



## Check Signature Files

### System Configuration (One-Time Setup for all Bank Accounts):

1. System ~ AP Configuration
  - a. Under Check Writing Sections, check off “Signature Files on Workstation”  
*When you are using Classic Ycheck, you would check off “Signature Files on Workstation” even if you are saving on your server. It just designates that the files are not on the Voyager server.*

The screenshot shows the 'AP Configuration' window with the 'Check Writing' section expanded. The 'Signature Files on Workstation' checkbox is checked and highlighted in yellow. Other settings include 'Number of Detail Lines' set to 10, 'Default YCheck2 Printing Order By' set to 'Bank', and 'Max Checks in a Check Run' set to 150.

Section	Setting	Value
Payables	Number of Detail Lines	10
	Payable Over Budget Warnings	<input type="checkbox"/>
	- Over Budget Warning Display	MTD / YTD
	Log Audit History	<input checked="" type="checkbox"/>
	Workflow and Approver Tabs on Page	<input checked="" type="checkbox"/>
	View POs - Exclude PO Det Used in IR	<input type="checkbox"/>
	Allow Credit Invoices without PO	<input type="checkbox"/>
	<b>Vendors</b>	
	Show Remittance Vendor	<input type="checkbox"/>
	Auto-Link Properties to New Vendors	<input type="checkbox"/>
Show Additional Payment Method	<input checked="" type="checkbox"/>	
<b>Payment Processing</b>		
Automatically Commit Payments	<input type="checkbox"/>	
User-defined Vendor Field on Filter		
Subtotal by Property	<input type="checkbox"/>	
Show Cash Balance By	Bank	
Use Expense Type Access	<input type="checkbox"/>	
Automatically Apply Credits (Consolidate)	<input type="checkbox"/>	
If Funds Auto-Select Pay Check Boxes		
Default Display Order		
Use G/L Disbursement	<input type="checkbox"/>	
- Check Amount Ranges		
Number of Detail Lines	0	
<b>Check Writing</b>		
Assign Check Number By	Vendor Code	
YCheck Client Type	Classic YCheck (.exe)	
Default YCheck2 Printing Order By	Bank	
(Signature Files on Workstation)	<input checked="" type="checkbox"/>	
Automatically Attach Check Image	<input checked="" type="checkbox"/>	
- Include MICR	<input type="checkbox"/>	
- Include Signature	<input type="checkbox"/>	
- Include Stub	<input checked="" type="checkbox"/>	
- Include File Copy	<input checked="" type="checkbox"/>	
Max Checks in a Check Run	150	
Default Payee Type	Exclude resident	

### To Create the Signature File:

1. Create a Word Document for the signature line (Landscape Orientation with Line all the way across page about ¾ of the way down the page.)
2. Print out the Word Document and have it signed with a sharpie marker very large taking up most of the line.
3. Scan the signature document as a bitmap image (.bmp) in the same resolution as your printer, but not more than 600 dpi.
4. Note: File name should begin with “sig”.

