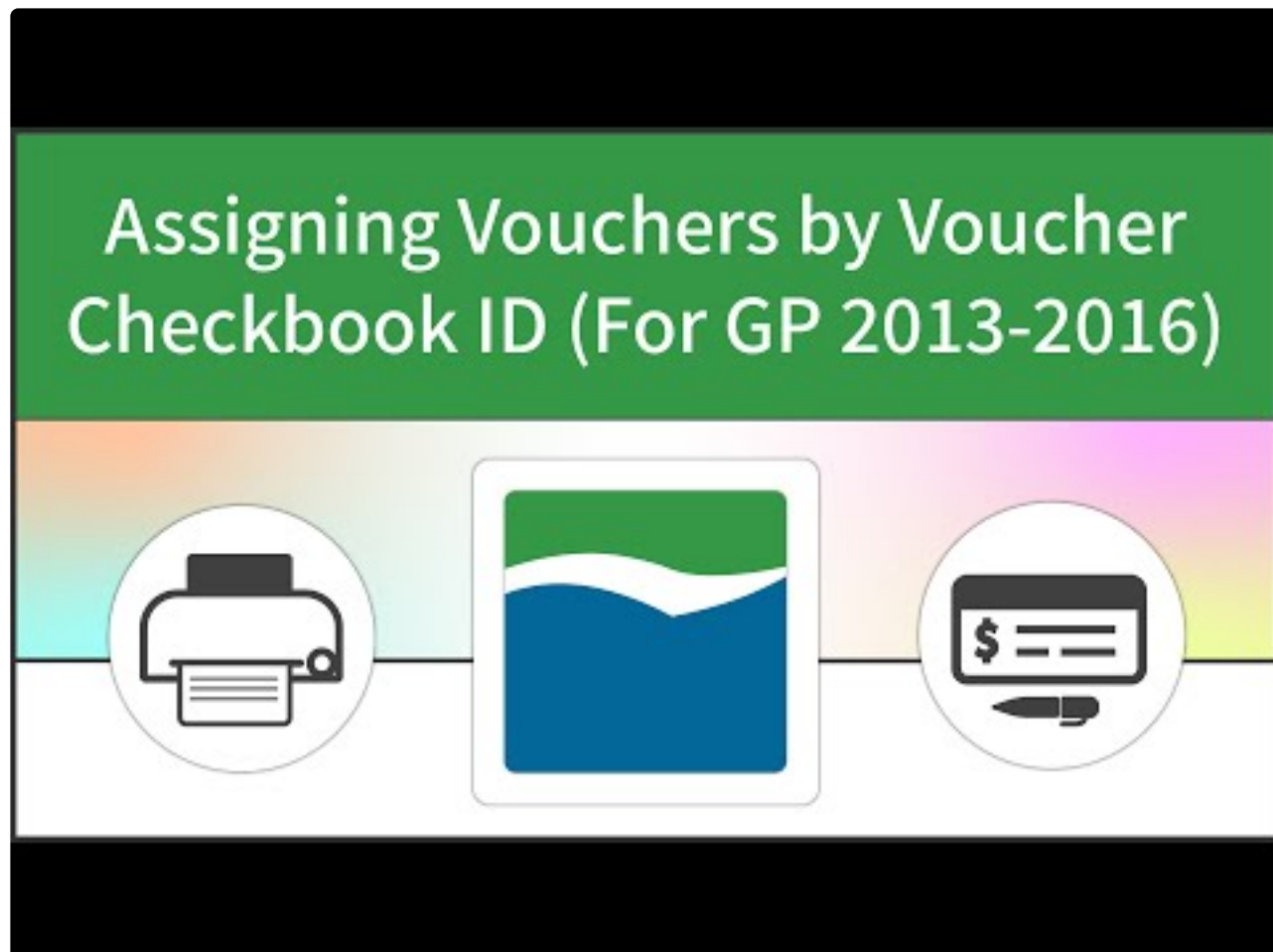
Assigning a payment by voucher checkbook ID is most useful when you want to pay a certain type of voucher from a particular checkbook.

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.

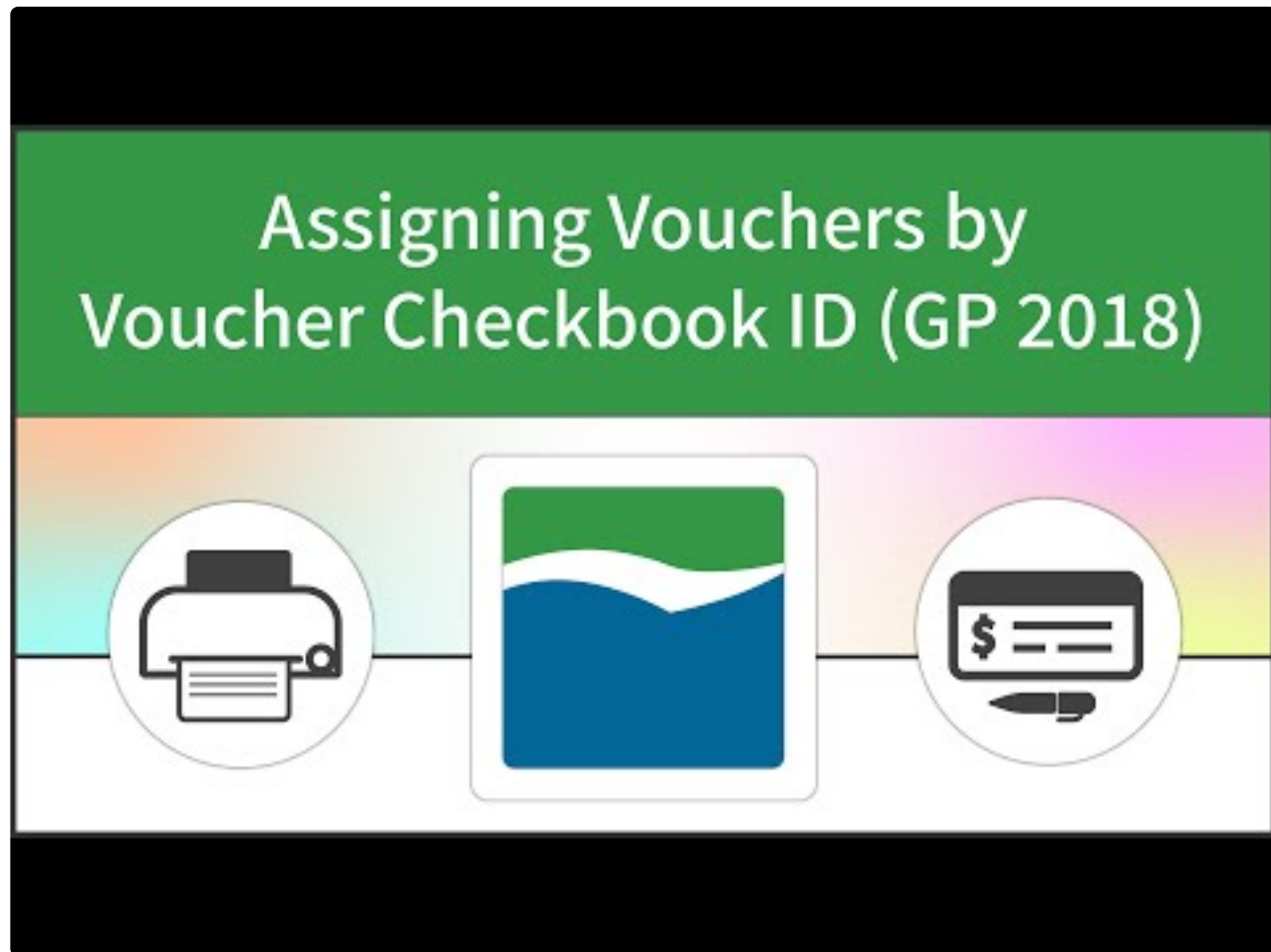
Once a checkbook has been [assigned to an invoice](#), you can build check batches using the Assign by Checkbooks feature in the Build Payment Batch (Select Payables Checks) window. *The Assign by Checkbooks feature cannot be used with the Edit Payment Batch (Edit Payables Checks) functionality.*

Video tutorial for GP2013-2016



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

Video tutorial for GP2018



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

1. Create a new batch in the **Build Payment Batch** window.
2. Choose **Computer Checks** in the origin field.
3. Select the **Checkbook ID** that you want to build payments for and **Save** the batch.
4. You will then be back on the **Build Payment Batch** window. Click the box next to **Select Vouchers by Voucher Checkbook ID** on the **Assign by Checkbook** window (which should already be open). Clicking this box activates the feature – only payments that have been assigned to the checkbook that you’re building payments from will be pulled. **Please note that if this box is not checked, then the assign by checkbook feature will not work when you build your payment batch.**

* In GP 2018, you have the ability to create a **Payment Option ID** that can be applied to any of your batches. This ID will store selected settings from the **Build**

Payment Batch window, including your choice for checkbook assignments.

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

Last modified: June 19, 2023

6.1.4.7. 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](#).

Last modified: June 19, 2023

6.2. 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.

Last modified: October 23, 2023

6.2.1. 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

- 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

Build Payment Batch - TWO (sa)

Actions: Add to Batch, Clear, Options, Additional, File, Print, Tools, Help, Add Note

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

Payment Option ID: [Field] | Description: [Field]

Select: Vendor ID [Field]

☒ All ☐ From: [Field] To: [Field]

Restrictions: [List Box]

Insert >> | Remove

One Payment Per: Use Vendor Option

Automatically Apply Existing Unapplied:

☒ Payments ☒ Credit Memos ☒ Returns

☒ Functional Currency Only ☐ All Currencies

☐ Take Non-Qualifying Discounts ☐ Pay Only Minimum

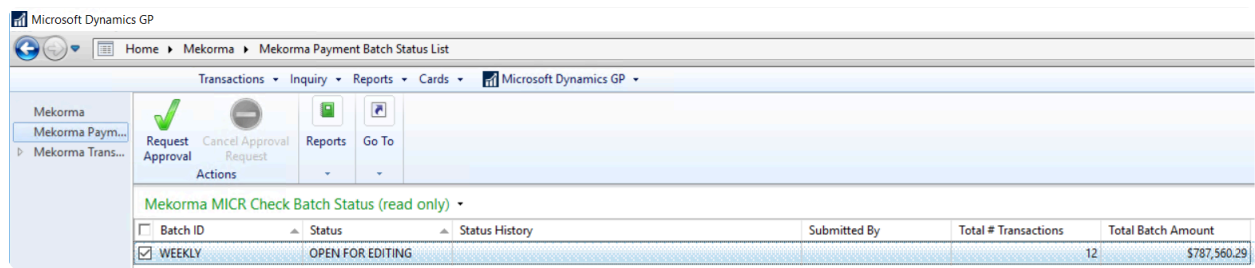
Apply Date: 4/12/2027

Remittance:

List Documents: All Documents ☒ Print Previously Applied Documents

Sort Documents by: Date ☐ Use Due Date Cutoff

Print Payments | Edit Payment Batch | Edit Vendor Payments



- 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.

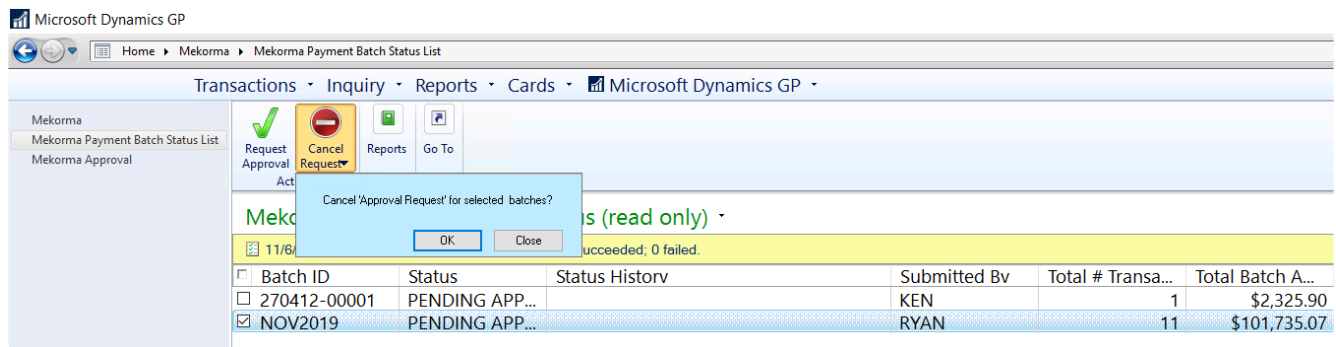
✿ To configure notifications, go to the [Mekorma Preferences window](#).

Last modified: October 23, 2023

6.2.2. 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.

Last modified: June 19, 2023

6.2.3. 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:

Mekorma Threshold Maintenance - BB (sa)

Save Clear Delete Copy File Tools Help Open Note Add Note

Actions File Tools Help

Threshold ID: TASKEXAMPLE1

Description: TASKEXAMPLE1

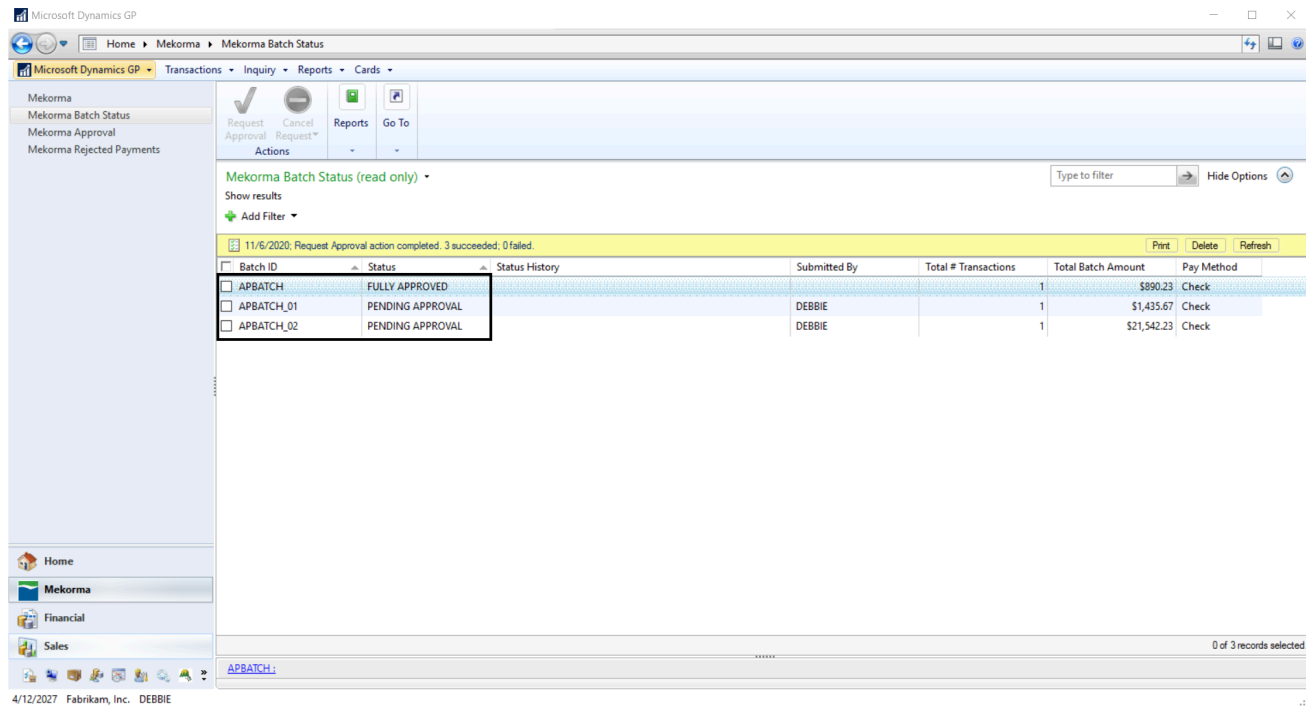
This window's settings apply to Task-Based Security.

☒ Split Batches
☒ Sort Checks in Threshold Groups when printing
☐ Enable Signatures Only for this Threshold ID

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

Legend: ☒ Use Default Signature

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



- 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, 999.99) 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.

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.

Last modified: June 19, 2023

6.2.4. 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/INQYmDLGg6Y?rel=0>

Review Payment Transactions

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

If Multi-Entity Management (MEM) by Binary Stream®, is installed and enabled, the Entity ID column can be viewed in the results list. Only the pending approval payments in an entity to which the user has access will be displayed.

Microsoft Dynamics GP

Home ► Mekorma ► Mekorma Approval

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

Entity:

Mekorma
Mekorma Batch Status
Mekorma Approval
Mekorma Rejected Payments

Actions

Mekorma Approval (read only) ▼

Show results

+ Add Filter ▼

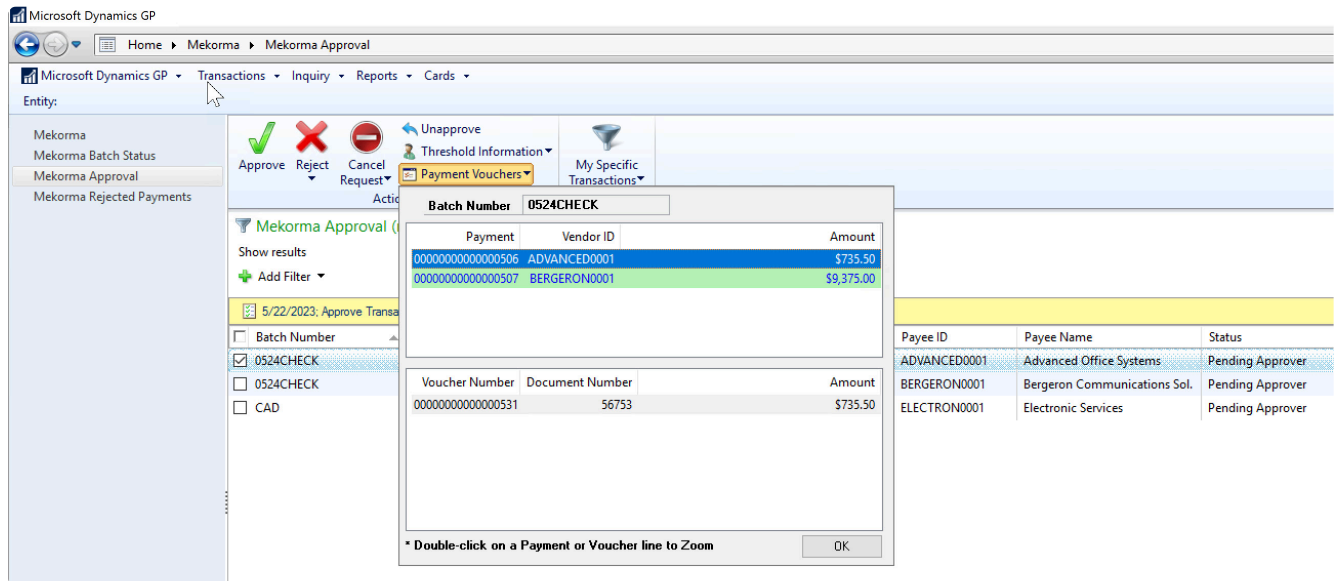
5/30/2023: Cancel Approval action completed. 2 succeeded; 0 failed.

