MEKORMA

Microsoft Dynamics GP → Microsoft Dynamics 365 Business Central

GP-to-BC Partner Guide

Preparing for the Transition

Start with the Customer's Current State

Before recommending a Business Central configuration, inventory what actually happens in GP today, including workarounds and responsibilities that may not be formally recorded. Don’t try to reproduce the existing configuration in Business Central. Instead, identify the business requirements behind the current process.



Partner tip: Talk with the people who perform the day-to-day work, not only the project team. They are often the best source for understanding exceptions, manual steps, and dependencies that may otherwise surface for the first time during testing.

1 Map the current payment process in GP

Start by mapping the client's payment process from beginning to end:

01 Invoice received	02 Invoice entered	03 Invoice approved	04 Payment selected
05 Payment approved	06 Payment produced	07 Remittance delivered	08 Payment posted/reconciled

For each stage, identify:

- Who performs it?
- Which system or Mekorma capability supports it?
- What controls exist?
- What is automated?
- What is manual?
- What absolutely cannot change?
- Where does the customer experience pain today?

Pay particular attention to handoffs. A process may work well because someone knows to perform an extra step, check a report, contact another person, or correct an exception manually. Those dependencies can be easy to miss when the focus is only on system configuration.

The same applies to controls. Rather than documenting only what happens, you want to understand why. If a payment requires an additional approval above a certain amount, for example, the approval threshold is the business requirement, not necessarily the exact way Dynamics GP currently enforces it.



Ask the client: ***If this step worked differently in Business Central but produced the same result and maintained the same control, would that be acceptable?***

That question can help distinguish requirements that truly need to be preserved from processes that have room to change.

2 Establish what “working well” means today

As you document the current process, ask the client how they know it is working well.

You do not need to conduct a formal AP performance assessment. Instead, establish a practical baseline for the areas that matter most to the client. That might include:

- ✓ Payments going out accurately and on time
- ✓ Payment runs being completed within an expected amount of time
- ✓ Approvals happening without unnecessary delays
- ✓ Exceptions being easy to identify and resolve
- ✓ Vendors receiving the information they need
- ✓ AP staff not having to rely on excessive manual work

Also make sure to ask where the process doesn't work particularly well today.

This baseline gives you a practical way to evaluate whether the future-state process preserves what matters and improves what does not work well today.

3 Inventory companies and checkbooks

Once you understand the overall payment process, move from the process level to the configuration level.

For every Dynamics GP company, identify the checkbooks the client uses and how each one supports the payment process. Do not assume that configuration is consistent across companies or even across checkbooks within the same company.

For every GP company:

- How many checkbooks exist?
- Which are actively used?
- What payment methods does each support?
- Does each checkbook have a different check layout?
- Are there different bank requirements?
- Are there Canadian and U.S. checks?
- Are there custom logos or fields?
- Are Positive Pay files involved?
- What remittance requirements exist?
- How many line items fit on each stub?
- What happens when remittance information exceeds the available space?

As you build the inventory, note anything that requires further investigation rather than making assumptions about how it will work in Business Central.

Custom layouts, unusual bank requirements, custom fields, or different processes between companies may need more review before the future-state configuration can be determined.



Partner takeaway: Never assume one company or checkbook represents the customer's entire environment. Take a full process inventory first, then determine what needs to be preserved, replaced, or reconsidered in Business Central.

4 Inventory Mekorma Security and Signature Rules

Security and signature rules can be easy to underestimate during a Dynamics GP-to-Business Central transition. For a client that has used Mekorma for years, these settings may represent important financial controls.

Before determining how security should be set up in Business Central, make sure to document how the client controls access to payments today and why those controls exist.

Because Mekorma security is configured by company in Dynamics GP, make sure to document the security model for each company.

The goal is to understand the access, responsibilities, and controls the client needs to preserve, even if they look different in Business Central.

5 Identify the GP security model by company

For each GP company, determine whether the client uses:

See section 7	See section 6	See section 8
Mekorma Legacy Checkbook Security	Mekorma Legacy User-Based Security	Task-Based Security

As you work through the environment, document where security models differ. Those differences may reflect different business requirements, or they may simply be the result of how each company was configured over time.



Ask the client: ***Why is this company configured differently? Is there a business or control requirement behind it?***

The answer will help determine whether that difference needs to be preserved in Business Central.

6 If using Legacy User-Based Security

For companies using Legacy User-Based Security, document:

- How many checkbooks exist?
- Which users have access to each checkbook?
- Are there users with different levels of access?
- Is an approval process in place?
- Are user-assigned signatures used?
- Are default signatures used?
- What signature thresholds apply?
- When is hand signing required?

Pay particular attention to the relationship between user access and payment responsibilities. If certain users have access to only certain checkbooks or signatures, determine why.

For example, does the restriction exist because of:

Company responsibilities? **Bank account ownership?** **Dollar authority?**

Separation of duties? **An internal financial control requirement?**

Document the business or control requirements associated with each restriction.

