



## Article # 1295

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**Technical Note: How to Set Up and Use a Signature Image in AccountMate**

**Difficulty Level: Advanced Level AccountMate User**

**Version(s) Affected: AccountMate 8 for SQL and Express  
AccountMate 7 for SQL, Express and LAN**

**Module(s) Affected: AP, PR**

**Posting Date: 04/06/2011**

### DESCRIPTION

A digital signature is one way of demonstrating the authenticity of a digital message or document. Digital signatures are most often used on checks. To carry out the digital signature practice, AccountMate users can set up, maintain, and delete signature image records in either Accounts Payable or Payroll custom checks. This feature increases productivity as well as saves the authorized signatory's time because he/she will no longer manually sign the check. Only authorized users with extended user access rights can set up and maintain signature image records.

This Technical Note discusses the file requirements, the procedures to set up and use a signature image, as well as the signature image positions for each check layout.

### SOLUTION

Before you set up a signature image record, you must first meet the file requirements as follows:

1. The signature image file can be located either in a workstation folder or in a shared network directory where only authorized users have the rights to access and utilize the designated signature image.
2. To properly work in AccountMate, the image files must be one of these supported image file types as follows:
  - a. \*.bmp (Bitmap/ DIB File Format)
  - b. \*.gif (Graphics Interchange Format)
  - c. \*.jpeg (Joint Photographic Experts Group)
  - d. \*.png (Portable Network Graphics)
  - e. \*.tif (Tagged Image File Format)

3. The image size must follow this required image size:
  - a. Height: 1.010 inches
  - b. Width: 2.427 inches

When you have already complied with the file requirements, you can proceed to set up the signature image record in AccountMate. To create a signature image record, perform the following:

1. Access Bank Account Maintenance.
2. In the Information tab, click the Custom Check button to display the Custom Check Setup window.
3. In the Custom Check Setup window, click the underlined Signature field label to display the Signature Maintenance window.
4. Fill in the fields in the Signature Maintenance window.
  - a. Enter in the Sign Code field the signature code that you will assign to the signature image record you are setting up.
  - b. Enter in the Description field a short explanation about whose signatures are captured in the signature image record.
  - c. Enter in the Image field the image location or path where the signature image is located. You can also click the Browse button to search for the image file that may be located in your network.
  - d. Click Update to save this signature image record; then, click Close to exit the Signature Maintenance function window.
5. In the Custom Check Setup window, click Close to return to the Bank Account Maintenance Information tab.
6. In the Bank Account Maintenance window, click Update to save the settings; otherwise, click Cancel.

**Notes:**

- *The Signature Maintenance function is subject to extended user access validation. Only users who have been granted access rights to the Update/Delete Signature in Maintenance feature can set up, amend, or delete digital signature image records.*
- *You can set up user access rights in the AccountMate Administrator -> Group/User Setup function.*

After you have set up a signature image record, you can configure AccountMate to print AP or PR checks with these authorized digital signature image records. To use these records, perform the following:

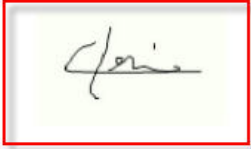
1. Access the Bank Account Maintenance Information tab.
2. Click the Custom Check button to display the Custom Check Setup window.
3. In the Custom Check Setup window, click the list box button next to the Signature field to choose from among the available signature image records maintained in AccountMate.
4. Select the signature image record you want to use.
5. Click Close to return to the Bank Account Maintenance Information tab.
6. Click Update to save the setting.

Additionally, each check layout in AccountMate has a different digital signature image position. Below is a table that shows the recommended measurement.

| Check Layout          | Image Position                                   |              |
|-----------------------|--------------------------------------------------|--------------|
|                       | From Page Top                                    | From Left    |
| • Check / Long Stub   | 2.406 inches                                     | 4.812 inches |
| • Stub / Check / Stub | 6.093 inches                                     | 5.218 inches |
| • Check / Stub        | AP Check: 2.531 inches<br>PR Check: 2.302 inches | 5.218 inches |
| • Stub / Check        | 5.687 inches                                     | 5.218 inches |
| • Stub / Stub / Check | AP Check: 9.802 inches<br>PR Check: 9.833 inches | 5.218 inches |

**Note:** The image position for AP and PR checks is the same unless specified.

Here is a sample check with a digital signature image.

| Bank of America                                                                                                                |             | 3018<br>100-26/8694<br>4479 |                        |
|--------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------|------------------------|
| Date                                                                                                                           | Amount      |                             |                        |
| 12/28/2009                                                                                                                     | \$10,000.00 |                             |                        |
| <b>PAY</b> Sum of Ten Thousand and 00/100 Dollars                                                                              |             |                             |                        |
| <b>TO THE</b> Acme Emporium Reselling Services<br><b>ORDER</b> 239 Southern Street<br><b>OF</b> Las Vegas, Nevada 58922<br>USA |             |                             |                        |
|                                              |             |                             |                        |
| ⑈869403859⑈ 44795⑈75226⑈3018⑈                                                                                                  |             |                             |                        |
| Acme Emporium Reselling Services                                                                                               | AER1        | 222-983-3998                | 12/28/2009 3018        |
| INVOICE01                                                                                                                      | 12/28/2009  | 10000.00                    | 10000.00 0.00 10000.00 |

**Figure 1.1 AP Check (Check / Long Stub layout) with signature image (.bmp format)**

The information provided in this document helps you to understand how to set up, use, and maximize the Signature Image feature. Knowledge about this feature may help you to easily utilize the signature image record for AccountMate checks; thus, saving the signatories' time and making the image readily accessible for authorized users.

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