<input type="checkbox"/>	Batch Number	Entity	Batch Total	Payment Number	Payment Amount	Payment D...	Payee ID	Payee Name	Status
<input checked="" type="checkbox"/>	0524CHECK	000	\$18,717.04	00000000000000507	\$16,210.50	5/24/2023	CIRCUITD0001	Circuit Distributing West	Pending Approver
<input type="checkbox"/>	0524CHECK	000	\$18,717.04	00000000000000508	\$673.54	5/24/2023	BLOOMING0001	Bloomington County	Pending Approver
<input type="checkbox"/>	0524CHECK	000	\$18,717.04	00000000000000509	\$1,833.00	5/24/2023	BEAUMONT0001	Beaumont Construction	Pending Approver
<input type="checkbox"/>	0605CHECK	300	\$10,595.58	00000000000000512	\$822.97	6/7/2023	COMPUTER0001	Computer Training Systems	Pending Approver
<input type="checkbox"/>	0605CHECK	300	\$10,595.58	00000000000000513	\$397.61	6/7/2023	CARLSONS0001	Carlson Specialties	Pending Approver
<input type="checkbox"/>	0605CHECK	300	\$10,595.58	00000000000000514	\$9,375.00	6/7/2023	BERGERON0001	Bergeron Communications Sol.	Pending Approver
<input type="checkbox"/>	0607CHECK	300	\$3,866.81	00000000000000510	\$666.81	6/7/2023	INTEGRAT0001	Integrated Systems	Pending Approver
<input type="checkbox"/>	0607CHECK	300	\$3,866.81	00000000000000511	\$3,200.00	6/7/2023	ELECTRON0003	Hill's Brokerage Service	Pending Approver
<input type="checkbox"/>	CAD	300	\$562.50	00000000000000506	\$562.50	5/23/2023	ELECTRON0001	Electronic Services	Pending Approver

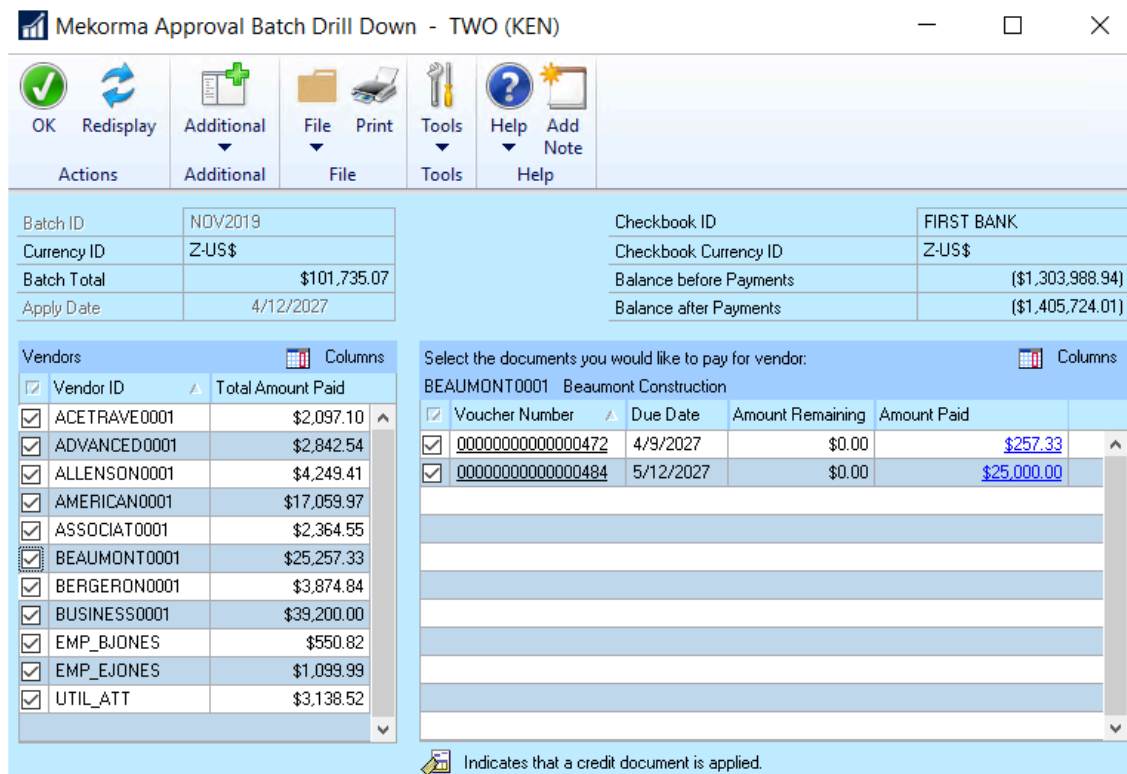
2. Transactions can be viewed using the following filters:

- **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 their designated threshold range).
- **By Batch:** displays all transactions the user has permission to approve, grouped together by batch.

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



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



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.

Last modified: October 26, 2023

6.2.4.1. 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 you want to reject a payment, select the vendor payment that contains the incorrect payment, and choose **Reject**. A window will open to allow the entry of a reason for the rejection.
3. Type in a reason for the rejection, if desired, or choose a pre-determined rejection reason by clicking on the drop-down by the Insert a 'Quick' Reason field. [Follow this link](#) to learn how to set up your Quick Reasons.

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

A table of vendors is displayed with columns for Vendor ID and Total Amount Paid. The vendors listed are:

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

A 'Reason for Rejection' dialog box is open, showing a list of reasons. The 'Insert 'Quick' Reason' field is highlighted, and a dropdown menu is visible with the following options:

- Not due yet
- Voucher entry error

The dialog box also includes an 'OK' button and a 'Cancel' button.



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 posted*, they are automatically available in the [Mekorma Audit Log Report](#).

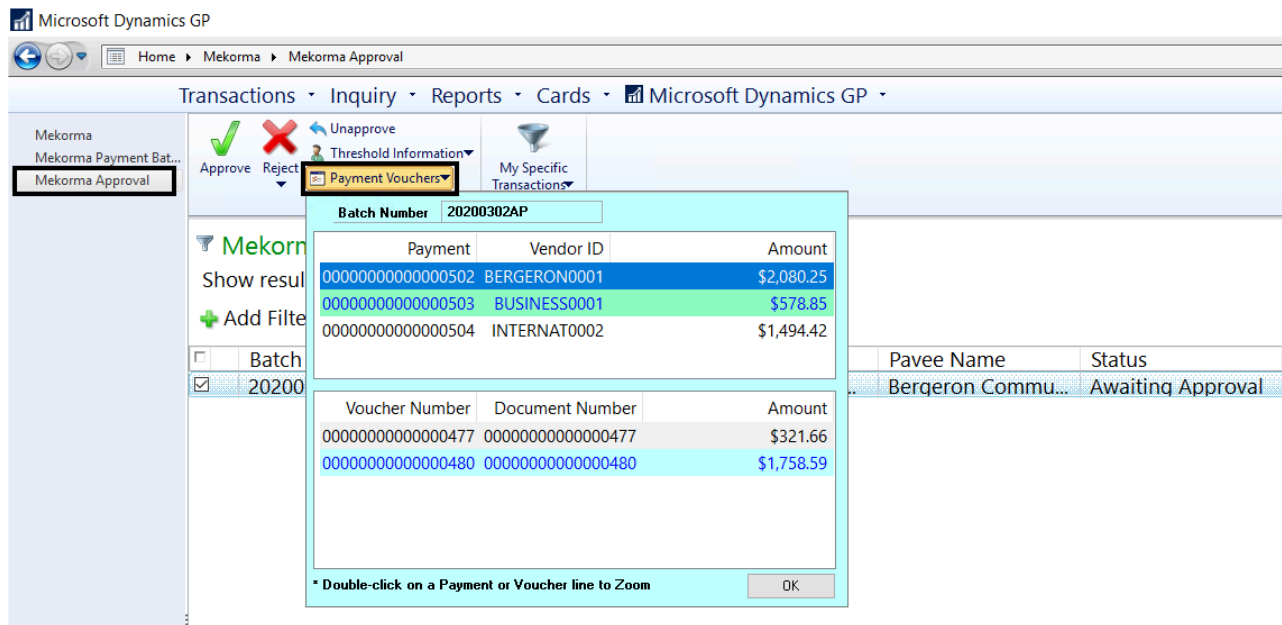
Last modified: August 22, 2023

6.2.4.2. 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. When Multi-Entity Management (MEM) by Binary Stream® is installed and enabled, users can only review the pending approval payments in an entity to which they have access.

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.

Mekorma Approval Batch Drill Down - CS (KEN)

Actions
Additional
File
Tools
Help

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

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

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

<input checked="" type="checkbox"/> Voucher Number	Due Date	Amount Remaining	Amount Paid
<input checked="" type="checkbox"/> 00000000000000477	1/23/2018	\$0.00	\$321.66
<input checked="" type="checkbox"/> 00000000000000480	1/13/2018	\$0.00	\$1,758.59

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



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

Mekorma Approval Batch Drill Down - CS (KEN)

OK Redisplay Additional File Print Tools Help Add Note

Batch ID: 20200302AP Currency ID: Z-US\$ Batch Total: \$4,153.52 Apply Date: 3/9/2020

Checkbook ID: FIRST BANK Checkbook Currency ID: Z-US\$ Balance before Payments: (\$1,311,556.45) Balance after Payments: (\$1,315,709.97)

Status

Vendors Columns

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

Select the documents you want to reject

BERGERON0001 Bergeron

☒ Voucher Number

☐ 00000000000000477

☒ 00000000000000480

Reason for Rejection

File Tools Help

Reason for Rejection

Insert 'Quick' Reason

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

OK Cancel

6. Click **OK** on the **Reason for Rejection** window, then **OK** on the **Mekorma Batch Drill Down** window to save.

7. Rejecting a voucher will result in:

- The rejection reason will be attached to the note of the voucher (invoice) and the voucher will return to an Open state.
- The user who originally requested approval on the batch will receive an email notification.
- When reviewing the voucher, if there are notes on both the Voucher and the Voucher Reject table, two separate notes windows will appear when the **Voucher Notes** window is opened.

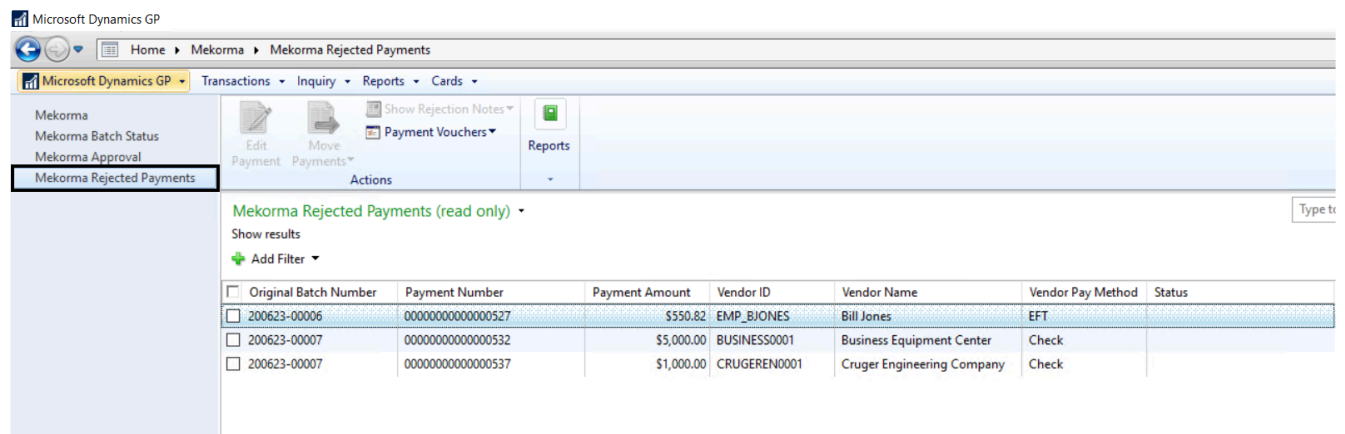
Last modified: October 26, 2023

6.2.4.3. 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). When Multi-Entity Management (MEM) by Binary Stream® is installed and enabled, users can only review the pending approval payments in an entity to which they have access.

The Mekorma Rejected Payments navigation list allows authorized users to work with rejected payments in the following ways:

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



Microsoft Dynamics GP

Home » Mekorma » Mekorma Rejected Payments

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

Mekorma
Mekorma Batch Status
Mekorma Approval
Mekorma Rejected Payments

Edit Payment Move Payments Show Rejection Notes Payment Vouchers Reports

Mekorma Rejected Payments (read only)

Show results

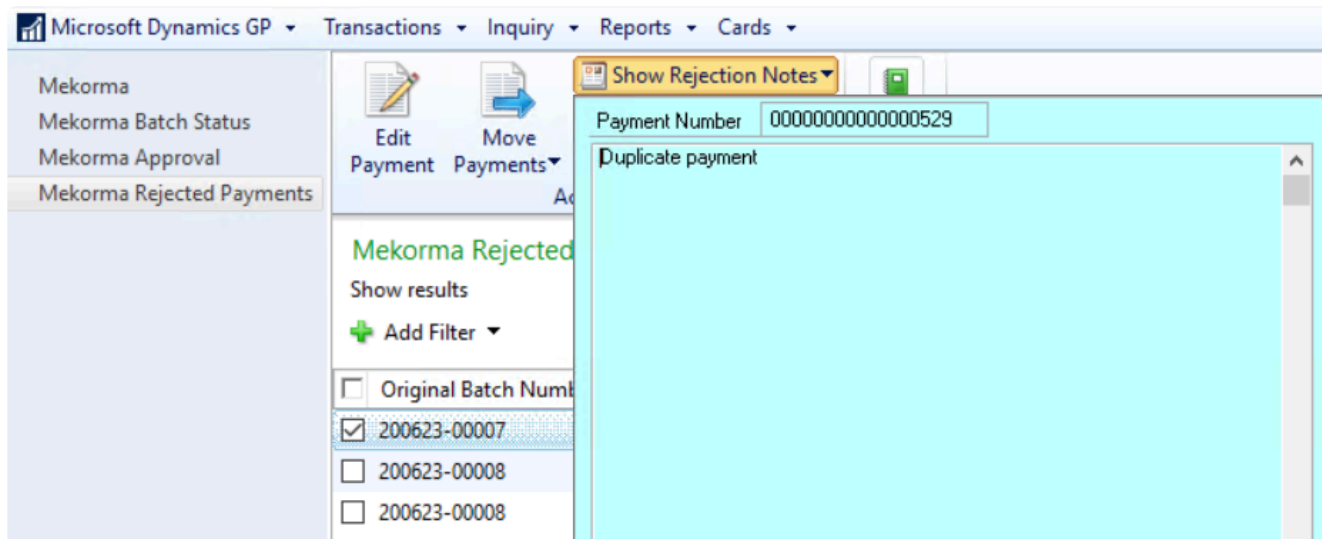
Add Filter

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

Review Rejected Payments

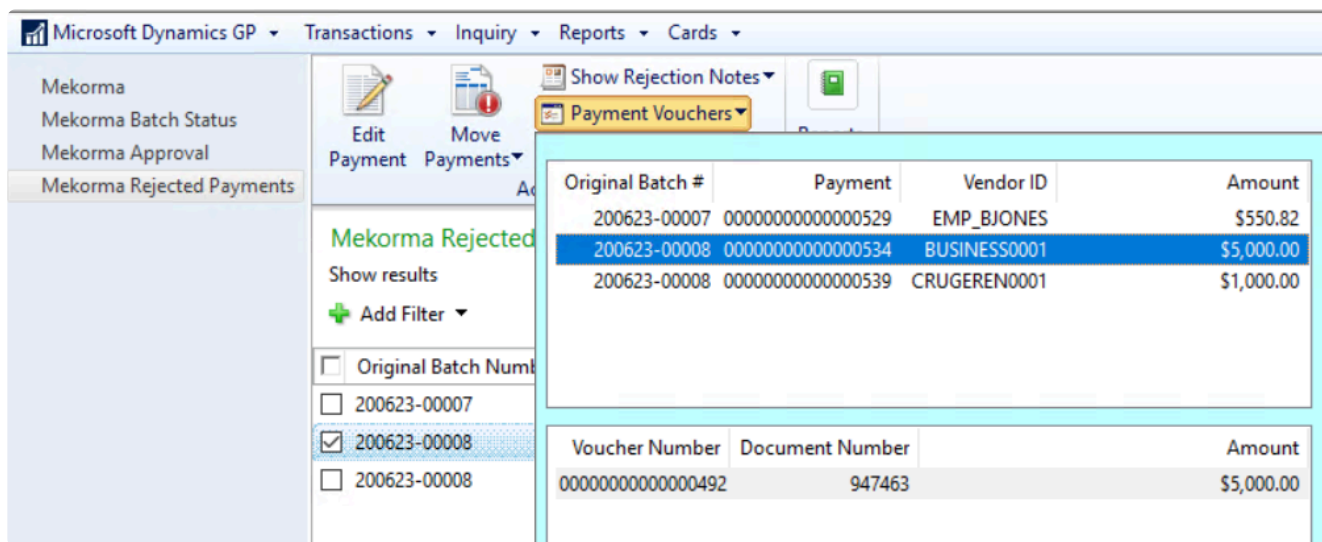
To view the reason a payment was rejected:

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



To view payment / voucher details:

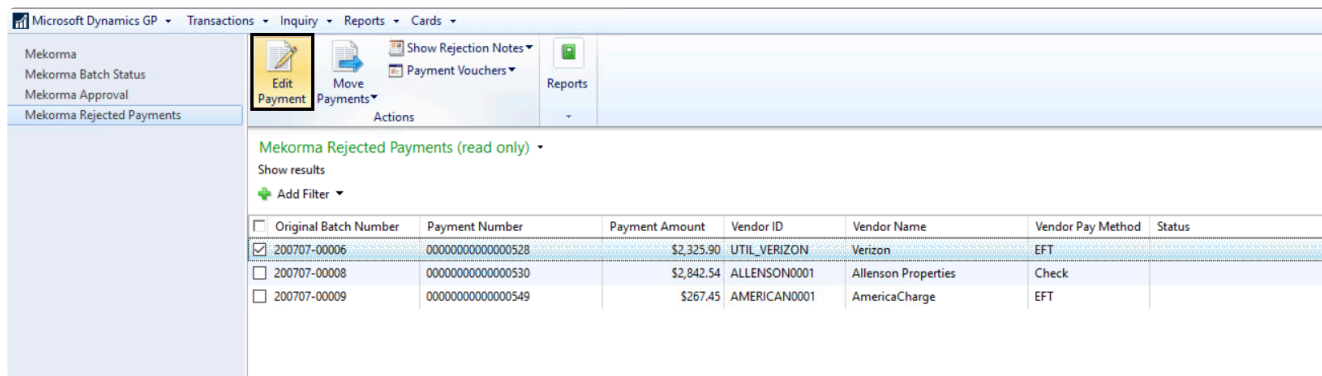
1. On the navigation list, check the box next to a payment.
2. Click on **Payment Vouchers**. A window will open to display all listed payments (top section). By clicking on a payment, vouchers included in that payment will display in the lower section.
3. Double-click on a voucher to open the **Payables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



Edit Payments

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

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



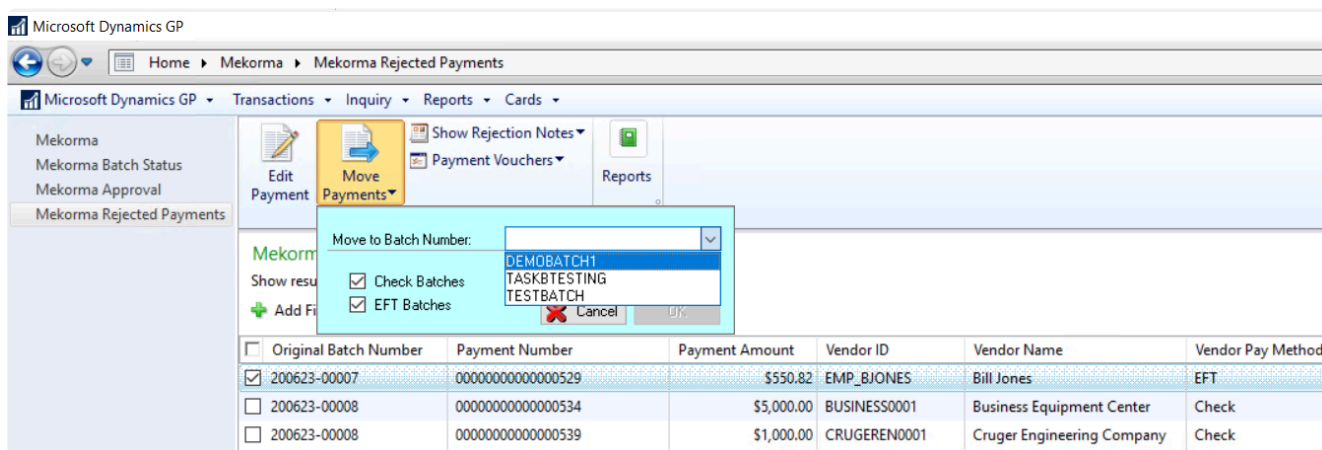
2. Click **Delete** to remove the payment from the MICR_REJECT batch and all vouchers will be returned to Open status.