7 If using Legacy Checkbook Security

For companies using Legacy Checkbook Security, document:

- How many checkbooks exist?
- Are checkbook passwords configured?
- Who knows or manages those passwords?
- Are electronic signatures configured?
- What signature thresholds apply?
- When is hand signing required?
- Are different controls used for different checkbooks?

Document what each password, signature rule, or access restriction is intended to protect so that the requirement can be addressed in the future-state design.

8 If Using Task-Based Security

For companies using Task-Based Security, document:

- Which users are assigned to each payment-related task?
- What payment activities can each user perform?
- Do task assignments differ by company or checkbook?
- Are responsibilities divided among different users?
- Who manages task assignments?
- Are there exceptions to the standard security setup?

Pay particular attention to how payment responsibilities are divided among users. Determine whether task assignments support separation of duties or other internal financial controls.

Document the business requirements behind these assignments so the appropriate controls can be addressed in Business Central.

9 Document signature rules independently

Signature rules deserve their own review, even if some of the information was captured during the security inventory.

For every checkbook, ask:

- Does the checkbook print electronic signatures?
- Does it print signature lines only?
- Who owns the signature images?
- Who maintains them?
- Are signatures associated with particular users?
- Are different signatures used for different companies or checkbooks?
- Are there situations where signatures should not print?
- Are the signatures associated with the approver?

Document the dollar thresholds that determine:

No signature	One signature	Two signatures	Manual signature required

Knowing who is authorized to provide, approve, or maintain signature images can prevent questions from surfacing late in configuration or testing.

10 Look Beyond the Existing Permissions

Once you understand the client's current security and signature configuration, step back and look at the broader payment controls those settings support.

Ask which responsibilities need to remain separate between:

Creating payments	Reviewing payments	Approving payments	Processing payments	Maintaining check or bank-related information

The goal is not necessarily to recreate GP permissions exactly in Business Central, but you want to ensure the control behind them is preserved.

This is especially important when an existing GP configuration combines several controls. A user's checkbook access, approval authority, signature assignment, and dollar threshold may work together to produce the client's desired control today. Looking at only one setting at a time can miss that relationship.

Use the inventory to distinguish between:

Business requirements that must be preserved	Existing GP configuration that may be replaced differently
For example, a particular employee should not be able to both prepare and approve the same payment.	The specific security setting used to enforce that requirement may not need to look the same in Business Central.



Key planning question: Which security and signature rules represent true business requirements, and which simply reflect how Dynamics GP was configured?

11 Inventory the Approval Process Before Rebuilding It

Approval workflows may contain important financial controls that are not formally documented. Before designing approvals in Business Central, document both the current approval path and the rules behind it.

Start with the Current Approval Process

First, determine whether the customer is using Mekorma Workflow in Dynamics GP. If so, ask the following questions and look for rules that may not be obvious from the workflow configuration alone:

- Which transactions require approval?
- What approval hierarchies, groups, and levels exist?
- Who approves at each dollar threshold?
- Are signatures printed based on who approves the payments?
- Do approval requirements differ by company, checkbook, payment type, or amount?
- How are exceptions, additional approvals, and unavailable approvers handled?
- What happens when a payment is rejected or sent back?
- What approval history or audit evidence is required, and who maintains the approval structure?

As you track the answers, listen for employee knowledge that may not be documented. For example, an AP user may know that certain payments always require an additional review, or that an approver handles a particular company even though that responsibility is not formally recorded elsewhere.



Partner tip: Ask the people who participate in the approval process what happens when the normal process does not go as planned. Exceptions, unavailable approvers, rejected payments, and unusual dollar amounts can reveal requirements that are easy to miss when reviewing only the standard workflow.

Understand the Control Behind the Workflow

As with security, avoid treating the existing Dynamics GP configuration as the requirement itself. Instead, ask what each approval rule is intended to accomplish.

If a payment above a certain amount requires two levels of approval, for example, the important requirement may be that higher-value payments receive additional oversight. The exact sequence of screens, notifications, or workflow steps used in Dynamics GP is secondary to preserving that control.

For each important approval rule, identify:

1. **Who needs to approve?**
   Determine which roles or individuals have approval authority.
2. **Under what circumstances?**
   Document the conditions that trigger approval, such as dollar amount, company, checkbook, payment type, or another business rule.
3. **How much oversight is required?**
   Determine whether one approval is enough or whether the payment requires multiple levels of review.
4. **What happens when the normal path cannot be followed?**
   Understand how the client handles unavailable approvers, rejected payments, exceptions, or other situations that interrupt the standard process.
5. **What needs to be documented?**
   Identify the approval history or audit evidence the client expects to retain. These requirements become the starting point for evaluating the Business Central approach.



What's Next?

Once you've documented the client's current processes and requirements, the next step is planning how those needs will be addressed in Business Central.

For guidance on the next stages, explore our full GP to BC Guidebook, which covers solution considerations, payment testing, and go-live readiness.

Have questions or need support with a client transition? Reach out to the Mekorma Partner Team. We're here to help you navigate the details and plan the next steps with confidence.