



# User Guide

## Electronic Check Signatures

Last updated: June 12, 2024

**TABLE OF CONTENTS**

**1. About ..... 3**

**2. Basic Setup ..... 4**

**Signatures and Signature Amounts..... 4**

**Check Layouts ..... 5**

**Report Selection ..... 6**

**3. Functionality ..... 7**

**Printing Signatures in Checks..... 7**

**4. Reporting ..... 9**

**Check Printouts..... 9**

**5. Security ..... 10**

**6. Registration..... 11**

## 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.

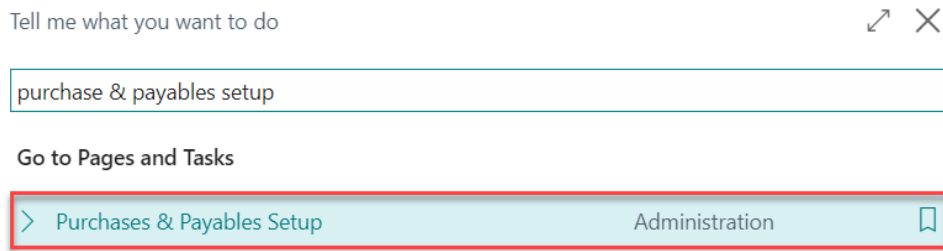
For more information, please go to <https://www.websan.com/check-signature-printer>.

## 2. BASIC SETUP

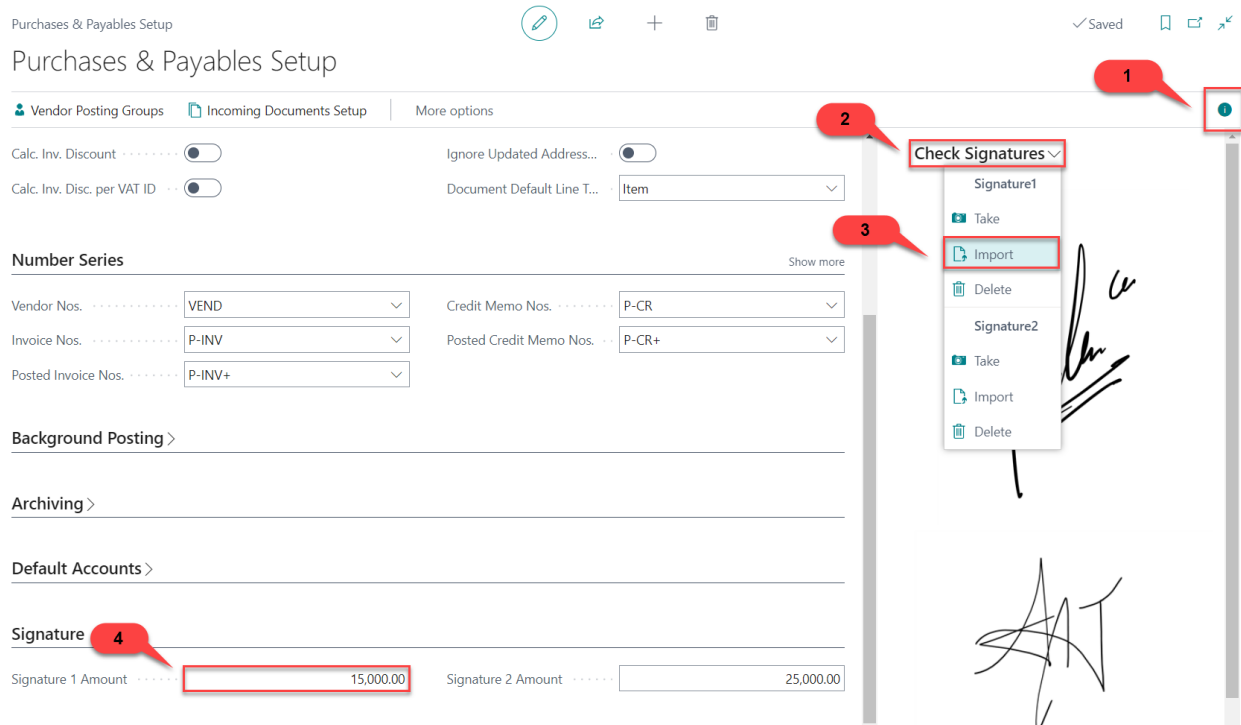
This section covers the basic setup needed to use the Electronic Check Signature application. These steps should be completed before using the app.

### 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.



In the Purchases & Payables Setup window:



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.

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.

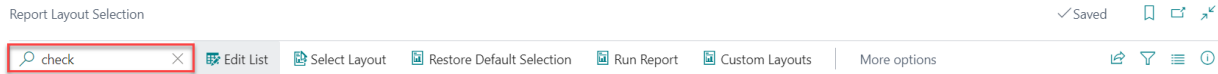
## Check Layouts

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.



In the Report Layout Selection window:

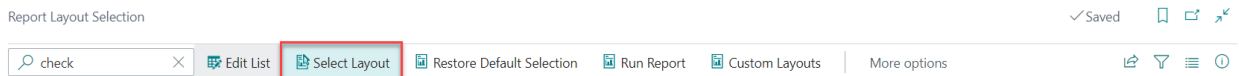
1. Using the Search feature, look for “Check”.