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.

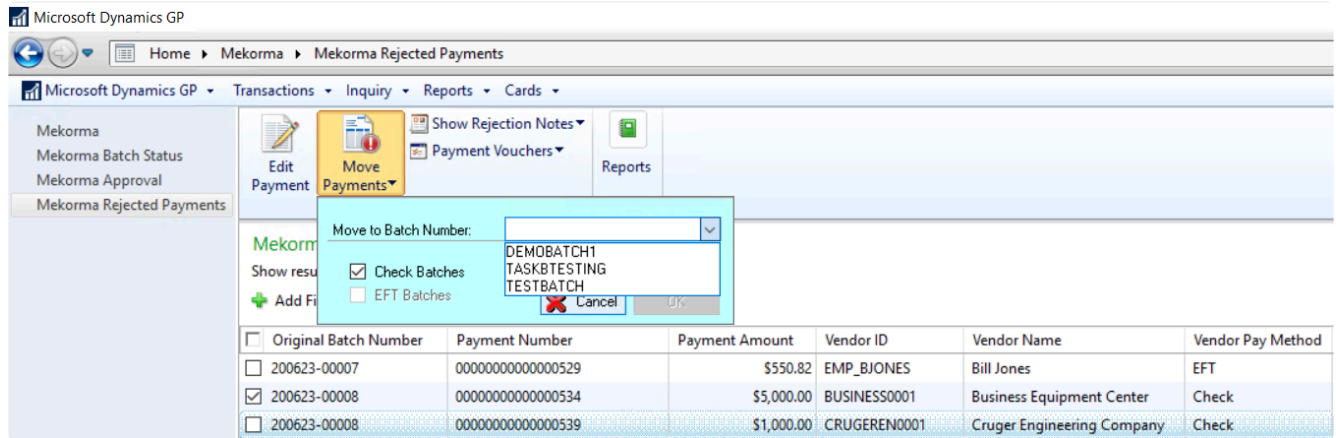
Depending on the original payment method of each payment, you can move them to an EFT and/or a check batch.

- 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.

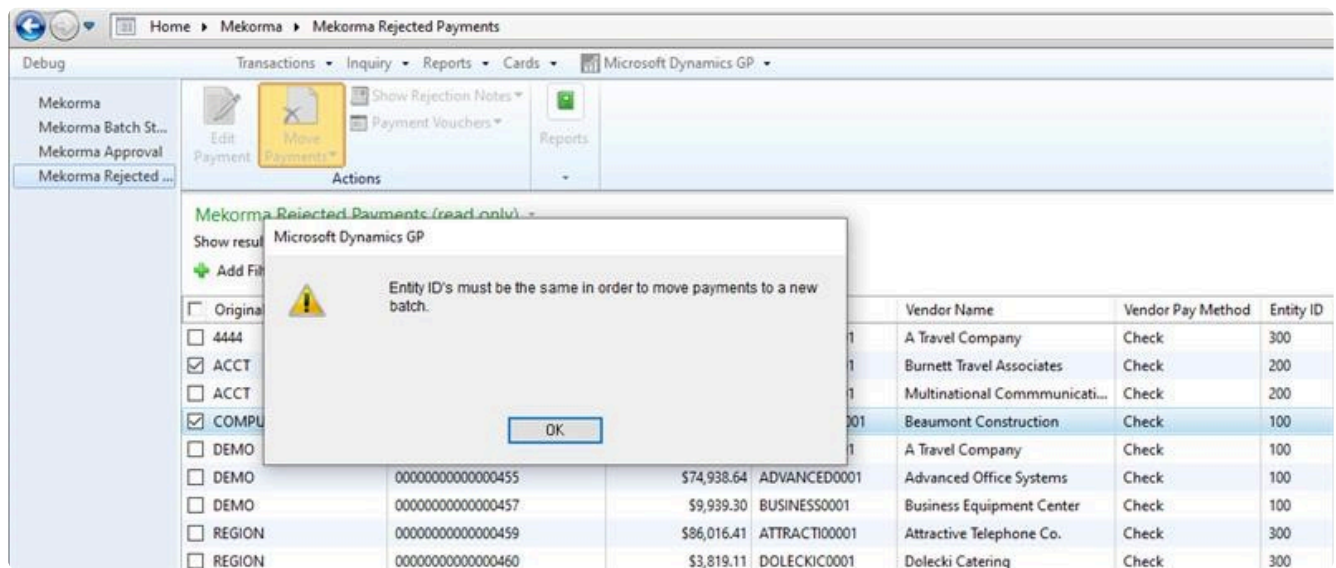


- Checks can *only* be moved to a check batch, because the associated vendors may not be set up in GP for EFT processing. If you choose check payments from the list, or a combination of check and EFT payments, you will see a red information warning on the

Move Payments button. The batch drop-down will *only* display available check batches.



- 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.



Last modified: October 26, 2023

6.2.5. Mobile Approvals with Power Approvals App

Approvers can perform their tasks outside of Dynamics GP using the **Power Approvals** application. After the [system requirements](#) have been met, and the [necessary setup](#) has been completed, designated users can perform approvals in **Power Approvals**.

If you haven't downloaded the Power Approvals app yet, read [Install Power Approvals on Your Mobile Device](#) to install it.

These sections explain the daily use of Power Approvals:

1. [Start the Power Approvals App](#)
2. [Sort and Filter the Payment List](#)
3. [View Payment Details](#)
4. [Reject or Approve Payments](#)

Last modified: October 23, 2023

6.2.5.1. Install Power Approvals on Your Mobile device

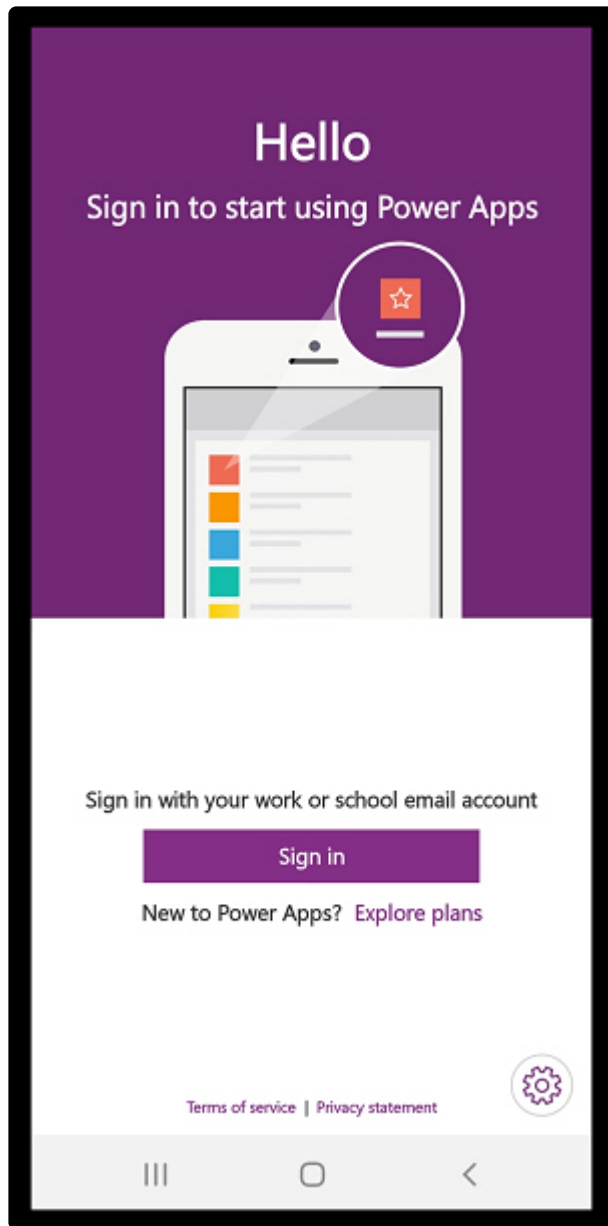
For the approver user on the go, Power Apps offers a mobile client app which acts as a container for shared Power Apps apps. Mekorma Power Approvals runs within the context of the Power Apps mobile client. Each approver user must install the Power Apps mobile client in order to be able to access Power Approvals from their mobile devices.

Prerequisites

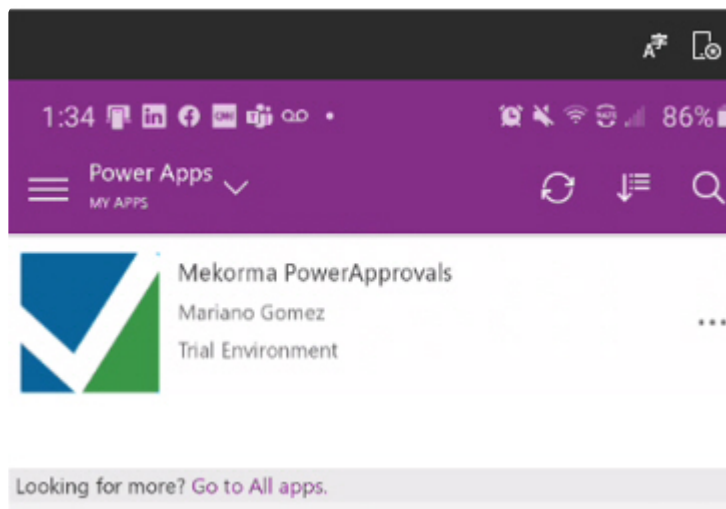
None. However, it is recommended that the Power Apps environment administrator shares the Power Approvals app with each approver user prior to the installation of the Power Apps mobile client.

Steps

1. On your phone, download Power Apps from the Apple App Store or Google Play onto an iPhone, iPad, or Android device running a [supported operating system](#).
2. Open Power Apps on your mobile device and sign in by using your Azure Active Directory credentials.



3. You should see Mekorma Power Approvals listed as an app being shared with you.



To run the app, simply tap on it.

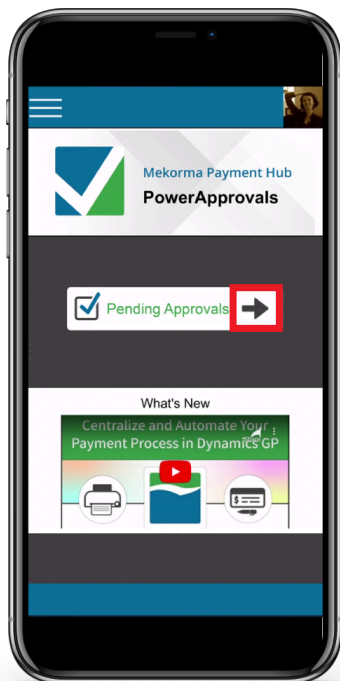
Last modified: October 24, 2023

6.2.5.2. Start the Power Approvals App

From your Mobile Device



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



Browser access

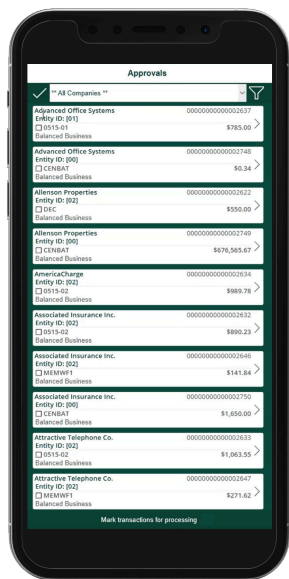
You can also launch from a browser. In this case you will be able to launch this directly from your Power Approvers email notification. You can also bookmark the site for future access.

Last modified: October 23, 2023

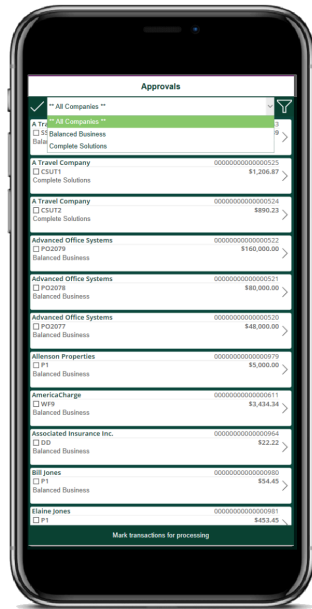
6.2.5.3. Sort and Filter the Payment List

Payments pending approval will display, based on the Threshold assignments as configured with the [approval workflow](#). Depending on [the filter in place](#), approvers will be able to see approvable transactions or all transactions in the companies they have access to.

If MEM is installed and enabled, the Entity ID will appear on the main screen of the Power Approvals app. You can filter the payments by entering the Entity ID in the search box.

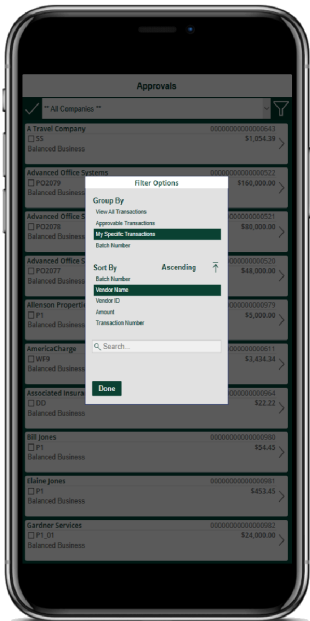


Using the drop-down menu, you can choose to view payments for all companies, or on an individual company basis.



Click on the filter icon in the top right-hand of the screen to customize your view:

- **Group By** View All Transactions, Approvable Transactions, My Specific Transactions, or Batch Number.
- **Sort By** Batch Number, Vendor Name, Vendor ID, Amount, or Transaction Number.



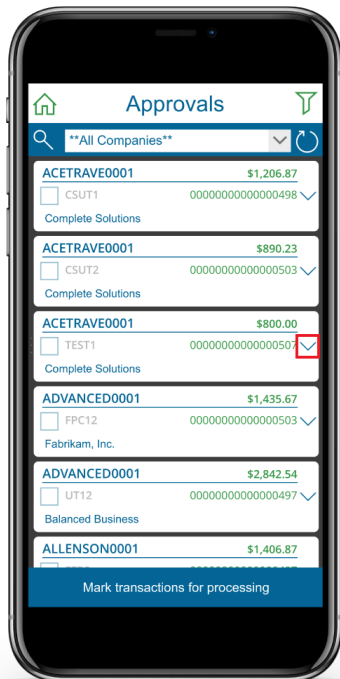
Last modified: June 19, 2023

6.2.5.4. View Payment Details

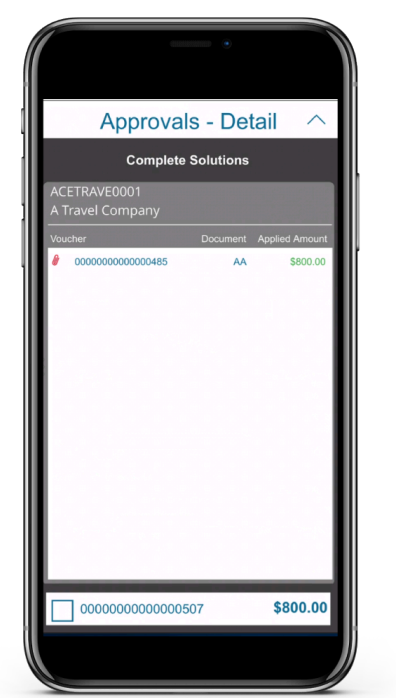
Please note, viewing payment details is optional. You can approve or reject payments without drilling into them. If you would like to see the voucher details or the attached invoice images, follow the steps below.

If MEM is installed and enabled, the Entity ID will appear on the main screen of the Power Approvals app. You can filter the payments by entering the Entity ID in the search box.

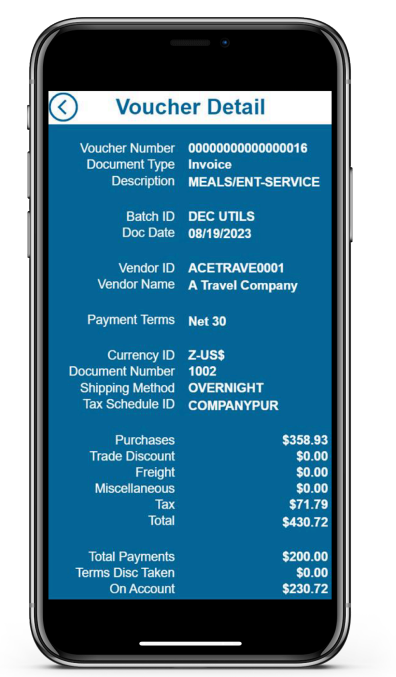
First, click on the drop-down for an individual payment:



The payment detail screen will list all vouchers that make up that payment. In this example there is only one voucher for this payment.



If you'd like to see the transaction detail typed in Dynamics GP for an individual voucher, click on a hyperlinked voucher number to open the Voucher Detail screen:



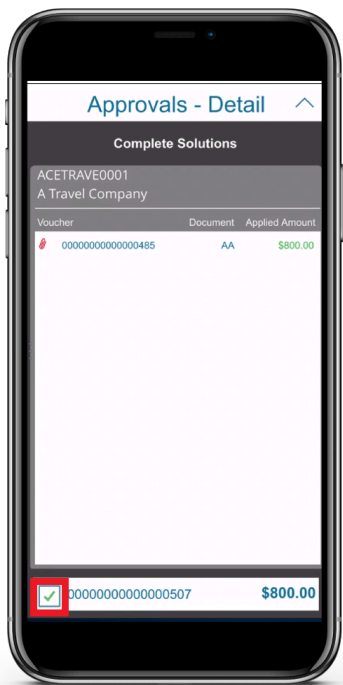
If a voucher has an invoice attached to it, that can be viewed by clicking on the attachment icon. *Please note, invoices in PDF and image formats will be accessible in the Power Approvals app. For optimal performance, please limit file attachments to 5mb or less. Larger files may cause disruptions and should be avoided.*

* In addition to GP DocAttach, we currently support five additional external Document Management systems. [Contact our Customer Success team](#) if you would like a quote for integrating your invoice images to **Power Approvals**.

Notice on the screen below, there is a drop-down list that shows the name of the attachment you are viewing. If your transaction has multiple attachments, you can shift from one to the other using the drop-down list.



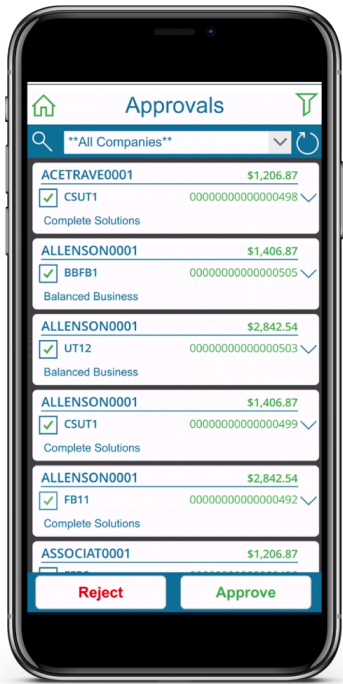
Once you have looked at what you want and are back on the detail screen, you decide whether to select for approval or rejection, or just go back to the payment list. If you check the box at the bottom of the screen, it mark that payment and automatically bring you back to the approval list to either reject or approve.



