

Check Signing Feature

The Lemberger Company Financial package will now print scanned signatures on checks, and Purchase Orders printed through our system.

Accounting and Payroll

Setting Up

1. Customers wanting to use this feature will need to scan the signatures and are responsible for storing them in a safe directory. The signature will have to have all the space completely cropped off. Otherwise, the signature may appear “scrunched up” when it prints. The signature will have to be saved in one of the following formats. .jpg, .gif, .bmp
2. The user that will be printing the signatures will need to be set to “Full Access” on the Print Signature security access in Accounting and Payroll. After setting the security rights, the user will need to log off and log back into the program for the security changes to take place.
3. Users can now setup the signatures to be printed on the check by going to Initialize Menu – Organization Information and clicking on the Signatures tab. The system will ask for User password in order to edit the information. This is the password that each user types to log into the program.
4. The tab is divided into three line sections. Each line section represents a line on the check.

Controls on the Signature Tab

- a.) Activate Line 1? This option needs to be set to yes if you plan on printing a signature on the bottom line of the check. If you do not wish to activate line one set this option to no. If you do not wish to print the signature but wish to print the signatures on the lines above line 1, you will select the blank option.
 - b.) Print the line? If you would like to print the line on the check as well as the signature, set this option to yes. If your checks already have lines printed on them, you will set this option to no.
 - c.) Signature Line 1: The text that you type into this box will appear as the description for the signature line.
 - d.) Signature Image : This is the location of the scanned files. You may click on the browse button so you can locate the file.
 - e.) The Preview box will show you how the signature will print.
 - f.) The Preview All button will show you how all signatures will print.
5. When checks are printed, the setup will have the option to print the signatures on the checks as well as the option to preview again. At this time the user will be asked to type in their login password again.

Purchase Orders

* Note the Purchase Order signature setup is separate from the Accounting signature setup.

Setting Up

1. Customers wanting to use this feature will need to scan the signatures and are responsible for storing them in a safe directory. The signature will have to have all the space completely cropped off. Otherwise, the signature may appear “scrunched up” when it prints. The signature will have to be saved in one of the following formats. .jpg, .gif, .bmp
2. The user that will be printing the signatures will need to be set to “Full Access” on the Print Signature security access for the Purchase Order program. After setting the security rights, the user will need to log off and log back into the program for the security changes to take place.
3. Users can now setup the signatures to be printed on the check by going to Purchase Orders – PO Setup and clicking on the Signatures tabs.
4. Each tab represents a signature line on the Purchase Order. A total of two signatures can be printed on Purchase Orders.

Controls on the Signature Tab

- a. Signature Line 1: The text that you type into this box will appear as the description for the signature line. This will print regardless of whether you activate the Auto Sign option.
 - b. Auto Sign ? This option needs to be set to yes if you plan on printing a signature on the purchase order. If you do not wish to auto sign, set this option to no.
 - c. Signature Image : This is the location of the scanned files. You may click on the browse button so you can locate the file.
 - d. The Preview box will show you how the signature will print.
5. When Purchase Orders are printed the signature will print at the bottom of each Purchase Order.