

Article # 1295

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

Difficulty Level: Advanced Level AccountMate User

Version(s) Affected: AccountMate 12 for SQL and Express
AccountMate 11 for SQL and Express
AccountMate 10 for SQL, Express, and LAN
AccountMate 9 for SQL, Express, and LAN
AccountMate 8 for LAN

Module(s) Affected: AP, PR

Posting Date: 02/10/2021

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 for use in printing Accounts Payable and/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 signature file requirements, the procedures to set up and use a signature image, and 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:

- 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.
- To properly work in AccountMate, the signature image files must be one of these supported image file types:
 - *.bmp (Bitmap/ DIB File Format)
 - *.gif (Graphics Interchange Format)
 - *.jpeg (Joint Photographic Experts Group)
 - *.png (Portable Network Graphics)
 - *.tif (Tagged Image File Format)

- The signature image size must follow these requirements:

AccountMate Version	Height	Width
AM10 for SQL/Express/LAN and higher versions	0.614 inches	2.427 inches
AM9 for SQL/Express/LAN and lower versions	1.010 inches	2.427 inches

When you have already complied with the file requirements, you can proceed to set up the signature image(s) and assign the same to a bank account record in AccountMate. To do this, the procedures vary depending upon the AccountMate version you are using.

AM12.1 for SQL and Express and higher versions

If you are using AccountMate 12.1 for SQL/Express and higher versions, follow these steps:

1. Access the **Bank Account Maintenance** function.
2. Select the Bank # to which you will assign signature image(s) and go to the **Signature** tab.
3. Click on either the underlined **Signature 1** or **Signature 2** 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.
 - e. Repeat steps 4a through 4d for each signature record that you set up in AccountMate; then, click **Close** to exit the **Signature Maintenance** window.
5. Perform these steps in the **Signature** tab:
 - a. Enter in the **Check Amt Up To** field the individual check maximum amount that requires approval from certain authorized signatories. Specify the maximum check amount for each range of check amounts that requires signature(s).
 - b. Click on the **List box** button beside the **Signature 1** field and select from the created signature records in step 4.
 - c. If you want AccountMate to print the checks with a line beneath the first signature (i.e., print "AUTHORIZED SIGNATURE" beneath a line), click on the **List box** button beside the **Print Line 1** field and choose "Yes."

- d. If you want AccountMate to print on the checks a second signature, click on the **List box** button beside the **Signature 2** field, and select from the created signature records in step 4.
 - e. If you want AccountMate to print the checks with a line beneath the second signature (i.e., print "AUTHORIZED SIGNATURE" beneath a line), click on the **List box** button beside the **Print Line 2** field and choose "**Yes.**"
6. Click **Update** to save the settings.

AM11 for SQL/Express and lower versions and AM10 for LAN and lower versions

Follow these procedures if you are using AccountMate 11 for SQL/Express, AccountMate 10 for LAN, or a lower currently supported version:

1. Access the **Bank Account Maintenance** function.
2. Select the Bank # to which you will assign a signature image and go to the **Custom Check** tab.
3. 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.
 - e. Repeat steps 4a through 4d for each signature record that you set up in AccountMate; then, click **Close** to exit the **Signature Maintenance** window.
5. In the **Custom Check** tab perform these steps:
 - a. Click on the **List box** button beside the **Signature** field, and select from the created signature records in step 4.
 - b. In the **Signature Line** field choose either "1" or "2" to signify that you want either one or two signature lines printed on the checks. Choose "0" (zero) if you do not want any signature lines to be printed on the checks.

Note: *The Signature Line feature is available starting in AccountMate 10 for SQL, Express, and LAN.*

6. Click **Update** to save the settings.

After performing the above steps, you can now start using the digital signature image records when printing AP or PR checks.

Note: The **Signature Maintenance** function is subject to extended user access validation. Only users who are 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** ► **Edit User** window.

Each check layout in AccountMate has a different digital signature image position. Below are tables that show the recommended measurements for the specific versions.

