

# User Guide

## **Electronic Check Signatures**

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## 1. ABOUT



The Electronic Check Signature app enables users to dynamically assign up to two signatures on cheques based on specific dollar amounts set by the user. The app allows creating custom cheque templates using supported template formats or using pre-existing templates for cheques and various cheque/stub combinations.

This app allows users to expedite the payment process by eliminating the need of manual signatures.

For more information, please go to <u>https://www.websan.com/check-signature-printer</u>.

## 2. BASIC SETUP

This section covers the basic setup needed to use the Electronic Check Signature application. These steps should be completed before using the app.

## Signatures and Signature Amounts

The Check Signature Printer application allows users to dynamically assign up to two signatures to checks based on user-defined dollar amount thresholds. To upload signatures and enter signature amounts, search for purchase and payables setup.

Tell me what you want to do		$\nearrow$ X
purchase & payables setup		
Go to Pages and Tasks		
> Purchases & Payables Setup	Administration	Д

#### In the Purchases & Payables Setup window:

Purchases & Payables Setup	(	Ø 🖻 +	Ĩ		✓Saved 🗍 ビ 📌
Purchases & Payables	s Setup				
🎍 Vendor Posting Groups 🛛 📋 Incoming	Documents Setup More options		2		0
Calc. Inv. Discount	Ignore Update	ed Address	_	Check Signatures ~	
Calc. Inv. Disc. per VAT ID	Document Def	fault Line T Item	$\sim$	Signature1	
				Take	
Number Series			Show more	C Import	
Vendor Nos. VEND	∽ Credit Memo I	Nos. · · · · · P-CR	~	📋 Delete	u
Invoice Nos. P-INV	✓ Posted Credit	Memo Nos. P-CR+	$\sim$	Signature2	lar.
Posted Invoice Nos. · · · · · P-INV+	$\checkmark$			Take	
				C Import	/
Background Posting >				Delete	
Archiving >				l	
Default Accounts >				٨.	
Signature 4				A	
Signature 1 Amount	15,000.00 Signature 2 Ar	mount	25,000.00		

- 1. Expand the Factbox pane.
- 2. In the Factbox pane, expand the Check Signatures menu.
- 3. Select Import. Locate your preferred signature file and click Ok.

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4. Enter the amount corresponding to the uploaded signature.

The signatures created will be printed on cheques when the cheque amount is lower than the signature amount.

## Check Layouts

The application provides the following report layouts: Check (1401), Stub/Stub/Check (10401), Stub/Check/Stub (10411), and Check/Stub/Stub (10412). To select the layouts offered by the app, search for Report Layout Selection.

Tell me what you want to do	$\scriptstyle \checkmark \times$
report layout selection	
Go to Pages and Tasks	
> Report Layout Selection Administ	ration
> Report Layouts Administ	ration

In the Report Layout Selection window:

1. Using the Search feature, look for "Check".

Report Layout Selection			✓ Saved 🔲 🖬 🤘
	Select Layout 📓 Restore Default Selection	Run Report Custom Layouts More options	☞ 7 ≡ 0

2. Select a report.

	Report ID ↑		Report Name	Layout Type	Layout Description
	22		No. Series Check	RDLC	./NoSeriesCheck.rdlc
	30		Dimension Check Value Posting	RDLC	./CheckValuePosting.rdlc
	32		Batch VAT Registration No. Check	RDLC	./VAT Registration No/VATRegistrationNoCheck.rdlc
	502		Intrastat - Checklist	RDLC	./Intrastat/IntrastatChecklist.rdlc
	1181		Vendor Check	RDLC	./ShortcutVendorCheck.rdlc
	1186	-	Employee Check	RDLC	./ShortcutEmployeeCheck.rdlc
$\rightarrow$	<u>1401</u>		Check	RDLC	./Check.rdlc

#### 3. Click Select Layout.

Report Layout Selection			✓ Saved 🔲 🖬 🥕
	Select Layout	Run Report Custom Layouts More options	<i>Ŀ</i> ? \≡ ()

