

MEKORMA

# The AP Wizard's Handbook

Enchant Ease, Control, and Care with Mekorma



**PRESENTED BY** BRENDAN COFFEY, DIRECTOR OF REVENUE & ANGEL BLUM, SOFTWARE SALES MANAGER

# MEKORMA PAYMENT HUB

*The Magic of Payment Automation*



# Mekorma Payment Hub

*and the Chamber of AP Fundamentals*



**Vendor Validation:** Ensure Compliance and Security



**Action Board:** Simplify Payment Processes



**Enhanced Check Printing:** The entire process, from Layouts to Printing



**Remote Payment Services:** Unleash Secure and Flexible Payments



# Real-World Success *Spotlight on a Client: Havtech*

## BEFORE

---

- ✗ The team was running up to 30 check batches per week, which included printing and mailing 250+ checks
- ✗ Some payments were delayed, causing friction with vendors
- ✗ During COVID, the AP leader ended up adding 3+ hours of work per week to her existing workload just to print and mail checks

## AFTER

---

- ✓ In tandem with Mekorma, the team reduced a seven-step process spanning two systems to just one step, eliminating 12 hours per month of work
- ✓ Between rebates and reduced costs, the program pays for itself and even generates cash back
- ✓ Check payments went from 100% of payments to 41%; 38% percent of payments are now made by ACH; and 21% by virtual credit card
- ✓ The company is now poised to launch 5 new companies





# Vendor Validation

## *Patronus Charm for Compliance*

### Taxpayer Identification Number (TIN)

- ▶ Number and name, matched to IRS records

### Office of Foreign Assets Control (OFAC) Screening

- ▶ Vendor name, address, and contact information screened to OFAC Sanctions list

### Address Validation

- ▶ Vendor Addresses checked against USPS and Google database





Vendor Card



V00050 · ONE ACT A DAY

✕ Vendor Address: 'VAT Registration No.' has been modified. Do you want to run Vendor Validation?

Home Request Approval New Document **Vendor** Prices & Discounts Report Actions ▾ Related ▾ Reports ▾ Automate ▾ Fewer options

Ledger Entries Dimensions Statistics Attachments Approvals Comments Document Layouts Sent Emails Bank Accounts Item References Contracts Validate Vendor Validation History

### General

No.	V00050	...	Foundation Status		Balance Due (\$)	0.00
Name	ONE ACT A DAY		Balance (\$)	0.00		
Blocked	Payment	▾	Balance (\$) As Customer	0.00		

Check this data with IRS and Office Foreign Asset Control

### Address & Contact

Address		Phone No.		Format Region	▾
Address	4390 13th St	Mobile Phone No.		Contact	
Address 2		Email		Primary Contact Code	...
Country/Region Code	US ▾	Fax No.		Contact	...
City	Boulder	Home Page			
State	CO	Our Account No.			
ZIP Code	80304	Language Code	▾		

Check this data with Google global database

Show on Map

### Invoicing

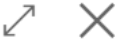
Tax Registration No.	471353066	Tax Area Code *	▾
Tax Liabe	<input checked="" type="checkbox"/>	Bank Communication	E English ▾

Check this data with the IRS

### Payments

Show more

# Mekorma Vendor Validation History



+ New

Edit List

General

Vendor No. ....

V00050

Current Status .....

ADRVAL-OK | OFAC-OK | TIN-OK

Vendor Name .....

ONE ACT A DAY

Latest Validation .....

4/24/2025 8:14 PM

Validation Code	Status Description	Validation DateTime	Validation Result
→ <b>TIN</b>	TIN and Name combination matches IRS EIN records.	4/24/2025 8:14 PM	ORA
<b>OFAC</b>	Match not found	4/24/2025 8:14 P...	ORA
<b>ADRVAL</b>	The Following Address has been Validated.	4/24/2025 8:14 P...	ORA
TIN	TIN and Name combination does not match IRS records.	4/24/2025 8:13 P...	ORA
OFAC	Match not found	4/24/2025 8:13 P...	ORA
ADRVAL	The Following Address has been Validated.	4/24/2025 8:13 P...	ORA

2<sup>nd</sup> Validation

1<sup>st</sup> Validation



# Action Board

*All Your Payments, in One Window for Infinite Convenience*

The Action Board allows your AP team to move through the payment process in **ONE** window.