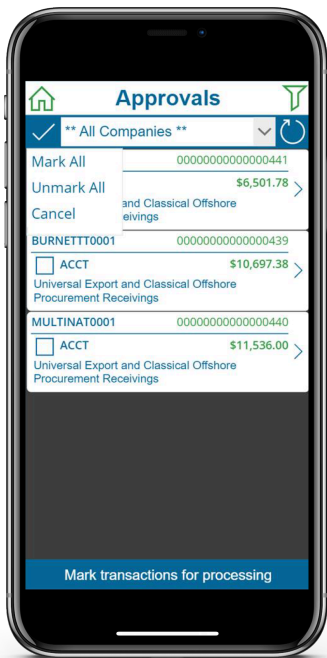
Last modified: October 23, 2023

6.2.5.5. Reject or Approve Payments

From the transaction list, check the transactions you want to **Reject** or **Approve**. Then, 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.



You can select multiple payments, or Mark All / Unmark All on the approval list to reject or approve as needed.



Watch this video for a quick overview of approving or rejecting payments in Mekorma Power Approvals



https://www.youtube.com/embed/FeZ5AY3Zg_M?rel=0

https://www.youtube.com/embed/FeZ5AY3Zg_M?rel=0

Last modified: October 23, 2023

6.3. 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.

Once 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.

Last modified: June 19, 2023

6.3.1. 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.

Print Mekorma MICR Payables Checks - TWO (KEN)

Actions: Request Approval, Clear, Options, Additional, File, Tools, Help, Add Note

Batch ID	WEEKLY	Checkbook ID	UPTOWN TRUST
Batch Total	\$16,867.71	Currency ID	Z-US\$
Check Number	100003		
Check Date	04/22/2024		
Check Comment			
Sort Checks By:	Payment Number		

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 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](#).

Last modified: August 24, 2023

6.3.2. Process an Outsourced Payments Batch

Processing an outsourced payments batch starts 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.

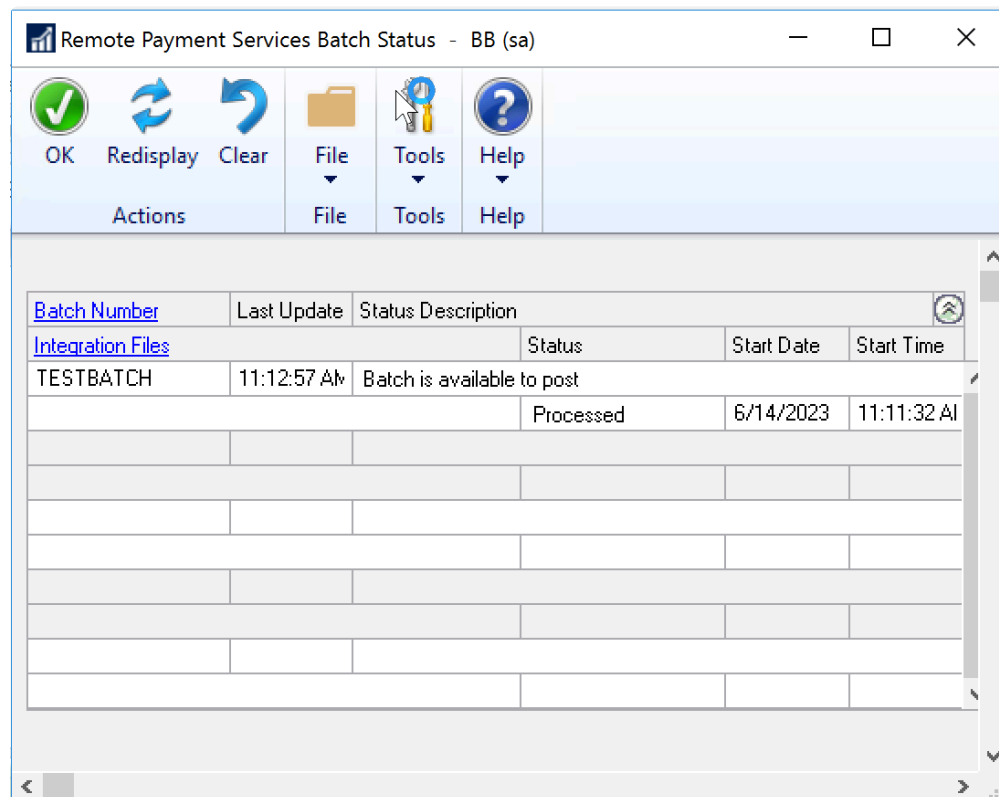
The Importance of the Security Approval Workflow

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 Batch 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.



Batch Splitting for Local Printing

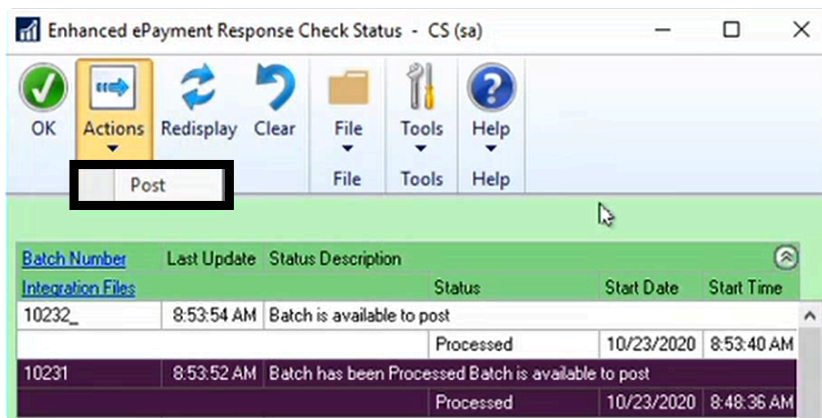
If the original batch contained a blend of payments for vendors enrolled with the outsource provider, along with vendors you have [excluded to process locally](#), the Remote Payment Services batch will be split. An underscore is added to the original batch name for the payments sent to the outsource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

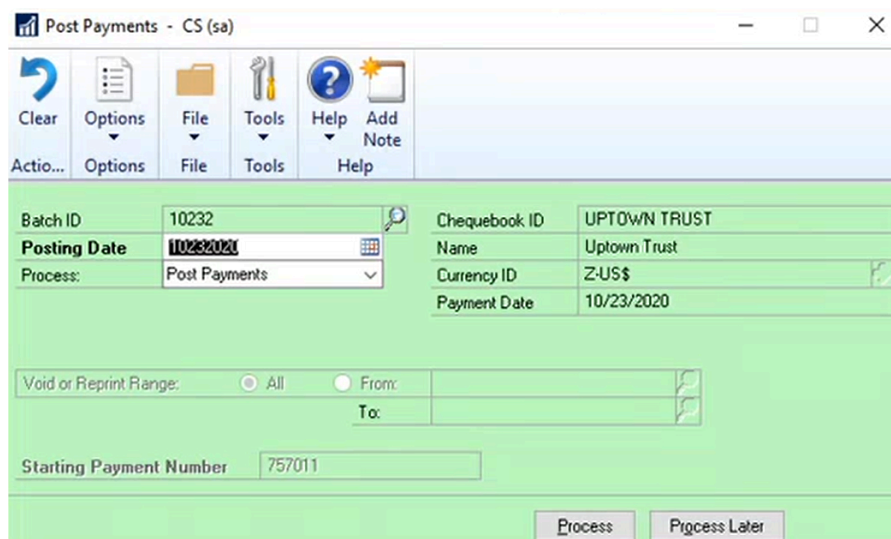
- If the Remote Payment Services batch contains **individually funded payments**, it is released for posting. The batch status description updates to **Batch is available to post**, and the status displays as **Processed**.
- If the Remote Payment Services batch contains **bulk funded payments** (*available with Corpay*), the batches will be split and process 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**.

Posting the Batches

1. Batches can 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 either not enrolled or set to Local Processing, those payments will remain in the original batch and continue on to print from your local printer. The **Post Payments** window will automatically open, and you can post those payments immediately, or at a later time.



✿ 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](#).

Last modified: October 23, 2023

6.3.3. 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.

When the MEM Connector for Payables is registered and enabled for a checkbook, you can view the entity ID for a company for the following actions:

- Request Approval
- Process Checks and EFTs
- Post Batches

You also can sort the rows by entity ID.

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**.

Mekorma Action Board - BB (sa)

Process Options Print Alignment View File Tools Help Add Note

Actions View File Tools Help

Action: Process Checks and EFTs Check Date: 0/0/0000 GL Post Date: 0/0/0000

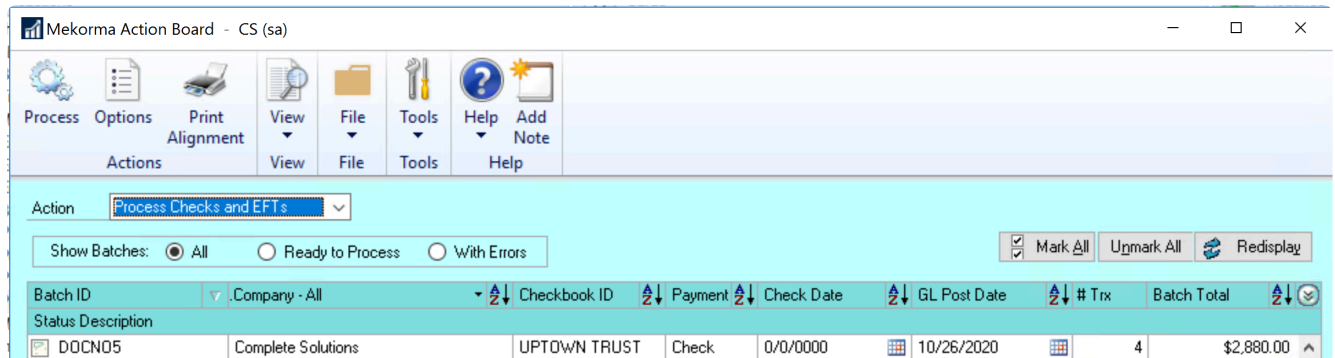
Show Batches: ☐ All ☒ Ready to Process ☐ With Errors ☒ Mark All ☐ Unmark All

Batch Number	Company	Checkbook	Prep...	Check Date	GL Post ...	# Trx	Batch Total	Entity	Status
0606CHECK	Balanced Business	WESTBANK	Check	8/4/2023	8/4/2023	3	\$57,904.07	500	Ready to Print : Manually Entered Batch
0623CHECKS_01	Balanced Business	BB FIRST BANK	Check	0/0/0000	6/23/2023	1	\$6,500.00	200	Ready to Print : Manually Entered Batch
0625CHECKS_01	Balanced Business	BB FIRST BANK	Check	0/0/0000	6/23/2023	1	\$24,000.00	200	Ready to Print : Manually Entered Batch
0687	Balanced Business	BB FIRST BANK	Check	0/0/0000	8/3/2023	3	\$9,026.73	200	Ready to Print : Manually Entered Batch
ADV100	Balanced Business	BB UPTOWN TRUST	Check	0/0/0000	8/3/2023	1	\$100.00	100	Ready to Print : Manually Entered Batch
ADV200	Balanced Business	BB FIRST BANK	Check	0/0/0000	8/3/2023	1	\$7,565.52	200	Ready to Print : Manually Entered Batch
BEAU	Balanced Business	WESTBANK	Check	0/0/0000	8/3/2023	1	\$80.00	100	Ready to Print : Manually Entered Batch
SPCCHECK	Balanced Business	WESTBANK	Check	0/0/0000	6/23/2023	1	\$15,000.00	100	Ready to Print : Manually Entered Batch
TESTBATCH	Balanced Business	BB UPTOWN TRUST	Check	0/0/0000	3/23/2022	2	\$2,554.67	000	Ready to Print : Manually Entered Batch

Last modified: October 24, 2023

6.3.4. 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 **DOCN05** 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:

Screen Output - MMM Print Process Results Report

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

Print Send To Modify 100% Completed 1 Page Page 1

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

Complete Solutions

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

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

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

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

- 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:

Enhanced ePayment Response Check Status - CS (sa)

OK Actions Redisplay Clear File Tools Help

Batch Number **Last Update** **Status Description** **Integration Files** **Status** **Start Date** **Start Time**

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

- 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 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.

Mekorma Action Board - CS (sa)

Process Options View File Tools Help Open Note Add Note

Actions View File Tools Help

Action: Post Batches

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

Mark All Upmark All Redisplay

Batch ID	Company	Checkbook ID	Payment	Check Date	GL Post Date	# Trx	Batch Total
1026AP	Complete Solutions	UPTOWN TRUST	Check	10/26/2020	10/26/2020	1	\$800.00
201025AP	Complete Solutions	UPTOWN TRUST	Check	10/25/2020	10/25/2020	4	\$23,900.00
201025BB	Balanced Business	UPTOWN TRUST	Check	10/25/2020	10/25/2020	2	\$1,400.00
201026AP	Complete Solutions	UPTOWN TRUST	Check	10/26/2020	10/26/2020	1	\$400.00
201027AP	Complete Solutions	UPTOWN TRUST	Check	10/26/2020	10/26/2020	1	\$350.00
DOCN003	Complete Solutions	UPTOWN TRUST	Check	0/0/0000	10/26/2020	1	\$100.00
DOCN004	Complete Solutions	UPTOWN TRUST	Check	0/0/0000	10/26/2020	2	\$2,200.00
DOCN05	Complete Solutions	UPTOWN TRUST	Check	10/26/2020	10/26/2020	1	\$430.00
DOCN05_V	Complete Solutions	UPTOWN TRUST	Check	0/0/0000	10/26/2020	3	\$2,450.00

Last modified: October 23, 2023

6.3.5. 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, and do not check *Print separate remittances for overflows*. You cannot use pre-printed check stock in Action Board when *Print separate remittances for overflows* is enabled.

Mekorma Checkbook Setup - BB (sa)

Save Clear Delete Integrate Additional File Tools Help Add Note

Checkbook ID BB FIRST BANK [Logo](#)

MICR Line Setup

[Transit \(ABA\) Number](#)
111111118

[Check Number Pattern](#) [Routing Number](#) [Account Number](#)

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

Module **Purchasing**

[Threshold ID](#)

Non-Negotiable Word VOID

[Primary Check Format](#) MEM TRX CHECK_ Entity on the header.stbz

[Check Copy Format](#) Overflow_full_Std AP Stub.stbz

☒ **Use Pre-Printed Check Stock**

☐ Print separate remittances for overflows

[Check Overflow Format](#) AP Check_bottom_2 Std AP Stubs.stbz

[Check Copy Overflow Format](#) Overflow_full_Std AP Stub.stbz

EFT Remittance Options EFT Remittance Format

[EFT Remittance Format](#) AP Check_bottom_2 GL Dist Stubs.stbz

[Refund Check Format](#) Refund Multiple Document.stbz

[Refund Overflow Format](#) Refund Multiple Document - Overflow.stbz

Comment Line 1 Comment 1

Comment Line 2 Comment 2

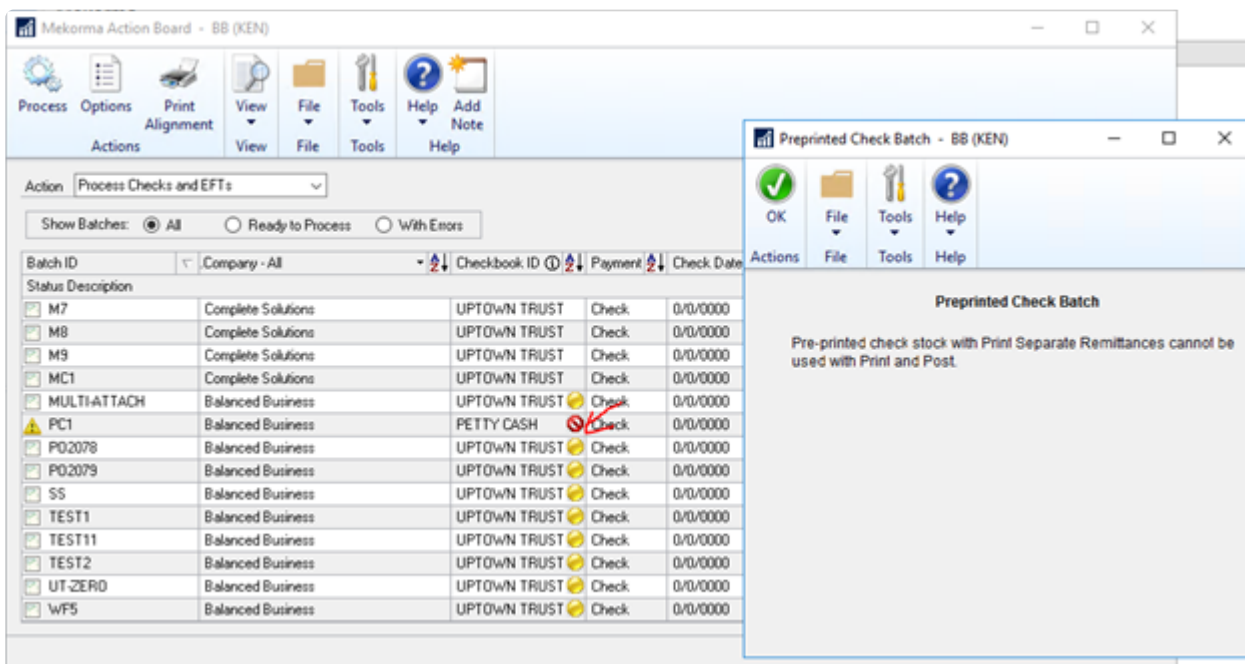
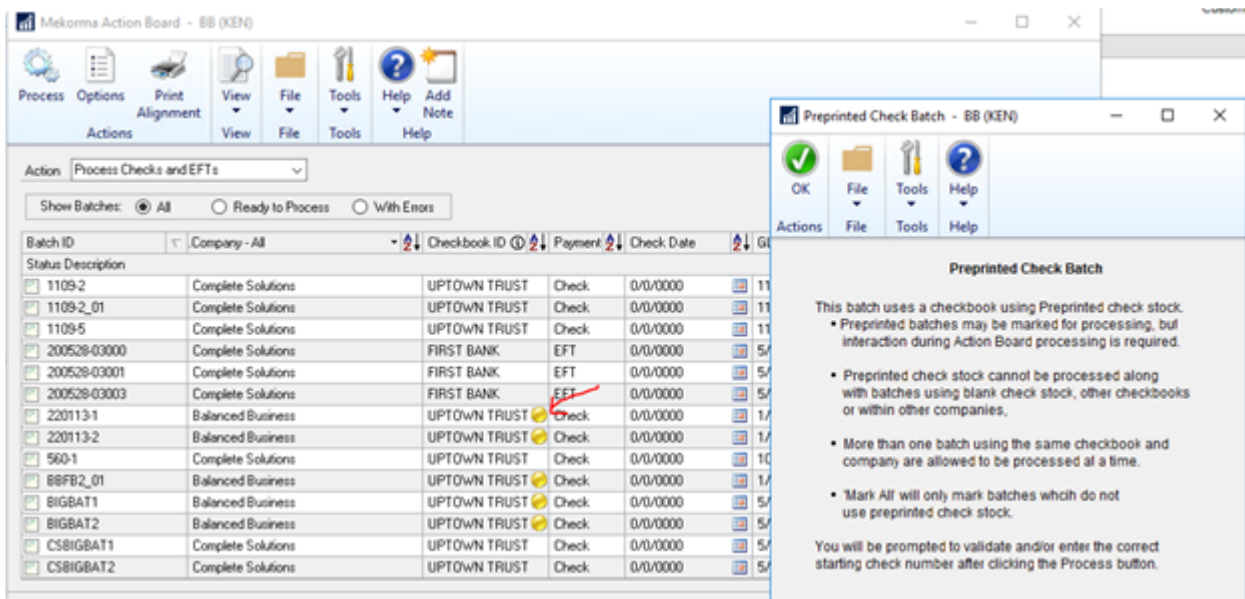
Comment Line 3 Comment 3

Version: 18.05.092

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 prompt you to enter the correct check number. Once the check number is verified, the batch will print.