#### 4. In the Reports Layouts window that appear select the layout provided by the app.

Repor	t ID †	Report Name	Layout Name	Description	Extensic
	1401	Check	./Check.rdlc	./Check.rdlc	Base A
$\rightarrow$	<u>1401</u>	Check	Check with Signature	WSI0047CheckSignature	BC-Ch

5. Repeat steps 2, 3, and 4 to update the remaining layouts. Confirm that the layouts have been modified.

	Report ID 1		Report Name	Layout Type	Layout Description
	22		No. Series Check	RDLC	./NoSeriesCheck.rdlc
	30		Dimension Check Value Posting	RDLC	./CheckValuePosting.rdlc
	32		Batch VAT Registration No. Check	RDLC	./VAT Registration No/VATRegistrationNoCheck.rdlc
	502		Intrastat - Checklist	RDLC	./Intrastat/IntrastatChecklist.rdlc
	1181		Vendor Check	RDLC	./ShortcutVendorCheck.rdlc
	1186		Employee Check	RDLC	./ShortcutEmployeeCheck.rdlc
$\rightarrow$	<u>1401</u>	- E	Check	RDLC	WSI0047CheckSignature
$\rightarrow$	<u>1401</u> 1406	÷	Check Bank Account - Check Details	RDLC RDLC	WSI0047CheckSignature ./BankAccountCheckDetails.rdlc
÷		:			
→	1406	:	Bank Account - Check Details	RDLC	./BankAccountCheckDetails.rdlc
→	1406 10400	:	Bank Account - Check Details Test Check Translation Management Functions	RDLC RDLC	,/BankAccountCheckDetails.rdlc ,/Local/CheckTranslationManagement.rdlc
→	1406 10400 10401	:	Bank Account - Check Details Test Check Translation Management Functions Check (Stub/Stub/Check)	RDLC RDLC RDLC	/BankAccountCheckDetails.rdlc /Local/CheckTranslationManagement.rdlc WSI0047CheckSignature

## **Report Selection**

Once selecting report layouts provided the app, users need to ensure that they have selected the reports they need to print checks. Search for Report Selection - Bank Account.

Tell me what you want to do		$\checkmark$ X
report selection bank account		
Go to Pages and Tasks		
> Report Selection - Bank Account	Tasks	Д

In the window that appears, expand the Usage field, then select Check.

Report Selection - Bank Account	✓ Saved 🔲 🗖	2
Usage	Check	~
	Statement Reconciliation - Test	_
Manage	Check	
	Posted Payment Reconciliation	

In the table below, search for Check and select the reports formats that must be available for

printing.

	t Caption	eport ID Report	R		Sequence †	Sequ
	k	heck 🗸 Check	с	- : E	1	• 1
	Object Caption	Type 🕈 🝸	ID †			
-	Intrastat - Checklist	Report	502			
	Vendor Check	Report	1181			
	Employee Check	Report	1186			
	Check	Report	1401			
	Bank Account - Check Details	Report	1406			
▼ ull list	Dalata Charle Ladore Entrino Select from fi	Danart	1405			

## **3. FUNCTIONALITY**

The application allows users to dynamically select the signatures that are printed on checks based on user-defined signature amounts. Signatures are printed when the cheque amount is lower than the signature amount.

## Printing Signatures in Checks

To print a check, search for Payment Journals.

Tell me what you want to do					
payment journals					
Go to Pages and Tasks					
> Payment Journals	Tasks	Д			

In the Payment Journals window, select the payment for which a check will be printed. Make sure that the Bank Payment Type field is set to Computer Check.