With **Shared Services – Multi-Entity**, the **Action Board** automates company logins and follows your instructions, turning complex workflows into easy, quick steps:

- ▶ Select Payment Batches
- ▶ Send for Approval
- ▶ Print Checks or Transmit Remote Payments
- ▶ Post





Action

Please Select



Please Select

Build Payment Batches

Submit Batches for Approval

Process Payments

Post Batches



Process



Refresh



Processing Report



Action

Build Payment Batches

Process Template

OG1-WEEKLY



Processing Status

Idle



Process



Refresh



Processing Reports

Actions



Fewer options



	Status		Marked	Marked User	Company	Build ID ↑	Journal Template Name ↑	Batch Name	Bank Account	Bank Payment Type
	Ready		<input type="checkbox"/>		OG1-BALANCED BUSINESS	UTILITIES	PAYMENT	<PENDING>	OAK BANK	Computer Check
	Ready		<input type="checkbox"/>		OG1-BALANCED BUSINESS	WEEKLY	PAYMENT	<PENDING>	OAK BANK	Computer Check
	Ready		<input type="checkbox"/>		OG1-CRONUS USA	UTILITIES	PAYMENT	<PENDING>	CHECKING	Computer Check
	Ready		<input type="checkbox"/>		OG1-CRONUS USA	WEEKLY	PAYMENT	<PENDING>	CHECKING	Computer Check
	Ready		<input type="checkbox"/>		OG1-QUANTIC	UTILITIES	CORPAY	<PENDING>	TWO-UPTOWN TRUST	Manual Check
→	Ready	⋮	<input type="checkbox"/>		OG1-QUANTIC	WEEKLY	CORPAY	<PENDING>	TWO-UPTOWN TRUST	Manual Check





Action

Process Payments



Process



Refresh RPS Status



Refresh



Processing Reports

Actions

Fewer options



	Status		Marked	Marked User	Company	Journal Template Name ↑	Batch Name ↑	Bank Account ↑	Last Check No.
	Pending Approval		<input type="checkbox"/>		BALANCED BUSINESS	PAYMENT	AB010098	NOVA BANK	2045
	Ready		<input type="checkbox"/>		BR1-BALANCED BUSINESS	PAYMENT	AB010098	NOVA BANK	2045
	Ready / RPS Stat...		<input type="checkbox"/>		JM5-QUANTIC	CORPAY	RPSDEMO	TWO-UPTOWN TRUST	N/A
	Ready		<input type="checkbox"/>		JM6-CRONUS	PAYMENT	AB010072	OAK BANK	10004
	Pending Approval		<input type="checkbox"/>		JM7-BALANCED BUSINESS	PAYMENT	AB010098	NOVA BANK	2045
	Ready		<input type="checkbox"/>		OG1-BALANCED BUSINESS	PAYMENT	AB010098	NOVA BANK	2045
	Ready		<input type="checkbox"/>		OG1-BALANCED BUSINESS	PAYMENT	G04004	OAK BANK	10021
	Ready		<input type="checkbox"/>		OG1-CRONUS USA	PAYMENT	G04002	CHECKING	199
	Ready / RPS Stat...		<input type="checkbox"/>		OG1-QUANTIC	CORPAY	G04003	TWO-UPTOWN TRUST	N/A
→	Ready / RPS Stat...		<input type="checkbox"/>		OG1-QUANTIC	CORPAY	G04005	TWO-UPTOWN TRUST	N/A