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:

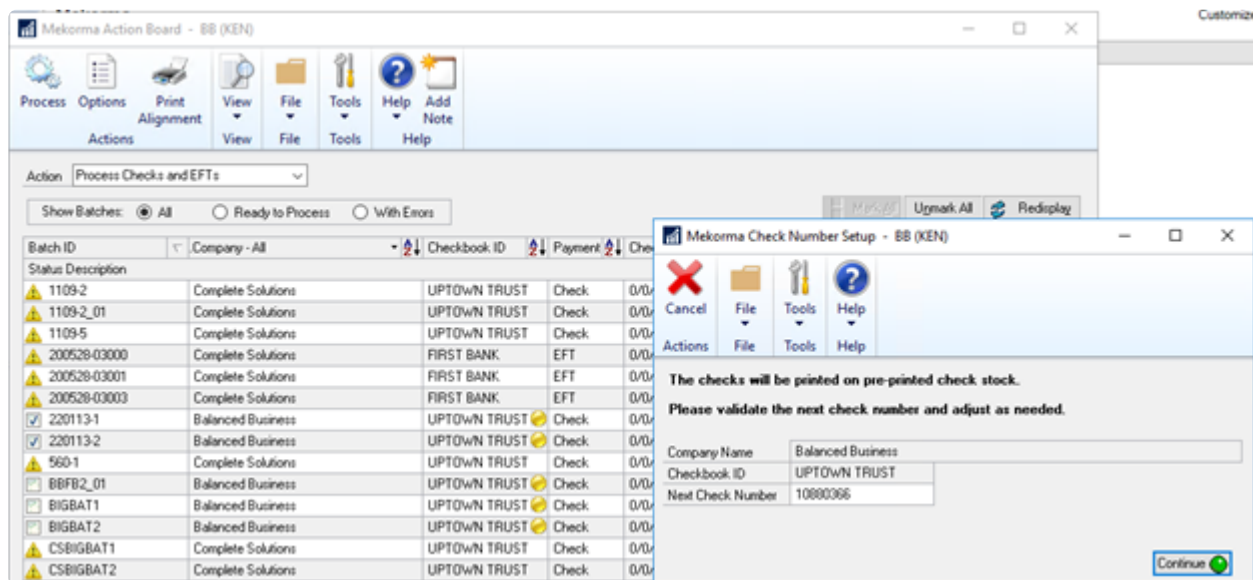
1. 'Mark All' only auto marks all the batches which do not use preprinted check stock.
2. 'Unmark All' works as normal.
3. Check batches using pre-printed stock must be selected manually. Once a batch is

marked, it will auto disable selection for:

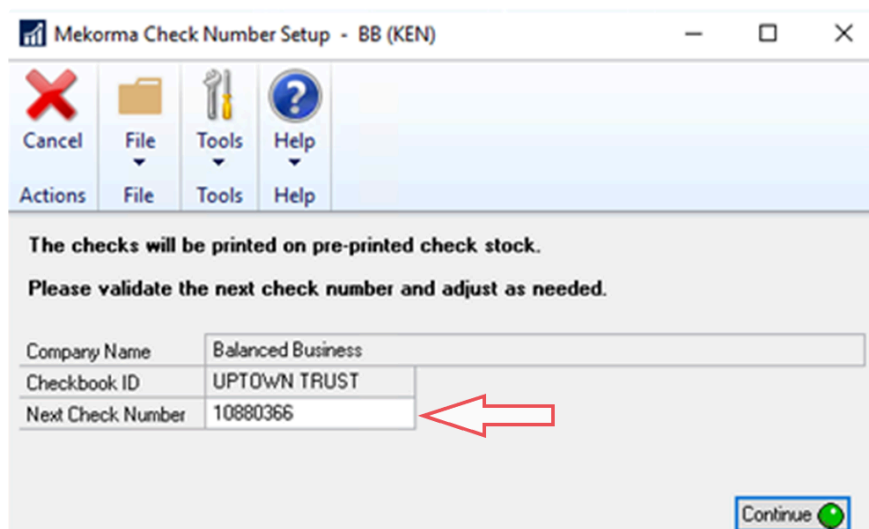
- Check batches using blank stock
- EFT batches
- Batches using pre-printed stock on different checkbooks and other companies.

Process Differences

After clicking Process, the Check Number Setup window opens to confirm the next check number. If the *Override Check Number* option is marked in GP Checkbook Maintenance, the next check number can be reset. Otherwise, the next check number field will be locked and the regular action board process runs until complete.



Note that in 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.



- ☐ Duplicate Check Numbers
- ☒ Override Check Number

Last modified: October 24, 2023

6.3.6. 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.

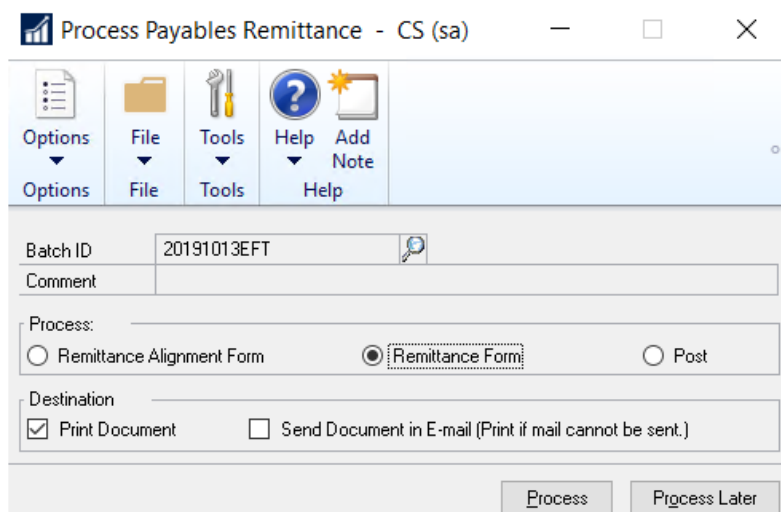
The same security parameters applied to your checks can also be applied to your EFT Remittances by marking the [EFT Security option](#).

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.

Last modified: June 19, 2023

6.3.7. Changing your Check Date or GL Posting Date

You can easily change the check date or General Ledger posting date for transactions in a batch when you are in the Action Board window.

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 a row to update the date information for that batch.
4. Enter or select either a check date, a General Ledger posting date, or both. The Check Date and/or GL Post Date in the selected row will be updated with the information that you entered.

Mekorma Action Board - BB (sa)

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

Action: Process Checks and EFTs

Check Date: 0/0/0000 GL Post Date: 0/0/0000

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

☒ Mark All ☐ Upmark All ☐ Redisplay

Batch Number	Company	Checkbook	Prep...	Check Date	GL Post Date	# Trx	Batch Total	E...	Status
<input checked="" type="checkbox"/> 0606CHECK	Balanced Business	WESTBANK	Check	8/4/2023	8/4/2023	3	\$57,904.07	500	Ready to Print : Manually Entered Batch
<input checked="" type="checkbox"/> 0607CHECK	Balanced Business	BB UPTOWN TRUST	Check	0/0/0000	6/7/2023	1	\$3,200.00	300	This batch is already marked for processing by sa.
<input checked="" type="checkbox"/> 0623CHECKS_01	Balanced Business	BB FIRST BANK	Check	0/0/0000	6/23/2023	1	\$6,500.00	200	Ready to Print : Manually Entered Batch
<input checked="" type="checkbox"/> 0625CHECKS_01	Balanced Business	BB FIRST BANK	Check	0/0/0000	6/23/2023	1	\$24,000.00	200	Ready to Print : Manually Entered Batch
<input checked="" type="checkbox"/> 0687	Balanced Business	BB FIRST BANK	Check	0/0/0000	8/3/2023	3	\$9,026.73	200	Ready to Print : Manually Entered Batch
<input checked="" type="checkbox"/> ACE100	Balanced Business	BB UPTOWN TRUST	Check	0/0/0000	8/3/2023	1	\$35.00	100	This batch is already marked for processing by sa.
<input checked="" type="checkbox"/> ADV100	Balanced Business	BB UPTOWN TRUST	Check	0/0/0000	8/3/2023	1	\$100.00	100	Ready to Print : Manually Entered Batch
<input checked="" type="checkbox"/> ADV200	Balanced Business	BB FIRST BANK	Check	0/0/0000	8/3/2023	1	\$7,565.52	200	Ready to Print : Manually Entered Batch
<input checked="" type="checkbox"/> BEAU	Balanced Business	WESTBANK	Check	0/0/0000	8/3/2023	1	\$80.00	100	Ready to Print : Manually Entered Batch
<input checked="" type="checkbox"/> CAD	Balanced Business	CAD CBID	Check	0/0/0000	5/23/2023	1	\$562.50	300	Requires Approver(s)
<input checked="" type="checkbox"/> CAD_01	Balanced Business	CAD CBID	Check	0/0/0000	5/23/2023	1	\$15,625.00	300	Requires Approver(s)
<input checked="" type="checkbox"/> NEW	Balanced Business	WESTBANK	Check	0/0/0000	6/22/2023	1	\$75.00	100	Requires Approver(s)
<input checked="" type="checkbox"/> NEW2	Balanced Business	WESTBANK	Check	0/0/0000	6/22/2023	1	\$4,600.00	100	Requires Approver(s)
<input checked="" type="checkbox"/> SPCCHECK	Balanced Business	WESTBANK	Check	0/0/0000	6/23/2023	1	\$15,000.00	100	Ready to Print : Manually Entered Batch
<input checked="" type="checkbox"/> TESTBATCH	Balanced Business	BB UPTOWN TRUST	Check	0/0/0000	3/23/2022	2	\$2,554.67	000	Ready to Print : Manually Entered Batch

Last modified: October 24, 2023

6.4. 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 “](#)

Last modified: June 19, 2023

6.4.1. 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 approver 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.

The screenshot shows the 'Payables Transaction Entry - TWO (sa)' window. The main window has a menu bar with 'Save', 'Delete', 'Post', 'AA', 'Options', 'Additional', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. Below the menu bar, there are fields for 'Voucher No.' (0000000000000509), 'Document Type' (Invoice), 'Description', 'Vendor ID' (ACETRAVE0001), 'Name' (A Travel Company), 'Address ID' (PRIMARY), 'Remit-To ID' (PRIMARY), 'Payment Terms' (Net 30), 'Currency ID' (Z-US\$), 'Batch ID', and 'Doc. Date' (4/12/2027). A table shows the following amounts: Purchases (\$2,400.36), Trade Discount (\$0.00), Freight (\$0.00), Miscellaneous (\$0.00), Tax (\$0.00), and Total (\$2,400.36). At the bottom, there is a 'by Batch ID' dropdown and a 'Status' field set to 'Unsaved'.

A sub-window titled 'Payables ...' is open, showing a menu bar with 'Actions', 'Options', 'Additional', 'File', and 'Tools'. The 'Actions' menu is open, showing 'OK', 'Checkbook ID', 'Check Number', 'Date', and 'Payment Number'. The 'Checkbook ID' field is set to 'FIRST BANK', the 'Check Number' field is set to '11111', and the 'Date' field is set to '4/12/2027'.

4. Back on the **Payables Transaction Entry** window, make certain all necessary transaction information has been entered and click **Print Check** at the bottom of the window.
5. The **Print Mekorma MICR Transaction Check** window will open. Click **Print**.
6. 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.

Last modified: October 26, 2023

6.4.2. 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**.

Miscellaneous Check - CS (sa)

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

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

Check No. 100051
Date: 9/4/2019

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

Address: 123 Main St
Denver CO 80242

Memo

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

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

Last modified: June 19, 2023

6.4.3. 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. Open 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.

Last modified: June 19, 2023

6.4.4. 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 generate 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 generate wherever the Payment Hub 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, navigate to the folder location defined for the PDF check copies on the Mekorma System Options screen.
2. Open the PDF file.

Last modified: August 24, 2023

6.4.5. Print Using the MEM Connector

You can print batches using the MEM Connector from GP's Build Payment window, where you can select whether to [Centralize or Decentralize](#) the process. The configuration for [Sorting and Subtotal](#) options will effect the results as follows:

Setup Options	Print Category	Print Results
No Sort, No Subtotal	Decentralized	Prints one line only for ID and name; prints facility address; no check sorting
No Sort, No Subtotal	Centralized	No MEM fields print, no sorting
Sort by ID, No Subtotal	Decentralized	Sorts checks by Facility ID, no Facility fields print
Sort by ID, No Subtotal	Centralized	Sorts vouchers on stub by Facility ID; sorts checks by Facility ID; Facility ID and Name print on the stub
Sort by Name, No Subtotal	Decentralized	Sorts checks by Facility Name; no Facility fields print; no subtotal line
Sort by Name, No Subtotal	Centralized	Sorts vouchers on stub by Facility Name; sorts checks by Facility Name, Facility ID and Name print on the stub; no subtotal line
Subtotal By ID, No Sort	Decentralized	One subtotal line prints since only one facility is on the check; checks are not sorted
Subtotal By ID, No Sort	Centralized	Vouchers are sorted on the stub by Facility ID with a subtotal line at the end of each Facility group; checks are not sorted
Subtotal By Name, No Sort	Decentralized	One subtotal line prints since only one facility is on the check; checks are not sorted
Subtotal By Name, No Sort	Centralized	Vouchers are sorted on the stub by Facility Name with a subtotal line at the end of each Facility group; checks are not sorted
Subtotal By Name, Sort by Name	Decentralized	One subtotal line prints since only one facility is on the check; checks are sorted by Facility Name
Subtotal By Name, Sort by Name	Centralized	Vouchers are sorted on the stub by Facility Name with a subtotal line at the end of each Facility group; checks are sorted by Facility Name
Subtotal By ID, Sort by ID	Decentralized	One subtotal line prints since only one facility is on the check; checks are sorted by Facility ID

Subtotal By ID, Sort by ID	Centralized	Vouchers are sorted on the stub by Facility ID with a subtotal line at the end of each Facility group; checks are sorted by Facility ID
-------------------------------	-------------	---

Batches configured using the MEM Connector can also be printed and processed from the [Multi-Batch Action Board](#).

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

Last modified: June 19, 2023

6.4.6. 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

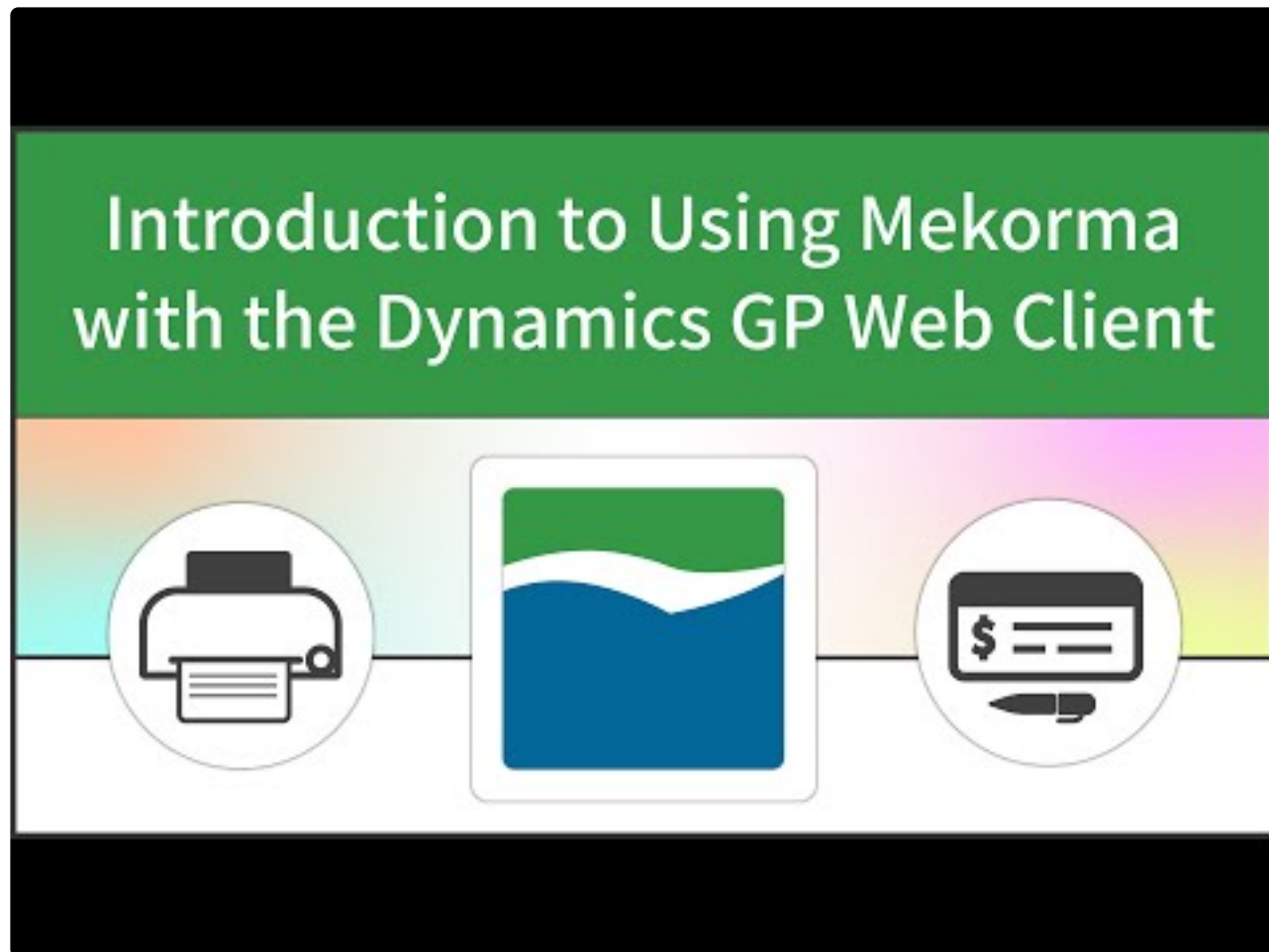
In addition, some payments are always processed locally:

- 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.

Last modified: June 19, 2023

6.4.7. Print Payments Using the Web Client

These instructions apply to printing within the Dynamics GP Web Client, assuming the [Mekorma Print Client](#) has been installed and the user who needs to print has been [granted security access](#) to the Web Client.



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

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

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

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

1. Open the **Print Payments** window.
2. Use the look-up to select a batch.
3. The **Mekorma MICR Web Client Print Job Preparation** window will open. From within this window, you can change your check or remittance format for check printing as needed.
4. Click the **Prepare and Download** button to open the Mekorma Print Client. (this assumes you have configured your browser to [automatically launch the downloaded mcp file](#)).

5. The Mekorma Print Client allows you to preview and print check files in the same way that you would handle them through the GP desktop application. You can:
- Select whether you would like to print check copies.
 - Choose to navigate to the next check batch. If you select to navigate to the next batch, you will be prompted with a question asking if you want to delete the Mekorma Check Print (or .mcp) file that accords to the batch that you are currently on. *To print the batch that you've skipped at a later date, generate another .mcp through the print process.*
 - Select to print to any local printer, or any remote printer (if you are connected to your network through a VPN).

Last modified: June 19, 2023

6.4.8. 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.

Last modified: June 19, 2023

6.4.9. 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.

Print Blank Che...

Print Cancel File Tools Help Add Note

Actions File Tools Help

Checkbook ID FIRST BANK

Number of Checks 3

Starting Check Number 100051

Number of Signature Lines on checks:

☐ None ☒ One ☐ Two

4. Click **Print**. After entering any required user IDs and/or passwords, the **Mekorma MICR Check Printing** window will open.
5. Enter your print settings and click **Print** when you are ready to print checks.

