



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, 'Automatically Commit Payments' unchecked, and 'Default Payee Type' set to 'Exclude resident'.

To Create the Signature File:

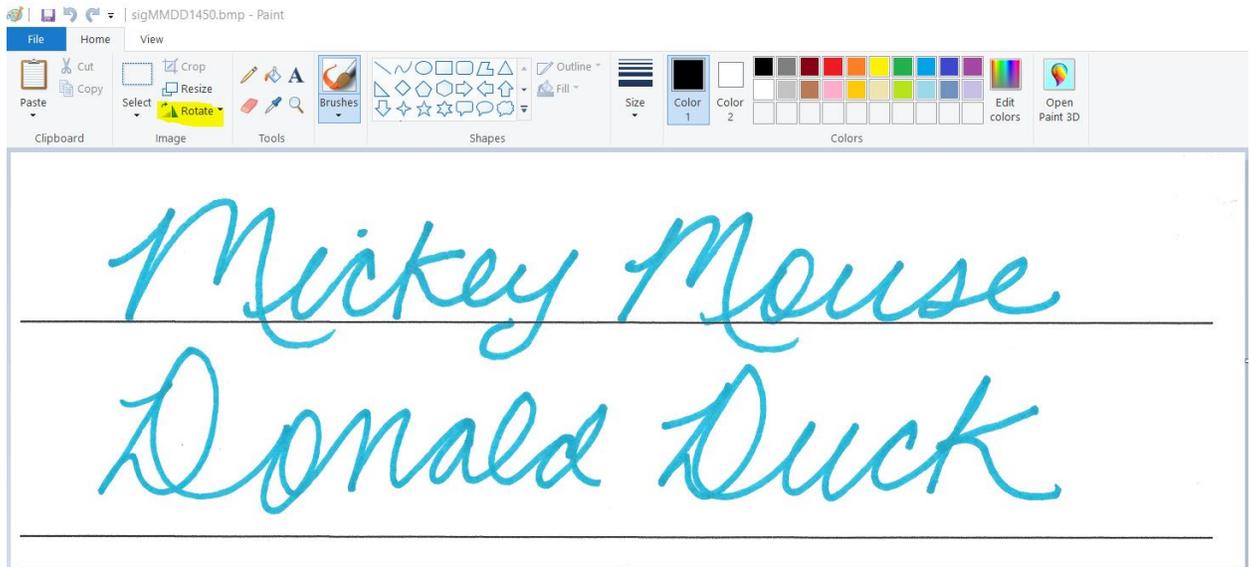
1. Create a Word Document for the signature line (Landscape Orientation with Line all the way across page about ¾ of the way down the page.)
2. Print out the Word Document and have it signed with a sharpie marker very large taking up most of the line.
3. Scan the signature document as a bitmap image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



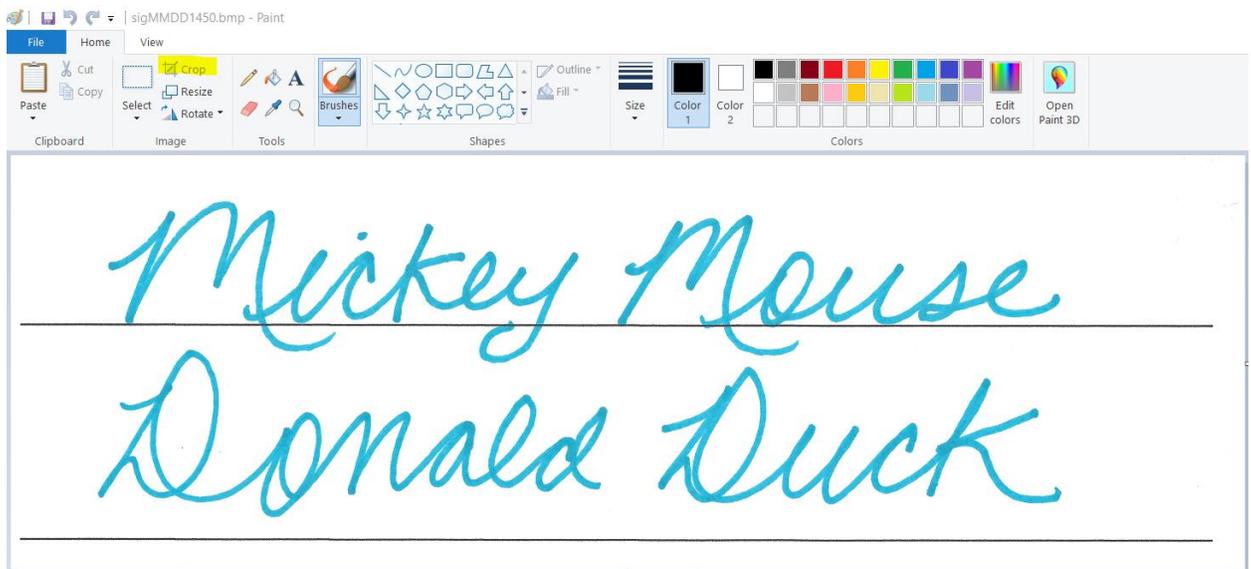


To Format the Signature File:

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.

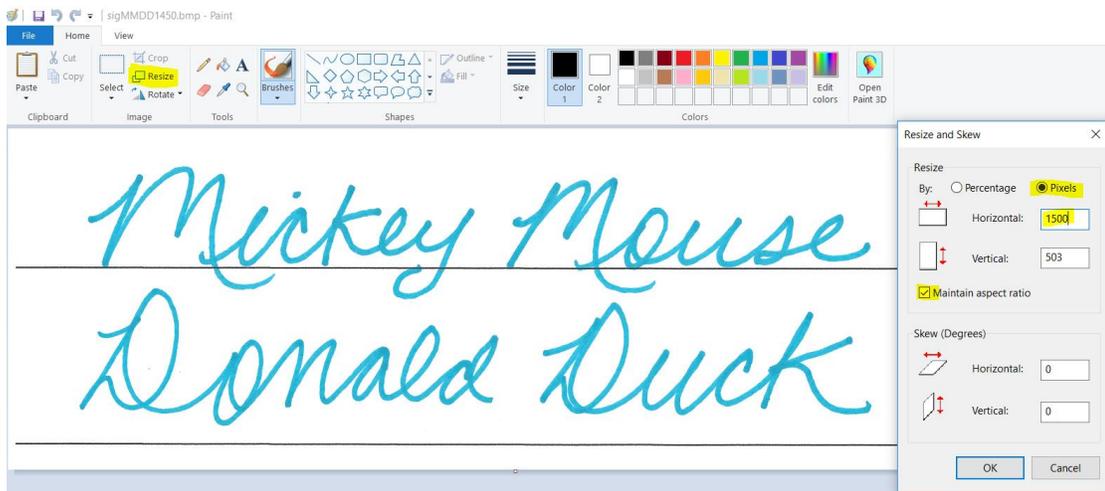


3. Crop your image to remove the white spaces around the edges.



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

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.