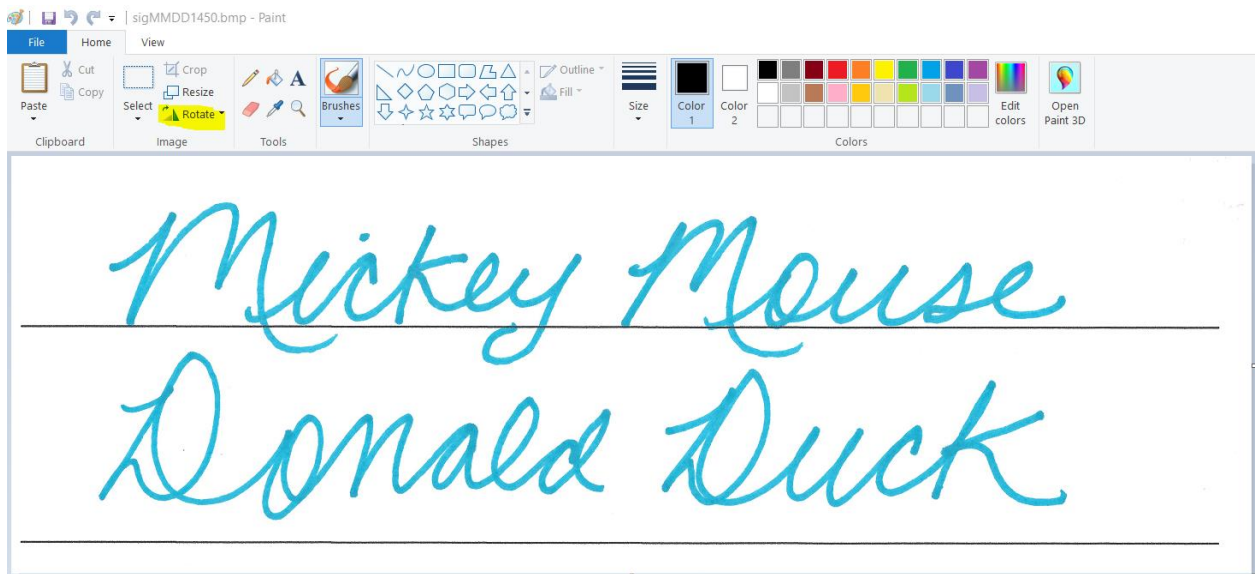




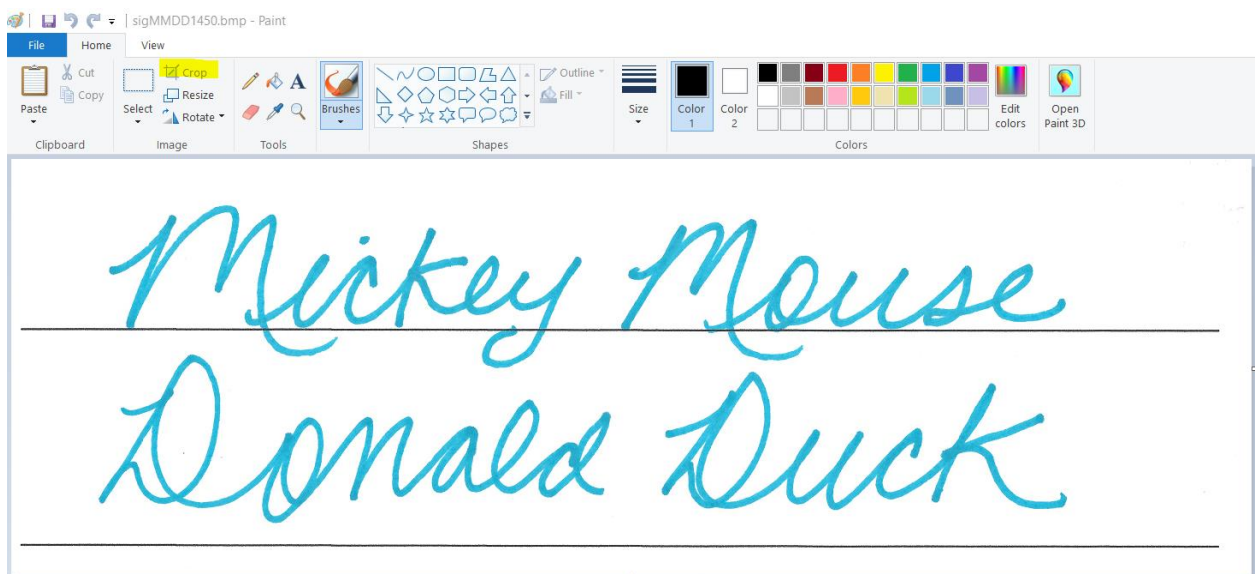
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### To Format the Signature File:

1. Open up your bitmap signature file with a Windows Photo Editor (Microsoft Paint)
2. Rotate your image so the signature is right side up.