Payment Reference	Amount	Debit Amount	Credit Amount	Bal. Account Type	Bal. Account No.	Applied (Yes/No)	Applies-to Doc. Type	Applies-to Doc. No.	Applies-to Doc. Due Date	Bank Payment Type	Transaction Type Code
	500.00	500.00		Bank Account	CHECKING					Computer Check	BUS

#### Expand the Check menu, then select Print Check.

Payment Journals	√ Saved	□ □ ,৺
Batch Name · · · · CASH		
Manage Process Post/Print Prepare Check Request Approval Bank Line Actions V Related V Automate V Fewer options		r 7 0
🔯 Print Check 🔯 Void Check 📸 Void All Checks 🛱 Preview Check 📓 Print all Checks		-12

In the Print window that appears, confirm that you have selected the "Check with Signature" Report Layout provided by the app. At the top of the window, confirm that you are about to print the report format you need (Check, Stub/Stub/Check, Stub/Check/Stub, Check/Stub/Stub).

To learn how to set the appropriate report formats and layouts, refer to the Basic Setup section of the present user guide.

Check		2 X
Printer	(Handled by the browser)	$\sim$
Report Layout	Check with Signature	
Use default values from	Last used options and filters	~

Click the Print button found at the bottom of the window.

Send to	Print	Preview	Cancel

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## 4. **REPORTING**

## **Check Printouts**

Once users generate a payment and click the Print button found at the bottom of the Report window, the application generates a PDF file that includes the appropriate signatures. The following is a sample check generated by the app.

Fabrikam, Inc.			February 8, 2023		Check No.	206
Document No.	Document Date	Posting Description Fabrikam, Inc.		<b>Amount</b> 500.00	Discount 0.00	Net Amount 500.00
				Т	otal	500.00
220 Yonge Toronto, O	N M5E 1G5	D AND 07100 CANADI	AN DOLLARS	55 59	888	205
222 B	am, Inc. ay Street, Suite to, M5K 1E7 da	e 1201	February 8, 20	<b>)23</b> -	\$****	**500.004
Fabrikam, Inc			February 8, 2023		Check No.	206
Document No.	Document Date	Posting Description Fabrikam, Inc.		<b>Amount</b> 500.00	Discount	Net Amount 500.00

Total

500.00

## 5. SECURITY

The Electronic Check Signature app, along with the rest of WebSan Inc.'s Dynamics 365 apps, have a built-in AutoPermission security functionality. When a user with the proper credentials installs an App, the AutoPermission function automatically triggers and assigns or updates the user's permissions. No other action is needed from the user.

When a user without the proper credentials installs an App, the AutoPermission function allows the installation, but user permissions are not changed. In this case, a user with the proper security credentials can change the user's permissions later.

To change user permissions, search and go to the User list.

Tell me what you want to do		2 X
users		
Go to Pages and Tasks	:	Show all (21)
> Users	Administration	П

In the Users window, select Assign WebSan Permissions to assign all users the WebSan Permission Set.

$\leftarrow$	Users					
	Users: All $\vee$		w Manage <mark>Hom</mark>	e Navigate More option	15	
	ቆ Update users from	n Microsoft 365	Effective Permissions	Invite external accountant	🖃 Send Email	🖶 Assign WebSan Permissions
	User Name 1	Fu	ill Name		Status	Authentication Email
	ADMIN	÷			Enabled	

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## 6. **REGISTRATION**

To register a WebSan Inc.'s application, in Business Central, search WebSan Client Information and select WebSan Client Information – Administration.

Tell me what you want to do	$_{\sim}$ $\times$
websan client information	
Go to Pages and Tasks	
> WebSan Client Information	Administration
In the WebSan Client Information v	vindow, enter your company's contact and billing
	n is complete, select Transmit Data.
WebSan Client Infe	ormation
🔂 Transmit Data	
General	
MS Client ID · · · · · · ·	On Hold
Active	
Contact Information	
Company · · · · · · · *	PostalCode / ZipCode \star
Name ······ \star	Country · · · · · · · · *
Address · · · · · · · · · *	Phone · · · · · · · · ·
Address2 · · · · · · · ·	Email
City *	Email CC · · · · · · · ·
Province / State · · · · · \star	Billing is Same as Co 🕐 💽