# Enhanced Check Printing

## *Spelling Precision into Checks*

- ✓ Easy to use check layouts, saving time and reducing errors
- ✓ Signatures, MICR lines and Logos configured in the ERP not the layout
- ✓ Default Layouts per each bank account, minimizing manual setup and errors
- ✓ Overflow remittance
- ✓ Non-negotiable .pdf copy, an easily accessible documentation for auditing



Customers Items Chart of Accounts Mekorma Build IDs Mekorma Vendor Validation Mekorma Signatures List  
Vendors Bank Accounts Mekorma Action Board Mekorma Process Templates Mekorma Thresholds List Payment Journals

Mekorma Signatures List: All New Delete

<div>Donald Duck</div> <div>CEO DONALD DUCK</div>	<div><div></div><div>Debbie Franklin</div><div></div></div> <div>SIG1 SIGNATURE 1</div>	<div>Ken Ventura</div> <div>SIG2 SIGNATURE 2</div>
---	---	--



+ New

Edit List

Delete



Threshold ID ↑ ▼			Threshold From Amount ↑	Threshold To Amount	Signature Image 1	Print Signat... Line 1	Signature Image 2	Print Signat... Line 2
→	TWO SIGNATURES	:	0.00	1,000.00	SIG1	✓		□
	TWO SIGNATURES		1,001.00	999,999,999.00	SIG1	✓	SIG2	✓

Fabrikam, Inc.

April 30, 2024

Check No. 10022

Document No.	Document Date	Posting Description	Amount	Discount	Net Amount
VENDINV003	4/8/2024	Invoice 107212	827.54		827.54
VENDINV005	4/8/2024	Invoice 107214	2,482.63		2,482.63
VENDINV006	4/8/2024	Invoice 107215	3,310.17		3,310.17
VENDINV007	4/8/2024	Invoice 107216	4,137.71		4,137.71
VENDINV011	4/8/2024	Invoice 107220	1,655.08		1,655.08
VENDINV012	4/8/2024	Invoice 107221	1,655.08		1,655.08
VENDINV028	4/8/2024	Invoice 107238	1,655.08		1,655.08
VENDINV029	4/8/2024	Invoice 107239	1,655.08		1,655.08
VENDINV030	4/8/2024	Invoice 107240	1,655.08		1,655.08
INV259	4/8/2024	Invoice 107259	1,071.45		1,071.45
INV260	4/8/2024	Invoice 107260	1,071.45		1,071.45
AINV001	4/30/2024	Invoice 107264	2,142.90		2,142.90
AINV002	4/30/2024	Invoice 107265	2,142.90		2,142.90
AINV003	4/30/2024	Invoice 107266	2,142.90		2,142.90
AINV004	4/30/2024	Invoice 107267	2,142.90		2,142.90
AINV005	4/30/2024	Invoice 107268	2,142.90		2,142.90
AINV006	4/30/2024	Invoice 107269	2,142.90		2,142.90
AINV007	4/30/2024	Invoice 107270	2,142.90		2,142.90
AINV008	4/30/2024	Invoice 107271	2,142.90		2,142.90
AINV009	4/30/2024	Invoice 107272	2,142.90		2,142.90
AINV010	4/30/2024	Invoice 107273	2,142.90		2,142.90
AINV011	4/30/2024	Invoice 107274	2,142.90		2,142.90
AINV012	4/30/2024	Invoice 107275	2,142.90		2,142.90
AINV013	4/30/2024	Invoice 107276	5,357.24		5,357.24
AINV014	4/30/2024	Invoice 107277	5,357.24		5,357.24
Sub Total					57,605.63
Total					92,963.42

OG1-BALANCED BUSINESS  
7122 South Ashford Street  
Westminster  
Atlanta, GA 31772  
USA

\*\*\*\*\*NINETY TWO THOUSAND NINE HUNDRED SIXTY THREE AND 42/100 US

April 30, 2024\$\*\*\*\*\*92,963.42

Fabrikam, Inc.  
10 North Lake Avenue  
Atlanta, GA 31772  
USA

Debbie Franklin

Ken Ventura

⑆ 10 200 10 1 7 2 23 4 56 7 8 9 ⑆ 100 2 2

Fabrikam, Inc.