Last modified: August 28, 2023

6.5. 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.

Last modified: June 19, 2023

6.5.1. 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. 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](#).

Payables Payments Zoom - TWO (sa)

OK View Additional File Email Tools Help Add Note

Actions View Payment Document Zoom Help

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

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

Vendor ID ACETRAVE0001 Currency ID Z-US\$

Check Name A Travel Company

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

Checkbook ID FIRST BANK Amount

Document No. EFT0000000000001 Unapplied \$0.00

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

Comment Total \$6,501.78

Terms Discount Taken \$0.00 Writeoff \$0.00

Terms Discount Available \$0.00

Revaluation Apply Distribution Re-create Check Stub

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.

Last modified: August 28, 2023

6.5.2. 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_IONtVQLM?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 hyperlink. This opens 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 display as zero dollar checks.

Last modified: August 28, 2023

6.5.3. 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.

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

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

Last modified: August 28, 2023

6.5.4. 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.

The screenshot shows the 'Enhanced ePayment Batch Maintenance - CS (sa)' window. It features a toolbar with icons for OK, Redisplay, File, Tools, and Help. Below the toolbar, there are filter sections for File Status, Batch Number, Remote Batch ID, and Created Date. A dropdown menu is open, showing options: Posted, Created, Sent, Processed, Validation Failed, Abandoned, Voided, and Sending Failed. Below the filters is a table with the following data:

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

Batch Status

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

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

the API again; this may be necessary if internet was unavailable on the first send.

Batch Actions

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

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

Last modified: August 28, 2023

6.5.5. 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 Remote Payment Services. 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

Voiding Payments with Remote Payment Services

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. Voiding the payment may create issues with your bank reconciliation.

Handle this situation 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.

Last modified: August 29, 2023

6.5.6. 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 Remote Payment Services.

* 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 for when you are in contact with the vendor and need to Stop-Pay a payment and void to correct an 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](#).

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](#)

Last modified: August 29, 2023

6.5.7. 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 > Payables > 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.

Enhanced ePayment Batch Maintenance - CS (sa)

OK Actions Redisplay File Tools Help

Void File Tools Help

File Status: ☐ All ☒ Specific Sent

Batch Number: ☒ All ☐ From To

Remote Batch ID: ☒ All ☐ From To 0

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

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

Last modified: August 28, 2023

6.5.8. 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 Remote Payment Services 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 **Remote Payment Services Payments** window (Mekorma Area page > Routines > Payables > Remote Payment Services 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 **Remote Payment Services Vcard Status Maintenance** window.

Enhanced ePayment Payments - CS (sa)

OK Actions Redisplay New Payments File Print Tools Help

Change Status View Payment View Vendor

Checkbook: 0/0/0000 To: 0/0/0000

Payment Method: ☒ Check ☒ EFT ☒ Vcard ☐ Issued ☒ Used ☒ Drained ☐ Voided

Remote Statuses: ☐ Expired ☐ Canceled

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

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

Enhanced ePayment Vcard Status Maintenance

Update Vcard Status

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

New Status

Save

Issued
Used
Drained
Voided

Cancel

Options are:

- **Issued:** This means the card has been issued by the virtual card company and sent to the vendor, but the vendor has not yet “swiped” it.
- **Used:** A used card signifies that the vendor has received and “swiped” the card, but not for the fully issued amount.
- **Drained:** Means the virtual card has been used by the vendor for its fully issued amount, or the vendor has used a partial amount and the remainder has been written off.
- **Voided:** Indicates a card that has been voided and is no longer active.

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

Last modified: August 30, 2023

7. Using Mekorma Payment Hub for US and Canadian Payroll

Last modified: June 19, 2023

7.1. 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.

Last modified: June 19, 2023

7.2. 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.

Last modified: June 19, 2023

7.3. 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.

Last modified: June 19, 2023

8. 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.

Last modified: October 23, 2023

9. How to Use This Guide

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 use 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.
- Bookmark pages or share links with colleagues, as each page in the guide has its own unique URL.
- Print individual pages by clicking on the **printer icon** at the top right corner of any page.
- Download/Print the entire user guide by clicking on the **Download as PDF** button at the very bottom of the left-hand menu.
- **Contact us with your ideas** if there are any new features or enhancements you would like to see in a product, by using the link at the bottom of each page.

If you are looking for a more tailored experience, our dedicated Customer Success team is ready to support you, guide you through product implementations, and assist you with any customized build requests. For more information, see [Requesting Support, Implementation, or Customization](#), or visit us at our [website](#).

Last modified: November 2, 2023

10. Appendix: About This Window

About This Window is activated when a user chooses **About This Window** on a Mekorma window in the Microsoft Dynamics GP help system. Each page in the appendix provides an overview of the use and fields for each of the Mekorma windows.

Last modified: October 9, 2023

10.1. Mekorma Configurator Fields

This appendix lists all the fields available in the Mekorma Configurator.

Legend:
ST: single text field
SC: single currency field
MT: multi-lined field
MD: multi-date field
MN: multi-number
LB: label
PF: logical field
OV: overflow
MC: multi-currency
MTR: multi-amount in words
SIG: signature

CATEGORY: General Information

```

Approver 1    ST    Width= 100    Align= L
Approver 2    ST    Width= 100    Align= L
Bank Account Number    ST    Width= 100    Align= L
Bank Address    MT    Width= 100    Align= L
Bank Branch    ST    Width= 100    Align= L
Bank Fax Number    ST    Width= 100    Align= L
Bank ID    ST    Width= 100    Align= L
Bank Master Transit Number    ST    Width= 100    Align= L
Bank Name    ST    Width= 100    Align= L
Bank Phone 1    ST    Width= 100    Align= L
Bank Phone 2    ST    Width= 100    Align= L
Bank Phone 3    ST    Width= 100    Align= L
Check Comment 1    ST    Width= 100    Align= L
Check Comment 2    ST    Width= 100    Align= L
Check Comment 3    ST    Width= 100    Align= L
Checkbook Description    ST    Width= 100    Align= L
Checkbook ID    ST    Width= 100    Align= L
CM User Defined 1    ST    Width= 100    Align= L

```

```

CM User Defined 2    ST  Width= 100  Align= L
Company Address     MT  Width= 100  Align= L
Company Contact      ST  Width= 100  Align= L
Company Fax Number   ST  Width= 100  Align= L
Company Location Name ST  Width= 100  Align= L
Company Name         ST  Width= 100  Align= L
Company Phone 1      ST  Width= 100  Align= L
Company Phone 2      ST  Width= 100  Align= L
Company Phone 3      ST  Width= 100  Align= L
GL Posting Date      SD  Width= 100  Align= L
Printed By          ST  Width= 100  Align= L
Requester           ST  Width= 100  Align= L
Transit Number       ST  Width= 100  Align= L
User ID             ST  Width= 100  Align= L

```

CATEGORY: Commonly Used Labels

```

AMOUNT    LB  Width= 0  Align= L
Amount    LB  Width= 0  Align= L
Canadian Funds  LB  Width= 0  Align= L
Check Date  LB  Width= 0  Align= L
CHECK NO   LB  Width= 0  Align= L
Cheque Date  LB  Width= 0  Align= L
CHEQUE NO   LB  Width= 0  Align= L
Date       LB  Width= 0  Align= L
DATE       LB  Width= 0  Align= L
DDMMYYYY   LB  Width= 0  Align= L
Description  LB  Width= 0  Align= L
Description Reference  LB  Width= 0  Align= L
Discount Taken  LB  Width= 0  Align= L
Dollars      LB  Width= 0  Align= L
GL Account Number  LB  Width= 0  Align= L
Invoice Date  LB  Width= 0  Align= L
Invoice Number  LB  Width= 0  Align= L
MMDDYYYY     LB  Width= 0  Align= L
Net Check Amt  LB  Width= 0  Align= L
Net Cheque Amt  LB  Width= 0  Align= L
Net Paid Amount  LB  Width= 0  Align= L
Net Paid Amt   LB  Width= 0  Align= L
ORDER OF      LB  Width= 0  Align= L
Outstanding Amt  LB  Width= 0  Align= L
Paid Amount    LB  Width= 0  Align= L
Pay           LB  Width= 0  Align= L

```

```

PAY    LB  Width= 0  Align= L
Pay to the Order of    LB  Width= 0  Align= L
Payee    LB  Width= 0  Align= L
Payment Number    LB  Width= 0  Align= L
PO Number    LB  Width= 0  Align= L
TO THE    LB  Width= 0  Align= L
to the Order of    LB  Width= 0  Align= L
US Funds    LB  Width= 0  Align= L
Voucher Amount    LB  Width= 0  Align= L
Voucher Number    LB  Width= 0  Align= L
Write Off    LB  Width= 0  Align= L
YYYYMMDD    LB  Width= 0  Align= L

```

CATEGORY: Logical Fields

```

EFT Comment    ST  Width= 100  Align= L
EFT Logo    PF  Width= 100  Align= L
EFT Non-Negotiable    ST  Width= 100  Align= L
EFT VOID    ST  Width= 100  Align= L
Facility Signature 1    PF  Width= 100  Align= L
Facility Signature 2    PF  Width= 100  Align= L
Line 1    SIG  Width= 100  Align= L
Line 2    SIG  Width= 100  Align= L
Continued    OV  Width= 0  Align= L
Signature File 1    PF  Width= 100  Align= L
Signature File 2    PF  Width= 100  Align= L
Signature File 1 Based on PO Number    PF  Width= 100  Align= L
Signature File 2 Based on PO Number    PF  Width= 100  Align= L
Signature Line 1 Based on PO Number    SIG  Width= 100  Align= L
Signature Line 2 Based on PO Number    SIG  Width= 100  Align= L
Company Logo    PF  Width= 100  Align= L

```

MEKORMA PAYABLES

CATEGORY: Detailed Addresses

```

Bank Address 1    ST  Width= 100  Align= L
Bank Address 2    ST  Width= 100  Align= L
Bank Address 3    ST  Width= 100  Align= L
Bank City-State-Zip    ST  Width= 100  Align= L

```

```

Bank Country      ST  Width= 100  Align= L
Company Address 1  ST  Width= 100  Align= L
Company Address 2  ST  Width= 100  Align= L
Company Address 3  ST  Width= 100  Align= L
Company City-State-Zip  ST  Width= 100  Align= L
Company Country    ST  Width= 100  Align= L
Payment Address 1  ST  Width= 100  Align= L
Payment Address 2  ST  Width= 100  Align= L
Payment Address 3  ST  Width= 100  Align= L
Payment Address ID  ST  Width= 100  Align= L
Payment City-State-Zip  ST  Width= 100  Align= L
Payment Contact    ST  Width= 100  Align= L
Payment Country    ST  Width= 100  Align= L
Payment Zip        ST  Width= 100  Align= L
Vendor Main Address 1  ST  Width= 100  Align= L
Vendor Main Address 2  ST  Width= 100  Align= L
Vendor Main Address 3  ST  Width= 100  Align= L
Vendor Main City-State-Zip  ST  Width= 100  Align= L
Vendor Main Country  ST  Width= 100  Align= L

```

CATEGORY: General Information

```

Number Of TRX      ST  Width= 100  Align= R
Batch Comment      ST  Width= 100  Align= L
Batch Number       ST  Width= 100  Align= L
Batch Total        SC  Width= 100  Align= R

```

CATEGORY: GL Distribution

```

1099 Amount        MC  Width= 100  Align= R
Account Alias       MT  Width= 100  Align= L
Account Description  MT  Width= 100  Align= L
Account Number      MT  Width= 100  Align= L
Account User Defined 1  MT  Width= 100  Align= L
Account User Defined 2  MT  Width= 100  Align= L
Credit Amount       MC  Width= 100  Align= R
Debit Amount        MC  Width= 100  Align= R
Distribution Reference  MT  Width= 100  Align= L
Document Type       MT  Width= 100  Align= L
Enhanced Net Check Amount  MC  Width= 100  Align= R
Freight Amount      MC  Width= 100  Align= R
Intercompany ID     MT  Width= 100  Align= L
Misc Charges Amount  MC  Width= 100  Align= R

```

```

Multi-Currency Debit Minus Credit Amount    MC    Width= 100    Align= R
New Amount Paid (Tech Knowledge 18381)      MC    Width= 100    Align= R
New Document Amount (Tech Knowledge 18381)   MC    Width= 100    Align= R
Originating Credit Amount                   MC    Width= 100    Align= R
Originating Debit Amount                     MC    Width= 100    Align= R
Payment Terms ID                            MT    Width= 100    Align= L
Posting Date                                MD    Width= 100    Align= L
Purchase Order Number                       MT    Width= 100    Align= L
Purchases Amount                           MC    Width= 100    Align= R
Shipping Method                             MT    Width= 100    Align= L
Tax Amount                                  MC    Width= 100    Align= R
Tax Schedule ID                             MT    Width= 100    Align= L
Trade Discount Amount                       MC    Width= 100    Align= R
TRX Source                                  MT    Width= 100    Align= L
Voucher Amount Paid                         MC    Width= 100    Align= R
Voucher Credit Amount                       MC    Width= 100    Align= R
Voucher Credit Document Amount              MC    Width= 100    Align= R
Voucher Discount Date                       MD    Width= 100    Align= L
Voucher Discount Taken Amount               MC    Width= 100    Align= R
Voucher Discount Taken Total                MC    Width= 100    Align= R
Voucher Document Amount                     MC    Width= 100    Align= R
Voucher Document Date                       MD    Width= 100    Align= L
Voucher Document Number                     MT    Width= 100    Align= L
Voucher GST Discount Amount                 MC    Width= 100    Align= R
Voucher Net Check Amount                     MC    Width= 100    Align= R
Voucher Net Paid Amount                     MC    Width= 100    Align= R
Voucher Outstanding Amount                  MC    Width= 100    Align= R
Voucher Paid Total                          MC    Width= 100    Align= R
Voucher PPS Amount Deducted                  MC    Width= 100    Align= R
Voucher Total Document Amount               MC    Width= 100    Align= R
Voucher Transaction Description              MT    Width= 100    Align= L
Voucher Voucher Number                      MT    Width= 100    Align= L
Voucher Write Off Amount                     MC    Width= 100    Align= R
Voucher Write Off Total                     MC    Width= 100    Align= R

```

CATEGORY: MEM Centralized DexName= MEM Centralized

```

Facility ID                                MT    Width= 100    Align= L
Facility Name                              MT    Width= 100    Align= L
Facility Company Name                       MT    Width= 100    Align= L
Document Number                             MT    Width= 100    Align= L
Transaction Description                      MT    Width= 100    Align= L
Discount Taken Amount                       MC    Width= 100    Align= R

```



```

Purchase Order Number    MT    Width= 100    Align= L
Net Paid Amount         MC    Width= 100    Align= R
New Amount Paid (Tech Knowledge 18381)    MC    Width= 100    Align= R
Document Date          MD    Width= 100    Align= L
Voucher Number         MT    Width= 100    Align= L
Voucher Date           MD    Width= 100    Align= L
Document Amount         MC    Width= 100    Align= R
Original Document Amount    MC    Width= 100    Align= R
Internet User Defined 1   MT    Width= 200    Align= L
Internet User Defined 2   MT    Width= 200    Align= L

```

CATEGORY: MEM Decentralized DexName= MEM Decentralized

```

Facility ID            ST    Width= 100    Align= L
Facility Name          ST    Width= 100    Align= L
Facility Company Name   ST    Width= 100    Align= L
Facility Address        MT    Width= 100    Align= L
Internet User Defined 1   ST    Width= 200    Align= L
Internet User Defined 2   ST    Width= 200    Align= L

```

CATEGORY: Payment

```

Amount in Words         MTR    Width= 300    Align= L
Amount in Words with Word Wrapping    MTR    Width= 300    Align= L
Amount in Words (Techknowledge 857824)    MTR    Width= 300    Align= L
Amount in Words (Techknowledge 857824) with Word Wrapping    MTR    Width= 300    Align= L
Check Comment           ST    Width= 100    Align= L
Check Amount with ***    ST    Width= 100    Align= R
Check Number           ST    Width= 100    Align= L
Check Total            SC    Width= 100    Align= R
Document Date          SD    Width= 100    Align= C
Document Date-D1       ST    Width= 20    Align= C
Document Date-D2       ST    Width= 20    Align= C
Document Date-M1       ST    Width= 20    Align= C
Document Date-M2       ST    Width= 20    Align= C
Document Date-Y1       ST    Width= 20    Align= C
Document Date-Y2       ST    Width= 20    Align= C
Document Date-Y3       ST    Width= 20    Align= C
Document Date-Y4       ST    Width= 20    Align= C
EFT or Regular Check Total    SC    Width= 100    Align= R
Payment Comment (from Edit Payables Checks)    ST    Width= 100    Align= L
Payment Number         ST    Width= 100    Align= L

```

CATEGORY: POP Single Line Per Invoice

```

1099 Amount      MC  Width= 100  Align= R
Amount Paid      MC  Width= 100  Align= R
Credit Amount    MC  Width= 100  Align= R
Credit Document Amount  MC  Width= 100  Align= R
Discount Date    MD  Width= 100  Align= L
Discount Taken Amount  MC  Width= 100  Align= R
Discount Taken Total  MC  Width= 100  Align= R
Document Amount  MC  Width= 100  Align= R
Document Date    MD  Width= 100  Align= L
Document Number  MT  Width= 100  Align= L
Document Type    MT  Width= 100  Align= L
Due Date         MD  Width= 100  Align= L
Enhanced Net Check Amount  MC  Width= 100  Align= R
Freight Amount   MC  Width= 100  Align= R
GST Discount Amount  MC  Width= 100  Align= R
Misc Charges Amount  MC  Width= 100  Align= R
Net Check Amount  MC  Width= 100  Align= R
Net Paid Amount   MC  Width= 100  Align= R
New Amount Paid (Tech Knowledge 18381)  MC  Width= 100  Align= R
New Document Amount (Tech Knowledge 18381)  MC  Width= 100  Align= R
Outstanding Amount  MC  Width= 100  Align= R
Paid Total       MC  Width= 100  Align= R
Payment Terms ID  MT  Width= 100  Align= L
POP Extended Cost  MC  Width= 100  Align= L
POP Item Description  MT  Width= 100  Align= L
POP Item Description or Voucher Description  MT  Width= 100  Align= L
POP Item Number    MT  Width= 100  Align= L
POP or Voucher PO Number  MT  Width= 100  Align= L
POP QTY Invoiced    MN  Width= 100  Align= L
POP Receipt Date or Voucher Date  MD  Width= 100  Align= L
POP Receipt Number or Voucher Number  MT  Width= 100  Align= L
POP Reference or Voucher Description  MT  Width= 100  Align= L
POP Unit Cost       MC  Width= 100  Align= L
POP Unit of Measure  MT  Width= 100  Align= L
POP Vendor Document Number  MT  Width= 100  Align= L
Posting Date       MD  Width= 100  Align= L
PPS Amount Deducted  MC  Width= 100  Align= R
Project Contract Name  MT  Width= 100  Align= L
Project Contract Customer  MT  Width= 100  Align= L
Project Contract Number  MT  Width= 100  Align= L
Project Contract ID     MT  Width= 100  Align= L
Project Cost Category Name  MT  Width= 100  Align= L