AM10 for SQL/Express/LAN and higher versions

Check Layout		Image Position	
		From Page Top (inches)	From Left (inches)
Check/Long Stub	Signature 1	AP Check: 1.989 PR Check: 2.156	AP Check: 5.250 PR Check: 4.812
	Signature 2	AP Check: 2.625 PR Check: 2.802	AP Check: 5.250 PR Check: 4.812
Stub/Check/Stub	Signature 1	AP Check: 5.500 PR Check: 5.687	5.218
	Signature 2	AP Check: 6.145 PR Check: 6.322	5.218
Check/Stub	Signature 1	AP Check: 2.218 PR Check: 2.156	5.218
	Signature 2	AP Check: 2.854 PR Check: 2.791	5.218
Stub/Check	Signature 1	AP Check: 5.479 PR Check: 5.645	5.218
	Signature 2	AP Check: 6.125 PR Check: 6.281	5.218
Stub/Stub/Check	Signature 1	AP Check: 9.416 PR Check: 9.593	AP Check: 5.229 PR Check: 5.218
	Signature 2	AP Check: 10.072 PR Check: 10.229	AP Check: 5.229 PR Check: 5.218

Note: Both AP and PR checks image position is the same unless specified in the table.

AM9 for SQL/Express/LAN and lower versions

Check Layout	Image Position	
	From Page Top (inches)	From Left (inches)
Check/Long Stub	2.406	4.812
Stub/Check/Stub	6.093	5.218
Check/Stub	AP Check: 2.531 PR Check: 2.302	5.218
Stub/Check	5.687	5.218
Stub/Stub/Check	AP Check: 9.802 PR Check: 9.833	5.218

Below are sample checks with digital signature images.

National Office Supply, Inc. 3300 Howard Street San Francisco, CA 94103 USA		Bank of America		3038		
		Date	Amount			
		04/02/2020	\$2,000.00			
PAY Sum of Two Thousand and 00/100 Dollars						
TO THE ORDER OF Henderson Lighting Systems 18325 Railroad Ave. Building K Grand Junction, CO 53746						
						
Vendor Company Name		Vendor Number	Vendor Phone #	Check Date	Check No.	
Henderson Lighting Systems		HLS1	565-321-0457	04/02/2020	3038	
Invoice Number	Inv. Date	Reference	Invoice Amount	Total Paid	Discount/Adj	Payment Amount
INV_AMORT_HLS10	02/03/2020		50,000.00	2,085.00	85.00	2,000.00

Figure 1. AP Check (Check/Long Stub layout) with one signature image and no signature line (.png format)

National Office Supply, Inc. 3300 Howard Street San Francisco, CA 94103 USA		Bank of America		3038		
		Date	Amount			
		04/02/2020	\$2,000.00			
Sum of Two Thousand and 00/100 Dollars						
Henderson Lighting Systems 18325 Railroad Ave. Building K Grand Junction, CO 53746						
						
AUTHORIZED SIGNATURE						
Vendor Company Name		Vendor Number	Vendor Phone #	Check Date	Check No.	
Henderson Lighting Systems		HLS1	565-321-0457	04/02/2020	3038	
Invoice Number	Inv. Date	Reference	Invoice Amount	Total Paid	Discount/Adj	Payment Amount
INV_AMORT_HLS10	02/03/2020		50,000.00	2,085.00	85.00	2,000.00

Figure 2. AP Check (Check/Long Stub layout) with one signature image and one signature line (.png format)

National Office Supply, Inc. 3300 Howard Street San Francisco, CA 94103 USA		Bank of America		3038		
		Date	Amount			
		04/02/2020	\$2,000.00			
PAY Sum of Two Thousand and 00/100 Dollars						
TO THE Henderson Lighting Systems ORDER 18325 Railroad Ave. OF Building K Grand Junction, CO 53746			 AUTHORIZED SIGNATURE  AUTHORIZED SIGNATURE			
Vendor Company Name		Vendor Number	Vendor Phone #	Check Date	Check No.	
Henderson Lighting Systems		HLS1	565-321-0457	04/02/2020	3038	
Invoice Number	Inv. Date	Reference	Invoice Amount	Total Paid	Discount/Adj	Payment Amount
INV_AMORT_HLS10	02/03/2020		50,000.00	2,085.00	85.00	2,000.00

Figure 3. AP Check (Check/Long Stub layout) with two signature images and two signature lines (.png format)

Knowledge about the Signature Image feature may help you maximize its use in printing AccountMate checks; thus, saving the signatories' time and making the signature images readily accessible for authorized users.

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