April 30, 2024

Check No. 10022

Document No.	Document Date	Posting Description	Amount	Discount	Net Amount
AINV015	4/30/2024	Invoice 107278	5,357.24		5,357.24
AINV016	4/30/2024	Invoice 107279	5,357.24		5,357.24
INV7291	4/30/2024	Invoice 107291	11,785.93		11,785.93
INV7292	4/30/2024	Invoice 107292	12,857.38		12,857.38
Total					92,963.42



←

10000 · Fabrikam, Inc.

🔖

📄

↗️

Vendor Ledger Entries

📄

🔍

📄

Edit List

Home

Entry

Actions

Automate

⋮

📄

🔍

☰

1

Posting Date ↓	Document No.	External Document No.	Vendor No. ↓ ▼	Vendor Name
→ 4/30/2024 ⋮	10022		10000	Fabrikam, Inc. ▲
4/30/2024	10021		10000	Fabrikam, Inc.
4/30/2024	10021		10000	Fabrikam, Inc.
4/30/2024	2007		10000	Fabrikam, Inc.
4/30/2024	214		10000	Fabrikam, Inc.
4/30/2024	213		10000	Fabrikam, Inc.
4/30/2024	212		10000	Fabrikam, Inc.
4/30/2024	2005		10000	Fabrikam, Inc.
4/30/2024	2004		10000	Fabrikam, Inc.
4/30/2024	2003		10000	Fabrikam, Inc.
4/30/2024	2002		10000	Fabrikam, Inc.
2/10/2024	108187	107187	10000	Fabrikam, Inc.
1/11/2024	108175	107175	10000	Fabrikam, Inc.
12/11/2023	108162	107162	10000	Fabrikam, Inc.
11/11/2023	108149	107149	10000	Fabrikam, Inc.
10/11/2023	108136	107136	10000	Fabrikam, Inc.
9/11/2023	108124	107124	10000	Fabrikam, Inc.
8/11/2023	108111	107111	10000	Fabrikam, Inc.
7/11/2023	108098	107098	10000	Fabrikam, Inc. ▼

Incoming Document Files▼

Name

File Extensic

Copy of Check 10022

⋮

pdf

Supporting Attachments

Copy of Check Remittance 100...

pdf

◀

▶

Related G/L Entries▼

G/L Account No. ↑	G/L Account Name	Amount (\$)
18200	Business account...	-92,96...
22100	Accounts Payabl...	92,963...

Fabrikam, Inc.

April 30, 2024

Check No. 10022

Document No.	Document Date	Posting Description	Amount	Discount	Net Amount
VENDINV003	4/8/2024	Invoice 107212	827.54		827.54
VENDINV005	4/8/2024	Invoice 107214	2,482.63		2,482.63
VENDINV006	4/8/2024	Invoice 107215	3,310.17		3,310.17
VENDINV007	4/8/2024	Invoice 107216	4,137.71		4,137.71
VENDINV011	4/8/2024	Invoice 107220	1,655.08		1,655.08
VENDINV012	4/8/2024	Invoice 107221	1,655.08		1,655.08
VENDINV028	4/8/2024	Invoice 107238	1,655.08		1,655.08
VENDINV029	4/8/2024	Invoice 107239	1,655.08		1,655.08
VENDINV030	4/8/2024	Invoice 107240	1,655.08		1,655.08
INV259	4/8/2024	Invoice 107259	1,071.45		1,071.45
INV260	4/8/2024	Invoice 107260	1,071.45		1,071.45
AINV001	4/30/2024	Invoice 107264	2,142.90		2,142.90
AINV002	4/30/2024	Invoice 107265	2,142.90		2,142.90
AINV003	4/30/2024	Invoice 107266	2,142.90		2,142.90
AINV004	4/30/2024	Invoice 107267	2,142.90		2,142.90
AINV005	4/30/2024	Invoice 107268	2,142.90		2,142.90
AINV006	4/30/2024	Invoice 107269	2,142.90		2,142.90
AINV007	4/30/2024	Invoice 107270	2,142.90		2,142.90
AINV008	4/30/2024	Invoice 107271	2,142.90		2,142.90
AINV009	4/30/2024	Invoice 107272	2,142.90		2,142.90
AINV010	4/30/2024	Invoice 107273	2,142.90		2,142.90
AINV011	4/30/2024	Invoice 107274	2,142.90		2,142.90
AINV012	4/30/2024	Invoice 107275	2,142.90		2,142.90
AINV013	4/30/2024	Invoice 107276	5,357.24		5,357.24
AINV014	4/30/2024	Invoice 107277	5,357.24		5,357.24
				Sub Total	57,605.63
				Total	92,963.42