```

```

Project Customer Number    MT  Width= 100  Align= L
Project Number             MT  Width= 100  Align= L
Project Purchase Order Number    MT  Width= 100  Align= L
Project User Defined1 Contract    MT  Width= 100  Align= L
Project User Defined2 Contract    MT  Width= 100  Align= L
Purchase Order Number       MT  Width= 100  Align= L
Purchases Amount           MC  Width= 100  Align= R
Shipping Method            MT  Width= 100  Align= L
Tax Amount                MC  Width= 100  Align= R
Tax Schedule ID           MT  Width= 100  Align= L
Total Document Amount      MC  Width= 100  Align= R
Trade Discount Amount      MC  Width= 100  Align= R
Transaction Description     MT  Width= 100  Align= L
TRX Source                MT  Width= 100  Align= L
UD Date01                 MD  Width= 100  Align= L
UD Date02                 MD  Width= 100  Align= L
UD Date03                 MD  Width= 100  Align= L
UD Date04                 MD  Width= 100  Align= L
UD Date05                 MD  Width= 100  Align= L
UD Date06                 MD  Width= 100  Align= L
UD Date07                 MD  Width= 100  Align= L
UD Date08                 MD  Width= 100  Align= L
UD Date09                 MD  Width= 100  Align= L
UD Date10                 MD  Width= 100  Align= L
UD Date11                 MD  Width= 100  Align= L
UD Date12                 MD  Width= 100  Align= L
UD Date13                 MD  Width= 100  Align= L
UD Date14                 MD  Width= 100  Align= L
UD Date15                 MD  Width= 100  Align= L
UD Date16                 MD  Width= 100  Align= L
UD Date17                 MD  Width= 100  Align= L
UD Date18                 MD  Width= 100  Align= L
UD Date19                 MD  Width= 100  Align= L
UD Date20                 MD  Width= 100  Align= L
UD List01                 MT  Width= 100  Align= L
UD List02                 MT  Width= 100  Align= L
UD List03                 MT  Width= 100  Align= L
UD List04                 MT  Width= 100  Align= L
UD List05                 MT  Width= 100  Align= L
UD Text01                 MT  Width= 100  Align= L
UD Text02                 MT  Width= 100  Align= L
UD Text03                 MT  Width= 100  Align= L
UD Text04                 MT  Width= 100  Align= L
UD Text05                 MT  Width= 100  Align= L

```

```

UD Text06    MT  Width= 100  Align= L
UD Text07    MT  Width= 100  Align= L
UD Text08    MT  Width= 100  Align= L
UD Text09    MT  Width= 100  Align= L
UD Text10    MT  Width= 100  Align= L
Voucher Number  MT  Width= 100  Align= L
Write Off Amount  MC  Width= 100  Align= R
Write Off Total   MC  Width= 100  Align= R

```

CATEGORY: POP Multiple Lines Per Invoice

```

1099 Amount    MC  Width= 100  Align= R
Amount Paid    MC  Width= 100  Align= R
Credit Amount  MC  Width= 100  Align= R
Credit Document Amount  MC  Width= 100  Align= R
Discount Date  MD  Width= 100  Align= L
Discount Taken Amount  MC  Width= 100  Align= R
Discount Taken Total  MC  Width= 100  Align= R
Document Amount  MC  Width= 100  Align= R
Document Date  MD  Width= 100  Align= L
Document Number  MT  Width= 100  Align= L
Document Type  MT  Width= 100  Align= L
Due Date  MD  Width= 100  Align= L
Enhanced Net Check Amount  MC  Width= 100  Align= R
Freight Amount  MC  Width= 100  Align= R
GST Discount Amount  MC  Width= 100  Align= R
Misc Charges Amount  MC  Width= 100  Align= R
Net Check Amount  MC  Width= 100  Align= R
Net Paid Amount  MC  Width= 100  Align= R
New Amount Paid (Tech Knowledge 18381)  MC  Width= 100  Align= R
New Document Amount (Tech Knowledge 18381)  MC  Width= 100  Align= R
Outstanding Amount  MC  Width= 100  Align= R
Paid Total  MC  Width= 100  Align= R
Payment Terms ID  MT  Width= 100  Align= L
POP Extended Cost  MC  Width= 100  Align= L
POP Item Description  MT  Width= 100  Align= L
POP Item Description or Voucher Description  MT  Width= 100  Align= L
POP Item Number  MT  Width= 100  Align= L
POP or Voucher PO Number  MT  Width= 100  Align= L
POP QTY Invoiced  MN  Width= 100  Align= L
POP Receipt Date or Voucher Date  MD  Width= 100  Align= L
POP Receipt Number or Voucher Number  MT  Width= 100  Align= L
POP Reference or Voucher Description  MT  Width= 100  Align= L

```

```

POP Unit Cost      MC  Width= 100  Align= L
POP Unit of Measure  MT  Width= 100  Align= L
POP Vendor Document Number  MT  Width= 100  Align= L
Posting Date      MD  Width= 100  Align= L
PPS Amount Deducted  MC  Width= 100  Align= R
Project Contract Name  MT  Width= 100  Align= L
Project Contract Customer  MT  Width= 100  Align= L
Project Contract Number  MT  Width= 100  Align= L
Project Contract ID  MT  Width= 100  Align= L
Project Cost Category Name  MT  Width= 100  Align= L
Project Customer Number  MT  Width= 100  Align= L
Project Number  MT  Width= 100  Align= L
Project Purchase Order Number  MT  Width= 100  Align= L
Project User Defined1 Contract  MT  Width= 100  Align= L
Project User Defined2 Contract  MT  Width= 100  Align= L
Purchase Order Number  MT  Width= 100  Align= L
Purchases Amount  MC  Width= 100  Align= R
Shipping Method  MT  Width= 100  Align= L
Tax Amount  MC  Width= 100  Align= R
Tax Schedule ID  MT  Width= 100  Align= L
Total Document Amount  MC  Width= 100  Align= R
Trade Discount Amount  MC  Width= 100  Align= R
Transaction Description  MT  Width= 100  Align= L
TRX Source  MT  Width= 100  Align= L
UD Date01  MD  Width= 100  Align= L
UD Date02  MD  Width= 100  Align= L
UD Date03  MD  Width= 100  Align= L
UD Date04  MD  Width= 100  Align= L
UD Date05  MD  Width= 100  Align= L
UD Date06  MD  Width= 100  Align= L
UD Date07  MD  Width= 100  Align= L
UD Date08  MD  Width= 100  Align= L
UD Date09  MD  Width= 100  Align= L
UD Date10  MD  Width= 100  Align= L
UD Date11  MD  Width= 100  Align= L
UD Date12  MD  Width= 100  Align= L
UD Date13  MD  Width= 100  Align= L
UD Date14  MD  Width= 100  Align= L
UD Date15  MD  Width= 100  Align= L
UD Date16  MD  Width= 100  Align= L
UD Date17  MD  Width= 100  Align= L
UD Date18  MD  Width= 100  Align= L
UD Date19  MD  Width= 100  Align= L
UD Date20  MD  Width= 100  Align= L

```

```

UD List01    MT  Width= 100  Align= L
UD List02    MT  Width= 100  Align= L
UD List03    MT  Width= 100  Align= L
UD List04    MT  Width= 100  Align= L
UD List05    MT  Width= 100  Align= L
UD Text01    MT  Width= 100  Align= L
UD Text02    MT  Width= 100  Align= L
UD Text03    MT  Width= 100  Align= L
UD Text04    MT  Width= 100  Align= L
UD Text05    MT  Width= 100  Align= L
UD Text06    MT  Width= 100  Align= L
UD Text07    MT  Width= 100  Align= L
UD Text08    MT  Width= 100  Align= L
UD Text09    MT  Width= 100  Align= L
UD Text10    MT  Width= 100  Align= L
Voucher Number  MT  Width= 100  Align= L
Write Off Amount  MC  Width= 100  Align= R
Write Off Total   MC  Width= 100  Align= R

```

CATEGORY: UK Cheques

```

UK Cheque Amount  ST  Width= 100  Align= L
UK Vendor Name Only  ST  Width= 100  Align= L
UK Vendor Name*    ST  Width= 100  Align= L
UK Vendor Name=    ST  Width= 100  Align= L
UK Document Date   SD  Width= 100  Align= L
UK Amount in Words with Word Wrapping  MTR  Width= 300  Align= L

```

CATEGORY: Vendor

```

1099 Amount YTD    SC  Width= 100  Align= R
1099 Type          ST  Width= 100  Align= L
Account Number With Vendor  ST  Width= 100  Align= L
Account Type       ST  Width= 100  Align= L
Bank Account Number  ST  Width= 100  Align= L
Bank Name          ST  Width= 100  Align= L
Bank Transit Number  ST  Width= 100  Align= L
Contact Name       ST  Width= 100  Align= L
Fax Number         ST  Width= 100  Align= L
Governmental Corporate ID  ST  Width= 100  Align= L
Governmental Individual ID  ST  Width= 100  Align= L
Parent Vendor ID    ST  Width= 100  Align= L
Payment Address     MT  Width= 100  Align= L

```

```

Payment Address with Country    MT  Width= 100  Align= L
Payment Priority                ST  Width= 100  Align= L
Payment Terms ID              ST  Width= 100  Align= L
Phone 3                        ST  Width= 100  Align= L
Phone Number 1                 ST  Width= 100  Align= L
Phone Number 2                 ST  Width= 100  Align= L
Shipping Method                ST  Width= 100  Align= L
Tax ID Number                  ST  Width= 100  Align= L
Tax Registration Number        ST  Width= 100  Align= L
Vendor Address with Contact Name MT  Width= 100  Align= L
Vendor Check Name              ST  Width= 100  Align= L
Vendor Check Name - SAFE PAY   ST  Width= 100  Align= L
Vendor Class ID                ST  Width= 100  Align= L
Vendor Comment 1               ST  Width= 100  Align= L
Vendor Comment 2               ST  Width= 100  Align= L
Vendor Contact                 ST  Width= 100  Align= L
Vendor ID                      ST  Width= 100  Align= L
Vendor Main Address            MT  Width= 100  Align= L
Vendor Name                    ST  Width= 100  Align= L
Vendor Name - SAFE PAY         ST  Width= 100  Align= L
Vendor Note                    MT  Width= 100  Align= L
Vendor Short Name              ST  Width= 100  Align= L
Vendor User Defined 1          ST  Width= 100  Align= L
Vendor User Defined 2          ST  Width= 100  Align= L
DBA                            ST  Width= 100  Align= L

```

CATEGORY: Voucher

```

1099 Amount                    MC  Width= 100  Align= R
Amount Paid                    MC  Width= 100  Align= R
Credit Amount                  MC  Width= 100  Align= R
Credit Document Amount         MC  Width= 100  Align= R
Discount Date                  MD  Width= 100  Align= L
Discount Taken Amount          MC  Width= 100  Align= R
Discount Taken Total           MC  Width= 100  Align= R
Document Amount                MC  Width= 100  Align= R
Document Date                  MD  Width= 100  Align= L
Document Number                MT  Width= 100  Align= L
Document Type                  MT  Width= 100  Align= L
Due Date                       MD  Width= 100  Align= L
Enhanced Net Check Amount      MC  Width= 100  Align= R
Freight Amount                 MC  Width= 100  Align= R
GST Discount Amount            MC  Width= 100  Align= R

```

```

Misc Charges Amount    MC  Width= 100  Align= R
Net Check Amount      MC  Width= 100  Align= R
Net Paid Amount       MC  Width= 100  Align= R
New Amount Paid (Tech Knowledge 18381)    MC  Width= 100  Align= R
New Document Amount (Tech Knowledge 18381) MC  Width= 100  Align= R
Outstanding Amount    MC  Width= 100  Align= R
Paid Total            MC  Width= 100  Align= R
Payment Terms ID      MT  Width= 100  Align= L
Posting Date          MD  Width= 100  Align= L
PPS Amount Deducted   MC  Width= 100  Align= R
Purchase Order Number MT  Width= 100  Align= L
Purchases Amount      MC  Width= 100  Align= R
Shipping Method       MT  Width= 100  Align= L
Tax Amount            MC  Width= 100  Align= R
Tax Schedule ID       MT  Width= 100  Align= L
Total Document Amount MC  Width= 100  Align= R
Trade Discount Amount MC  Width= 100  Align= R
Transaction Description MT  Width= 100  Align= L
TRX Source            MT  Width= 100  Align= L
Voucher Number        MT  Width= 100  Align= L
Write Off Amount       MC  Width= 100  Align= R
Write Off Total        MC  Width= 100  Align= R

```

CATEGORY: Refund Single Document

```

Document Amount      SC  Width= 100  Align= R
Document Date        SD  Width= 100  Align= L
Document Description  ST  Width= 100  Align= L
Document Number      ST  Width= 100  Align= L
Document Type        ST  Width= 100  Align= L
Customer Name        ST  Width= 100  Align= L
Customer Number      ST  Width= 100  Align= L
Customer PO Number   ST  Width= 100  Align= L
Extended Price       MC  Width= 100  Align= R
Freight Amount       SC  Width= 100  Align= R
Item Description      MT  Width= 100  Align= L
Item Number          MT  Width= 100  Align= L
Markdown Amount      MC  Width= 100  Align= R
Misc Amount          SC  Width= 100  Align= R
Quantity            MT  Width= 100  Align= L
Salesperson ID       ST  Width= 100  Align= L
Sales Territory      ST  Width= 100  Align= L
Shipping Method      ST  Width= 100  Align= L

```



```
Tax Amount      SC  Width= 100  Align= R
Trade Discount Amount  SC  Width= 100  Align= R
U Of M      MT  Width= 100  Align= L
Unit Price    MC  Width= 100  Align= R
```

CATEGORY: Refund Multiple Documents

```
Document Amount    MC  Width= 100  Align= R
Document Date      MD  Width= 100  Align= L
Document Description  MT  Width= 100  Align= L
Document Number    MT  Width= 100  Align= L
Document Type      MT  Width= 100  Align= L
Customer Name      MT  Width= 100  Align= L
Customer Number    MT  Width= 100  Align= L
Customer PO Number  MT  Width= 100  Align= L
Misc Amount        MC  Width= 100  Align= R
Salesperson ID     MT  Width= 100  Align= L
Sales Territory    MT  Width= 100  Align= L
Shipping Method    MT  Width= 100  Align= L
Tax Amount         MC  Width= 100  Align= R
Trade Discount Amount  MC  Width= 100  Align= R
```

MEKORMA USA PAYROLL

CATEGORY: Benefits

```
Benefit Amount Array  MC  Width= 100  Align= R
Benefit Amount YTD Array  MC  Width= 100  Align= R
Benefit Code Array     MT  Width= 100  Align= C
Benefit Description    MT  Width= 100  Align= C
Total Benefits         SC  Width= 100  Align= R
```

CATEGORY: Check

```
Amount in Words      MTR  Width= 300  Align= L
Amount in Words with Word Wrapping  MTR  Width= 300  Align= L
Check Amount with ***  ST  Width= 100  Align= R
Check Date           SD  Width= 100  Align= C
Check Date-D1        ST  Width= 20  Align= C
Check Date-D2        ST  Width= 20  Align= C
```

```

Check Date-M1      ST  Width= 20  Align= C
Check Date-M2      ST  Width= 20  Align= C
Check Date-Y1      ST  Width= 20  Align= C
Check Date-Y2      ST  Width= 20  Align= C
Check Date-Y3      ST  Width= 20  Align= C
Check Date-Y4      ST  Width= 20  Align= C
Check Number       ST  Width= 100  Align= C
Facility Name      ST  Width= 100  Align= L
Facility Stub String  ST  Width= 100  Align= L
Facility Check String  ST  Width= 100  Align= L
Facility ID        ST  Width= 100  Align= L
Facility Company Name  ST  Width= 100  Align= L
Facility Address    MT  Width= 100  Align= L
Internet User Defined 1  ST  Width= 200  Align= L
Internet User Defined 2  ST  Width= 200  Align= L
Net WagesPay Run     SC  Width= 100  Align= R
CheckDirect Deposit Amount  SC  Width= 100  Align= R

```

CATEGORY: Deductions

```

Deduction Amount Array  MC  Width= 100  Align= R
Deduction Amount YTD Array  MC  Width= 100  Align= R
Deduction Code Array  MT  Width= 100  Align= C
Deduction Description  MT  Width= 100  Align= C
Total Deductions       SC  Width= 100  Align= R

```

CATEGORY: Detailed Addresses

```

Bank Address 1      ST  Width= 100  Align= L
Bank Address 2      ST  Width= 100  Align= L
Bank Address 3      ST  Width= 100  Align= L
Bank City-State-Zip  ST  Width= 100  Align= L
Bank Country        ST  Width= 100  Align= L
Company Address 1    ST  Width= 100  Align= L
Company Address 2    ST  Width= 100  Align= L
Company Address 3    ST  Width= 100  Align= L
Company City-State-Zip  ST  Width= 100  Align= L
Company Country      ST  Width= 100  Align= L
Employee Address 1   ST  Width= 100  Align= C
Employee Address 2   ST  Width= 100  Align= C
Employee Address 3   ST  Width= 100  Align= C
Employee City-State-Zip  ST  Width= 100  Align= C
Employee Country     ST  Width= 100  Align= C

```

```

Employee Country Code    ST  Width= 100  Align= C
Employee County          ST  Width= 100  Align= C
Employee Fax             ST  Width= 100  Align= C
Employee Foreign Postal Code  ST  Width= 100  Align= C
Employee Foreign StateProvince  ST  Width= 100  Align= C
Employee Phone 1         ST  Width= 100  Align= C
Employee Phone 2         ST  Width= 100  Align= C
Employee Phone 3         ST  Width= 100  Align= C
Employee Zip            ST  Width= 100  Align= C
First Name              ST  Width= 100  Align= C
Last Name               ST  Width= 100  Align= C
Middle Name            ST  Width= 100  Align= C

```

CATEGORY: Direct Deposit

```

DD Array12 Account Number  MT  Width= 100  Align= C
DD Array12 Amount          MC  Width= 100  Align= R
DD Array12 Transaction Code MT  Width= 100  Align= C
DD Array12 Transit Number  MT  Width= 100  Align= C
DD Number of Accounts      ST  Width= 100  Align= R
Net WagesPay Run (Stub Only) SC  Width= 100  Align= R

```

CATEGORY: Earnings

```

Business Expense Earnings  SC  Width= 100  Align= R
Charged Tips Earnings      SC  Width= 100  Align= R
Commission Earnings        SC  Width= 100  Align= R
Double Time Earnings       SC  Width= 100  Align= R
EIC Earnings               SC  Width= 100  Align= R
Holiday Earnings           SC  Width= 100  Align= R
Min Wage Bal Earnings      SC  Width= 100  Align= R
Overtime Earnings          SC  Width= 100  Align= R
Pension Earnings           SC  Width= 100  Align= R
Piecework Earnings         SC  Width= 100  Align= R
Piecework Units            ST  Width= 100  Align= R
Regular Earnings           SC  Width= 100  Align= R
Reported Tips Earnings     SC  Width= 100  Align= R
Sick Time Earnings         SC  Width= 100  Align= R
Special Earnings           SC  Width= 100  Align= R
Total Earnings             SC  Width= 100  Align= R
Vacation Earnings          SC  Width= 100  Align= R

```

CATEGORY: Employee

```

Alternate Name      ST  Width= 100  Align= C
Class Description   ST  Width= 100  Align= C
Department         ST  Width= 100  Align= C
Department Additional Description  ST  Width= 100  Align= C
Department Description  ST  Width= 100  Align= C
Division Address 1  ST  Width= 100  Align= C
Division Address 2  ST  Width= 100  Align= C
Division City-State-Zip  ST  Width= 100  Align= C
Division Code      ST  Width= 100  Align= C
Division Name      ST  Width= 100  Align= C
Employee Address   MT  Width= 100  Align= L
Employee Class     ST  Width= 100  Align= C
Employee Full Name - SAFE PAY  ST  Width= 100  Align= C
Employee ID        ST  Width= 100  Align= C
Employee Name      ST  Width= 100  Align= C
Employee Name with Suffix  ST  Width= 100  Align= C
Employee Note      MT  Width= 100  Align= L
Employee Suffix    ST  Width= 40  Align= L
Employee User Defined 1  ST  Width= 100  Align= C
Employee User Defined 2  ST  Width= 100  Align= C
Federal Classification Code  ST  Width= 100  Align= C
First Name         ST  Width= 100  Align= C
Job Title          ST  Width= 100  Align= C
Job Title Description  ST  Width= 100  Align= C
Last Name          ST  Width= 100  Align= C
Location ID        ST  Width= 100  Align= C
Middle Name        ST  Width= 100  Align= C
NickName           ST  Width= 100  Align= C
Rate Class         ST  Width= 100  Align= C
Social Security Number  ST  Width= 100  Align= C
Social Security Number-MASKED  ST  Width= 100  Align= C
Supervisor Code    ST  Width= 100  Align= C
Type of Employment  ST  Width= 100  Align= C
Union Code         ST  Width= 100  Align= C