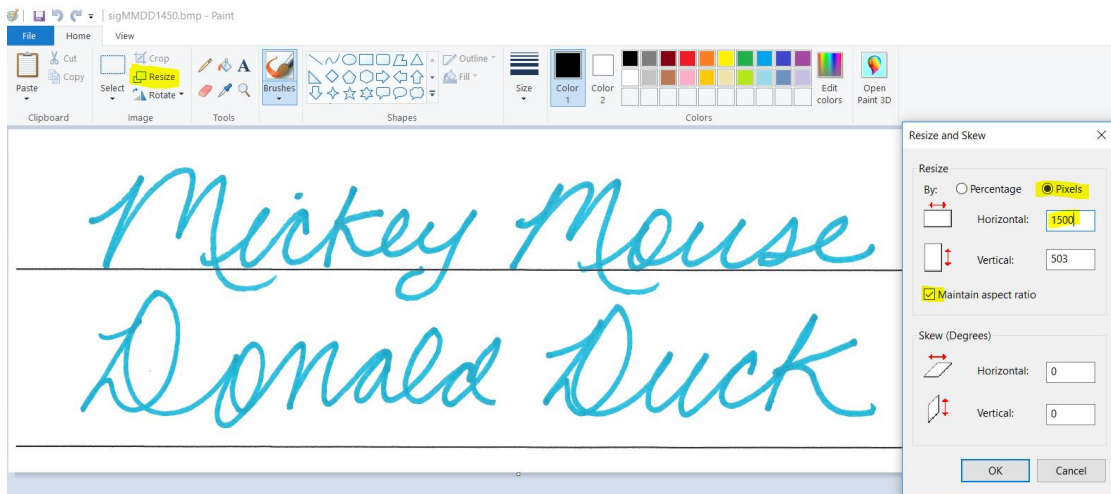


3. Crop your image to remove the white spaces around the edges.



4. Resize your image.
  - a. For the check you want your image to be 2.5” x .5”.
    - i. The formula to convert Inches to Pixels is: Inches x DPI = Pixels.
    - ii. For a 600 DPI Image, you would need the image to be resized to approximately 1500 x 300 pixels. (2.5” x 600 = 1500 and .5 x 600 = 300)
  - b. Click “Resize”.
    - i. Select “Pixels”
    - ii. Insert Targeted Pixels (1500) in “Horizontal” field.
    - iii. Make sure “Maintain Aspect Ratio” is checked so your image does not get distorted.

*Note: Vertical pixels may not convert exactly to your target depending upon the height of your signature.*



### **Saving Signature File to Workstation/Network:**

1. You can save the file in the yCheck folder of:
  - a. Each local workstation that prints checks; or
  - b. A network drive
2. Default location is c:\Program Files (x86)\Yardi Systems\yCheck

### To Attach Signature File to Bank Account:

1. From the Bank Account Record, go to Functions~Check Format
2. Click on the Background Text Tab
3. In the first empty "Text or Bitmap" field, type the name of the signature file in brackets.

**Check Format**

Check Type: Custom

SSRS/Crystal File:

Stub Position: Below check

Custom Settings (inches from top of page to top of ...)

Check: 0.000

Stub: 3.750

File Copy Top: 7.250

File Copy: Stub

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Per-Check Fields MICR Bank Acct Background **Text**

Text or Bitmap	Left edge	Top	Font	Size	Bold	Italic	Underline	From...	...To
TO THE	0.40	1.65	Arial	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
ORDER OF	0.40	1.77	Arial	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
{sig_test.bmp}	5.70	2.35	Arial	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
	0.00	0.00	Courier New	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
	0.00	0.00	Courier New	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
	0.00	0.00	Courier New	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
	0.00	0.00	Courier New	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
	0.00	0.00	Courier New	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00

4. If you saved your signature file to a network drive, you should enter this location in the bank setup. `{\\ServerName\FolderName\Filename.bmp}`

### Printing Test Check/Obtaining Bank Approval:

1. From the Bank Account Record, go to Functions~Test Check.
2. Verify with your bank if they need to have facsimile signatures on file.

*Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.*