

Unleash the Power of Mekorma

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Introductory Remarks

- Yes, it's a 3rd-party application. It costs extra. But many of you have purchased it already, so these features are free
- It's the most popular add-on in the Dynamics GP array
- I'm using latest build, 18.00.076

Printing Check Copies with Checks

- Simply mark the Use Copy Printer box when printing checks

Mekorma MICR Check Printing

Print Preview Cancel Keep window open after printing to print check copies

Checkbook ID	UPTOWN TRUST	<input checked="" type="checkbox"/> Use Copy Printer	
Non-Negotiable Word	VOID	Number of Copies	1
Number of Checks	1	Copy Options	Keep Copies Separate
Primary Check Format	AP Check_middle_2 GP AP Stubs.stbz		
Check Printer	HP LaserJet Professional P1102w_1	Paper Bin	Auto Select
Check Overflow Format			
Overflow Printer		Paper Bin	
Check Copy Format	AP Check_middle_2 GP AP Stubs.stbz		
Copy Printer	HP LaserJet Professional P1102w_1	Paper Bin	Auto Select
Check Copy Overflow Format			
Copy Overflow Printer		Paper Bin	

Printing Check Copies to PDF

- Does this automatically
- Set location in System Options
- Must pick at least one option from each section
- Should be network shared drive
- Makes copy immediately after printing check
- Doesn't print signature or check lines on pdf
- Resource-intensive; could affect performance

Using the Check Image Archive

- Will put a copy of the check in Inquiry screens. (Cool)
- Also could slow system down
- Mark in System Options

MICR Check Approval Workflow

- How it works: Person who cuts checks requests approval. Goes automatically to that GP user. Approver gets notification to approve
- Once approver approves, goes back to requester (with email), then requester can print checks
- Key Button: Additional icon (top of Payment Batch windows). Request Approval

MICR Check Approval-Setup notes

- Security Roles. Assign MEKORMA MICR PM REQUESTER, MEKORMA MICR PM APPROVER
- MICR Security-use User ID. Mark Activate Workflow
- Click Add User button
- Remember to mark Checkbook

Assigning invoices to Checkbooks

- To guide certain invoices to be paid out of a different checkbook
- Can assign during A/P Transaction Entry, or after they're posted (before they are selected for payment)
- Can do by Batch too
- In Select Checks/Build Payment Batch window, when you open it, an additional screen pops up lower left to choose option

Assigning Users to Checkbooks

- Purchasing Setup – Mekorma Assign by Checkbook

Print Blank Checks

- So the boss can go to “Meijer” and sign a check
- Must unmark “Disable blank checks” from MICR Security Setup (Company)
- Then, In Purchasing Setup
- User must be assigned to Checkbook
- Users need to enter their GP user and password to print
- Remember to enter Manual Payment after boss tells you what s/he wrote the check for

Miscellaneous Check

- Don't need to make a Vendor, just for paying One-Time person
- Financial – Transactions – Miscellaneous Check
- Note: this function works without Mekorma too

Refund Check

- To pay back Customer with a small negative balance that you will not do business with anymore
- Or, repeat Customers that have small overpayments
- Sales – Transactions – Refund Checks
- Note: this function works without Mekorma too

Task-based security

- New with latest build
- Basically, different users can have different Mekorma roles to do different approvals at different levels
- Example:
 - Jane approves checks < \$1,000
 - Joe approves checks \$1,000 - \$10,000
 - Zelda approves checks > \$10,000

Multi-Batch Management

- This *isn't* free
- Takes the 5 processes you would do to pay bills: 1) Build Payments (checks, EFTs), 2) Process Payments, 3) Post Payments, 4) Generate EFT files, 5) Generate Positive Pay files AND ALLOWS YOU TO DO THEM FOR MULTIPLE COMPANIES
- Nice Dashboard
- Subscription-based pricing
- https://www.youtube.com/watch?v=UIWL_IJjNKE

THE END

- And I *mean*, “*THE END*”
- Questions about anything.....?