```

CATEGORY: Federal Taxes

```

Dependent Claim Amount  SC  Width= 100  Align= R
Estimated Federal Withholding  SC  Width= 100  Align= R
Federal Additional Withholding  SC  Width= 100  Align= R
Federal Filing Status    ST  Width= 100  Align= C

```

```

Federal Withholding Exemptions  ST  Width= 100  Align= R
Federal Withholding YTD      SC  Width= 100  Align= R
Federal WithholdingPay Run    SC  Width= 100  Align= R
FICA Withholding YTD      SC  Width= 100  Align= R
FICAMedicare Withholding YTD  SC  Width= 100  Align= R
FICAMedicare WithholdingPay Run  SC  Width= 100  Align= R
FICASocial Security Withholding YTD  SC  Width= 100  Align= R
FICASocial Security WithholdingPay Run  SC  Width= 100  Align= R
Total FICA Tax Withheld  SC  Width= 100  Align= R
Uncollected FICAMed TaxPay Run  SC  Width= 100  Align= R
Uncollected FICASS TaxPay Run  SC  Width= 100  Align= R
Employer ID Number  ST  Width= 9  Align= R

```

CATEGORY: Hours

```

Days Worked YTD  ST  Width= 100  Align= R
Double Time Hours  ST  Width= 100  Align= R
Holiday Hours  ST  Width= 100  Align= R
Hours Worked YTD  ST  Width= 100  Align= R
Overtime Hours  ST  Width= 100  Align= R
Regular Hours  ST  Width= 100  Align= R
Sick Time Available  ST  Width= 100  Align= R
Sick Time Hours  ST  Width= 100  Align= R
Time Available Array  MN  Width= 100  Align= R
Time Code Array  MT  Width= 100  Align= C
Time Code Description Array  MT  Width= 100  Align= C
Total Hours  ST  Width= 100  Align= R
Vacation Available  ST  Width= 100  Align= R
Vacation Hours  ST  Width= 100  Align= R
Weeks Worked YTD  ST  Width= 100  Align= R
Work Hours Per Year  ST  Width= 100  Align= R

```

CATEGORY: Local Taxes

```

Local Tax Array  MT  Width= 100  Align= C
Local Tax Description  MT  Width= 100  Align= C
Local Tax Withholding Array  MC  Width= 100  Align= R
Local Tax YTD  MC  Width= 100  Align= R
Local Withholding YTD  SC  Width= 100  Align= R

```

CATEGORY: Pay Data

```

Pay Code Array      MT  Width= 100  Align= C
Pay Code Description  MT  Width= 100  Align= C
Pay Earnings Array   MC  Width= 100  Align= R
Pay Hours Array      MN  Width= 100  Align= R
Pay Hours Array-Blank for Salary  MN  Width= 100  Align= R
Pay Rate Array       MC  Width= 100  Align= R
Pay Rate Array-Blank for Salary  MC  Width= 100  Align= R
Pay Type Array       MT  Width= 100  Align= C
Pay Type Array-Short  MT  Width= 100  Align= C
Pay Type Description  ST  Width= 100  Align= R
Pay Type Description-Short  ST  Width= 100  Align= R
Pay YTD Array        MC  Width= 100  Align= R
Total YTD Pay Code Earnings  SC  Width= 100  Align= R

```

CATEGORY: Pay Stub Information

```

End Pay Period      SD  Width= 100  Align= C
Federal WagesPay Run  SC  Width= 100  Align= R
Gross Wages YTD     SC  Width= 100  Align= R
Gross WagesPay Run  SC  Width= 100  Align= R
Net Wages YTD       SC  Width= 100  Align= R
PaymentAdjustment Number  ST  Width= 100  Align= R
Start Pay Period     SD  Width= 100  Align= C
Total Taxes         SC  Width= 100  Align= R
Total Taxes YTD     SC  Width= 100  Align= R
User ID            ST  Width= 100  Align= C

```

CATEGORY: State Taxes

```

Additional Allowances  MT  Width= 100  Align= R
State Additional Withholding  MC  Width= 100  Align= R
State Filing Status    MT  Width= 100  Align= C
State Name            ST  Width= 100  Align= C
State Number of Dependents  MT  Width= 100  Align= R
State Tax Array        MT  Width= 100  Align= C
State Tax Withholding Array  MC  Width= 100  Align= R
State Tax YTD          MC  Width= 100  Align= R
State Withholding YTD  SC  Width= 100  Align= R

```

CATEGORY: Tips

```

Allocated Tips YTD      SC  Width= 100  Align= R
Charged Receipts YTD    SC  Width= 100  Align= R
Charged Tips YTD        SC  Width= 100  Align= R
Federal Tax On Tips YTD  SC  Width= 100  Align= R
Federal Tips YTD        SC  Width= 100  Align= R
FICAMed Tax On Tips YTD  SC  Width= 100  Align= R
FICAMed Tips YTD        SC  Width= 100  Align= R
FICASS Tax On Tips YTD   SC  Width= 100  Align= R
FICASS Tips YTD         SC  Width= 100  Align= R
Reported Receipts YTD    SC  Width= 100  Align= R
Reported Tips YTD       SC  Width= 100  Align= R
Uncollected FICAMed Tax YTD  SC  Width= 100  Align= R
Uncollected FICASS Tax YTD   SC  Width= 100  Align= R

```

CATEGORY: Payroll Custom DexName= Payroll Custom

```

Hours Array    MN  Width= 100  Align= R

```

MEKORMA CANADIAN PAYROLL**CATEGORY: Detailed Addresses**

```

Bank Address 1    ST  Width= 100  Align= L
Bank Address 2    ST  Width= 100  Align= L
Bank Address 3    ST  Width= 100  Align= L
Bank City-State-Zip  ST  Width= 100  Align= L
Bank Country      ST  Width= 100  Align= L
City              ST  Width= 100  Align= L
Company Address 1  ST  Width= 100  Align= L
Company Address 2  ST  Width= 100  Align= L
Company Address 3  ST  Width= 100  Align= L
Company City-State-Zip  ST  Width= 100  Align= L
Company Country    ST  Width= 100  Align= L
Country           ST  Width= 100  Align= L
Employee Address 1  ST  Width= 100  Align= L
Employee Address 2  ST  Width= 100  Align= L
Employee City-Province-Postal Code  ST  Width= 100  Align= L
First Name        ST  Width= 100  Align= L
Last Name         ST  Width= 100  Align= L

```

```

Middle Name    ST  Width= 100  Align= L
Phone         ST  Width= 100  Align= L
Postal Code    ST  Width= 100  Align= L
Province      ST  Width= 100  Align= L

```

CATEGORY: Detailed Advice

```

Income Pay Code  MT  Width= 100  Align= L
Income Description MT  Width= 100  Align= L
Income Rate     MC  Width= 100  Align= R
Income Units    MN  Width= 100  Align= R
Income Current $  MC  Width= 100  Align= R
Income YTD Units MN  Width= 100  Align= R
Income YTD Dollars MC  Width= 100  Align= R

```

CATEGORY: Employee

```

Address      MT  Width= 100  Align= L
Birth Date   SD  Width= 100  Align= L
City         ST  Width= 100  Align= L
Class ID     ST  Width= 100  Align= L
Country      ST  Width= 100  Align= L
Department   ST  Width= 100  Align= L
Employee ID   ST  Width= 100  Align= L
First Name    ST  Width= 100  Align= L
Full Name     ST  Width= 100  Align= L
Last Name     ST  Width= 100  Align= L
Middle Name   ST  Width= 100  Align= L
Phone        ST  Width= 100  Align= L
Position     ST  Width= 100  Align= L
Postal Code   ST  Width= 100  Align= L
Province     ST  Width= 100  Align= L
SIN          ST  Width= 100  Align= L
Start Date    SD  Width= 100  Align= L
Taxable Province ST  Width= 100  Align= L
User Defined 1 ST  Width= 100  Align= L
User Defined 2 ST  Width= 100  Align= L
User ID      ST  Width= 100  Align= L

```

CATEGORY: Payment Details

```

Deduction Description  MT  Width= 100  Align= L

```



```

Deduction Employee Share    MC  Width= 100  Align= R
Deduction Employer Share    MC  Width= 100  Align= R
Deduction Paycode           MT  Width= 100  Align= L
Deduction Rate              MC  Width= 100  Align= R
Deduction Taxable Benefit Amount  MC  Width= 100  Align= R
Deduction Units             MN  Width= 100  Align= R
Earnings Amount             MC  Width= 100  Align= R
Earnings Dept               MT  Width= 100  Align= L
Earnings Description         MT  Width= 100  Align= L
Earnings Paycode            MT  Width= 100  Align= L
Earnings Rate               MC  Width= 100  Align= R
Earnings Transaction Date    MD  Width= 100  Align= L
Earnings Units              MN  Width= 100  Align= R

```

CATEGORY: Summary Advice

```

Income Pay Code             MT  Width= 100  Align= L
Income Description           MT  Width= 100  Align= L
Income Rate                 MC  Width= 100  Align= R
Income Units                MN  Width= 100  Align= R
Income Current $            MC  Width= 100  Align= R
Income YTD Units            MN  Width= 100  Align= R
Income YTD Dollars          MC  Width= 100  Align= R
Benefit Pay Code            MT  Width= 100  Align= L
Benefit Description          MT  Width= 100  Align= L
Benefit Rate                MC  Width= 100  Align= R
Benefit Units               MN  Width= 100  Align= R
Benefit Current $           MC  Width= 100  Align= R
Benefit YTD Units           MN  Width= 100  Align= R
Benefit YTD Dollars         MC  Width= 100  Align= R
Deduction Pay Code          MT  Width= 100  Align= L
Deduction Description        MT  Width= 100  Align= L
Deduction Rate              MC  Width= 100  Align= R
Deduction Units             MN  Width= 100  Align= R
Deduction Current $         MC  Width= 100  Align= R
Deduction YTD Units         MN  Width= 100  Align= R
Deduction YTD Dollars       MC  Width= 100  Align= R

```

CATEGORY: Payment Summary

```

Accumulated Days           ST  Width= 100  Align= R

```

```

Accumulated Overtime Hours    ST  Width= 100  Align= R
Accumulated Regular Hours    ST  Width= 100  Align= R
Accumulated User1            ST  Width= 100  Align= R
Accumulated User2            ST  Width= 100  Align= R
Accumulated User3            ST  Width= 100  Align= R
Accumulated User4            ST  Width= 100  Align= R
Advance Amount Drawn         SC  Width= 100  Align= R
Advance Amount Reclaim       SC  Width= 100  Align= R
Arrears Amount Created       SC  Width= 100  Align= R
Arrears Amount Reclaim       SC  Width= 100  Align= R
Batch Number                 ST  Width= 100  Align= L
Bonus Income                 SC  Width= 100  Align= R
Cheque Amount with ***       ST  Width= 100  Align= R
Cheque Date                  SD  Width= 100  Align= C
Cheque Date-D1               ST  Width= 100  Align= 3
Cheque Date-D2               ST  Width= 100  Align= 3
Cheque Date-M1               ST  Width= 100  Align= 3
Cheque Date-M2               ST  Width= 100  Align= 3
Cheque Date-Y1               ST  Width= 100  Align= 3
Cheque Date-Y2               ST  Width= 100  Align= 3
Cheque Date-Y3               ST  Width= 100  Align= 3
Cheque Date-Y4               ST  Width= 100  Align= 3
Cheque Number                ST  Width= 100  Align= L
End Date                     SD  Width= 100  Align= L
Net Pay                      SC  Width= 100  Align= R
Net Pay Words                MTR  Width= 300  Align= L
Net Pay Words Numbers        MTR  Width= 300  Align= L
Overtime Income              SC  Width= 100  Align= R
Payment Method               ST  Width= 100  Align= L
Regular Income               SC  Width= 100  Align= R
Retroactive Income           SC  Width= 100  Align= R
Start Date                   SD  Width= 100  Align= L
Total Withholdings           SC  Width= 100  Align= R

```

CATEGORY: Vacation

```

Accrual Amount              SC  Width= 100  Align= R
Accrual Units               ST  Width= 100  Align= R
Accrual Unpaid Units        ST  Width= 100  Align= R
Accruing Amount             SC  Width= 100  Align= R
Accruing Available After Date SD  Width= 100  Align= L
Accruing Units              ST  Width= 100  Align= R

```

```

Accruing Unpaid Units    ST    Width= 100    Align= R
Available Amount        SC    Width= 100    Align= R
Available Payout After Date    SD    Width= 100    Align= L
Available Units         ST    Width= 100    Align= R
Available Unpaid Units   ST    Width= 100    Align= R
Opening Balance         SC    Width= 100    Align= R
YTD Accrued Vacation    SC    Width= 100    Align= R

```

CATEGORY: YTD Tax Return

```

Basic Personal Amount - AB    SC    Width= 100    Align= R
Basic Personal Amount - BC    SC    Width= 100    Align= R
Basic Personal Amount - Federal    SC    Width= 100    Align= R
Basic Personal Amount - MB    SC    Width= 100    Align= R
Basic Personal Amount - NB    SC    Width= 100    Align= R
Basic Personal Amount - NL    SC    Width= 100    Align= R
Basic Personal Amount - NS    SC    Width= 100    Align= R
Basic Personal Amount - NT    SC    Width= 100    Align= R
Basic Personal Amount - NU    SC    Width= 100    Align= R
Basic Personal Amount - ON    SC    Width= 100    Align= R
Basic Personal Amount - PE    SC    Width= 100    Align= R
Basic Personal Amount - SK    SC    Width= 100    Align= R
Basic Personal Amount - YT    SC    Width= 100    Align= R
CPP Deducted 16    SC    Width= 100    Align= R
CPP Pensionable 26    SC    Width= 100    Align= R
EI Deducted 18    SC    Width= 100    Align= R
EI Insurable 24    SC    Width= 100    Align= R
Employment Income 14    SC    Width= 100    Align= R
Income Tax Deducted 22    SC    Width= 100    Align= R
Quebec TP-1015.3-V Base    SC    Width= 100    Align= R
Registered Pension 20    SC    Width= 100    Align= R
Taxable Benefits    SC    Width= 100    Align= R
Taxable Income    SC    Width= 100    Align= R

```

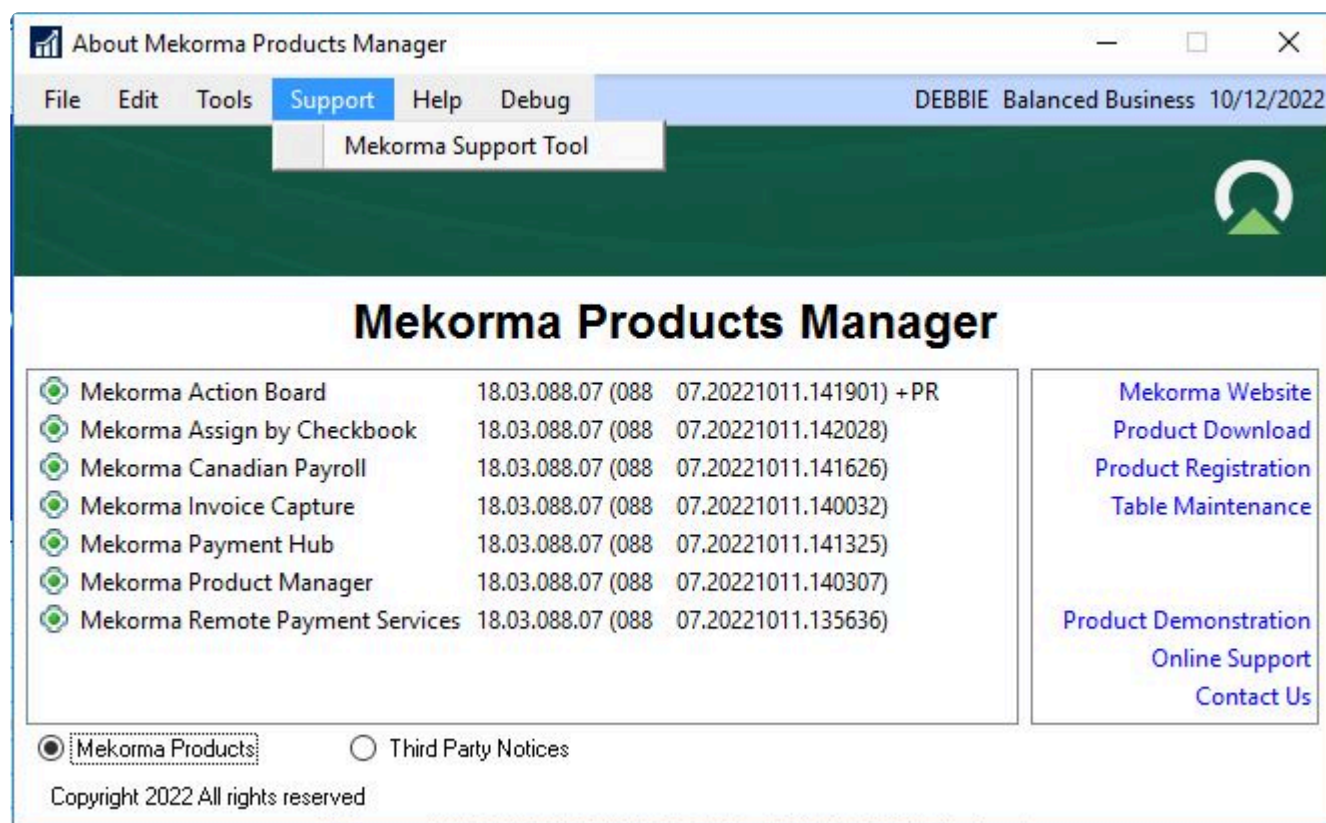
Last modified: October 9, 2023

10.2. Mekorma Support Tool

Mekorma has created the **Mekorma Support Tool** within Payment Hub. For most support cases, the support technician will ask you to provide your current configurations, i.e., security and checkbook setup, based on the request. The support tool saves you time in sharing your Mekorma configuration data with our support team.

To access the Mekorma Support Tool, navigate to About GP > Additional > Mekorma Products Manager.

Here, you can see all Mekorma products installed, along with the version. Open the **Mekorma Support Tool** window from the menu. Select **Support** and then **Mekorma Support Tool**.



In the right column, the last item is the Additional Files:

To add additional files (such as Dynamics.set and Dex.ini), right click Additional Files and select the Attach Files option.

Run a report

To run a new diagnostic report:

1. Add the case number provided by Mekorma Support. If you do not have one, leave this field blank.
2. GP User ID is defaulted with the current logged in user (**Note:** This field is read-only).
3. Enter your email address.
4. Select the companies that are experiencing support issues.

To send your file:

1. Click on File > Save.
2. Browse to the desired location to save the report. The file name defaults to Mekorma_Support__yymmdd_hhmmss.gz. The file is a compressed gz file.

Once the report file has been saved, attach the file to your case in the Mekorma Portal.

You may also review the configuration data in the right column by expanding **Document**. This displays the report information in a hierarchical manner. All information to be sent to support will be within this area for your review.

Create New Reports

To clear selections and create a new report:

1. click on File > New.

This clears existing selections and fields and lets the user generate another report with different selections.

Review Old Reports

To review an old report, you need to know where you stored the generated json file. If you have access to the json file:

1. Access Mekorma Support Tool
2. Select File > Open
3. Browse to existing report and select it

Last modified: October 9, 2023