OG1-BALANCED BUSINESS

7122 South Ashford Street

Westminster

Atlanta, GA 31772

USA

\*\*\*\*\*NINETY TWO THOUSAND NINE HUNDRED SIXTY THREE AND 42/100 US

April 30, 2024

\*\*\*\*\*92,963.42

Fabrikam, Inc.

10 North Lake Avenue

Atlanta, GA 31772

USA



# Remote Payment Services

*Accio Flexibility and Rebate Generation!*

- ✗ Printing checks
- ✗ Stuffing, stamping, and mailing
- ✗ Chasing vendors for payment preferences
- ✗ Managing ACH, credit cards or wire payments on bank portals, or file uploads
- ✓ Manages vendor payment preferences
- ✓ Checks printed and sent in one click
- ✓ Vendors paid by ACH
- ✓ Credit cards generating rebates





Batch Name ..... G04005 ...

RPS Status Description .....

RPS Status ..... Created

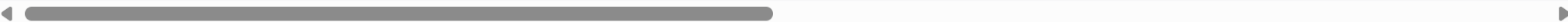
Manage Home Prepare Request Approval Bank Line Actions ▾ Related ▾ Automate ▾ Fewer options

Preview Posting Renumber Document Numbers Apply Entry Functions > Posting > Workflow > Issues >

	Posting Date		Document Date	Document Type	Document No.	External Document No.		Recipient Bank Account	Description	Currency Code	Payment Method Code
→	4/30/2024	⋮	4/30/2024	Payment	G04006						
	4/30/2024		4/30/2024	Payment	G04006		Vendor	40000	Wid		*
	4/30/2024		4/30/2024	Payment	G04006		Vendor	50000	No		*
	4/30/2024		4/30/2024	Payment	G04006		Vendor	V00010	DEVICOR		BANK

Submit To RPS

Renumber Payment/Check Numbers



Number of Lines	Balance	Total Balance
4	0.00	0.00



Batch Name ..... G04005 ...

RPS Status Description ..... Successful

RPS Status ..... Processing

Batch G04005 was sent for RPS processing.

OK

	Posting Date		Document Date	Document Type	Description	Currency Code	Payment Method Code
→	4/30/2024	⋮	4/30/2024	Payment	First Up Consultants		*
	4/30/2024		4/30/2024	Payment	Wide World Importers		*
	4/30/2024		4/30/2024	Payment	Good Publishers		*
	4/30/2024		4/30/2024	Payment	G04010 Vendor V00010 DEVICOR		BANK

Number of Lines

4

Balance

0.00

Total Balance

0.00

# Significance & Synergies

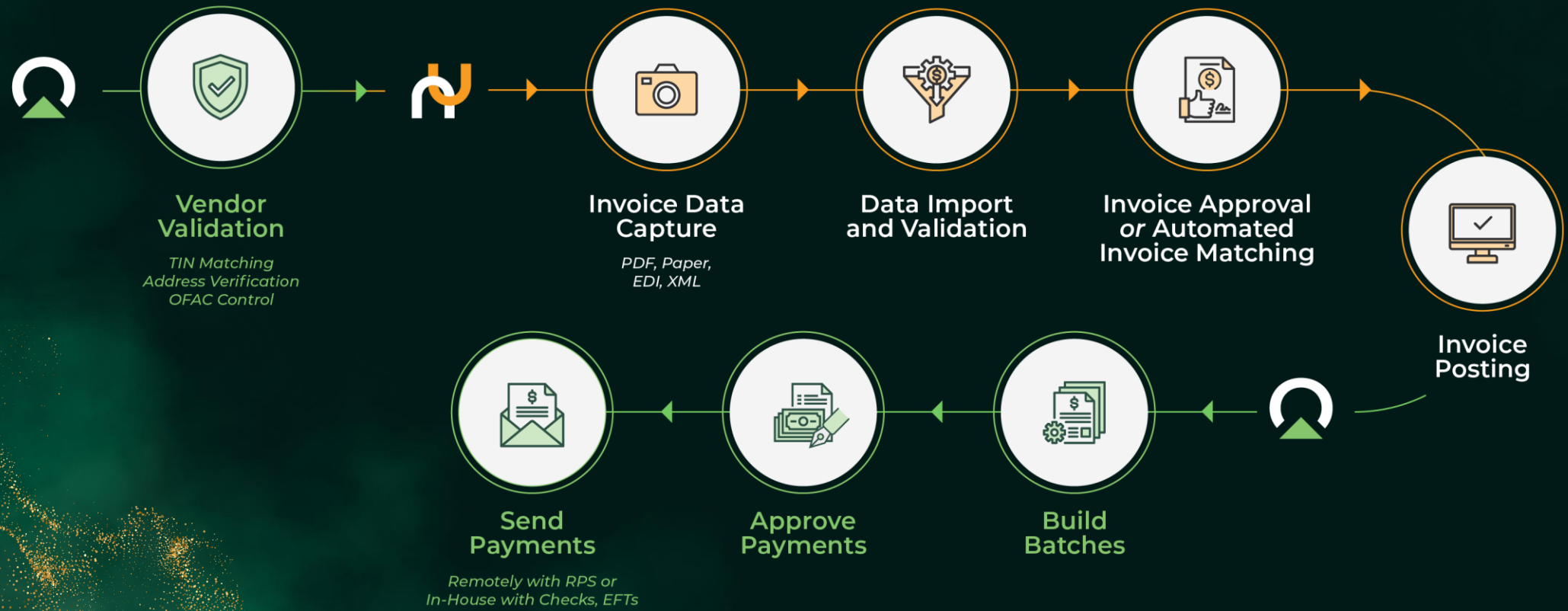
- ▶ Free your AP team for strategic, high-value work
- ▶ Cashback can cover ERP licensing costs
- ▶ Modernizes tech and matures your AP processes
- ▶ Fully embedded in your ERP for seamless use
  - ▶ Drives adoption with simplified training & onboarding
- ▶ Scales operations without adding manual work
- ▶ Integrates smoothly with your invoice system





# End-to-End AP Powerhouse with MEKORMA + signup

embedded in  MICROSOFT DYNAMICS 365  
BUSINESS CENTRAL



# Mekorma Certification for Consultants

*Scan the code to join our AP School of Witchcraft & Wizardry for Partner Training Sessions*

- ▶ Learn how to implement and configure Mekorma Solutions
- ▶ Interact with our experts
- ▶ Increase your revenue by capturing services
- ▶ Better ability to directly support your customers





# Next Steps and Q&A

*Are you ready to start your AP wizarding journey with Mekorma?*



MEKORMA

# Thank You For Attending

Enchant Ease, Control, and Care with Mekorma



**PRESENTED BY** BRENDAN COFFEY, DIRECTOR OF REVENUE & ANGEL BLUM, SOFTWARE SALES MANAGER

**REACH US AT** [brendan@mekorma.com](mailto:brendan@mekorma.com) & [angel@mekorma.com](mailto:angel@mekorma.com)