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
1401	Check	RDLC	./Check.rdlc

3. Click Select Layout.



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

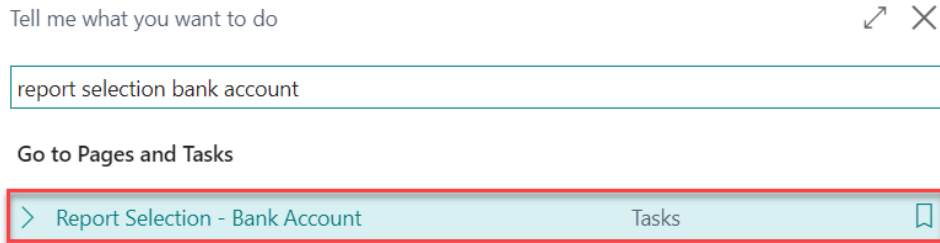
Report ID ↑	Report Name	Layout Name	Description	Extensic
1401	Check	./Check.rdlc	./Check.rdlc	Base A
1401	Check	Check with Signature	WSI0047CheckSignature	BC-Ch

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

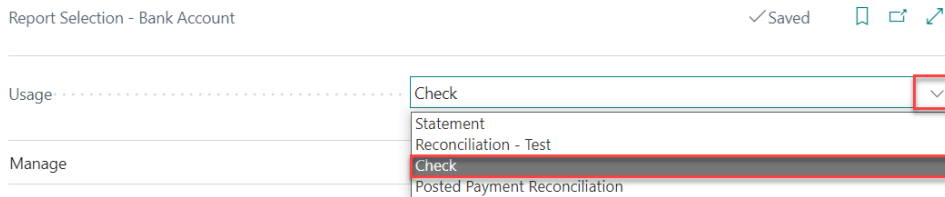
Report ID ↑	Report Name	Layout Type	Layout Description
22	No. Series Check	RDLC	./NoSeriesCheck.rdlc
30	Dimension Check Value Posting	RDLC	./CheckValuePosting.rdlc
32	Batch VAT Registration No. Check	RDLC	./VAT Registration No/VATRegistrationNoCheck.rdlc
502	Intrastat - Checklist	RDLC	./Intrastat/IntrastatChecklist.rdlc
1181	Vendor Check	RDLC	./ShortcutVendorCheck.rdlc
1186	Employee Check	RDLC	./ShortcutEmployeeCheck.rdlc
→ 1401	Check	RDLC	WSI0047CheckSignature
1406	Bank Account - Check Details	RDLC	./BankAccountCheckDetails.rdlc
10400	Test Check Translation Management Functions	RDLC	./Local/CheckTranslationManagement.rdlc
10401	Check (Stub/Stub/Check)	RDLC	WSI0047CheckSignature
10411	Check (Stub/Check/Stub)	RDLC	WSI0047CheckSignature
10412	Check (Check/Stub/Stub)	RDLC	WSI0047CheckSignature
10413	Three Checks per Page	RDLC	./Local/ThreeChecksperPage.rdlc

## 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.



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



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

Sequence ↑	Report ID	Report Caption
→ 1	check	Check

ID ↑	Type ↑	Object Caption
502	Report	Intrastat - Checklist
1181	Report	Vendor Check
1186	Report	Employee Check
1401	Report	Check
1406	Report	Bank Account - Check Details
1405	Report	Delete Check Ledger Entries

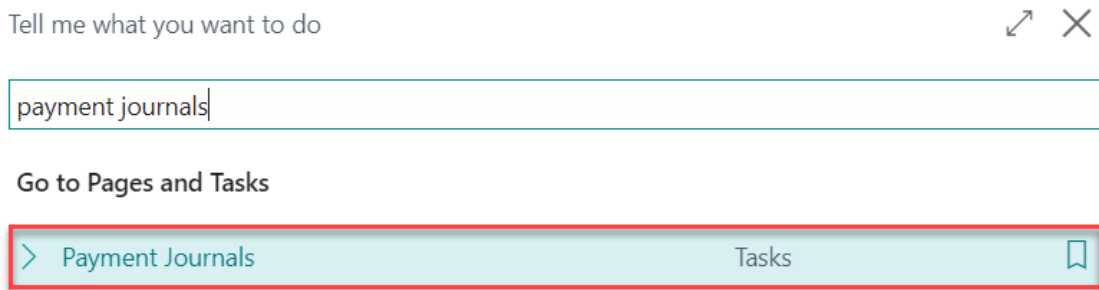
Select from full list

### 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

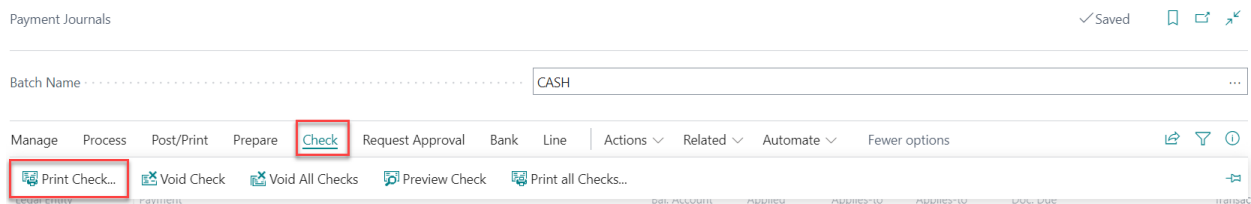
To print a check, search for Payment Journals.



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	<input type="checkbox"/>				Computer Check	BUS

Expand the Check menu, then select Print Check.



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** ↗ ✕

Printer ..... (Handled by the browser) ▾

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.

---



## 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.

<b>Fabrikam, Inc.</b>			<b>February 8, 2023</b>	<b>Check No. 206</b>	
<b>Document No.</b>	<b>Document Date</b>	<b>Posting Description</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
		Fabrikam, Inc.	500.00	0.00	500.00
			<b>Total</b>		<b>500.00</b>
			99 99 888		206

CRONUS Canada, Inc.  
220 Yonge St  
Toronto, ON M5E 1G5

**\*\*\*\*\*FIVE HUNDRED AND 0/100 CANADIAN DOLLARS**

**February 8, 2023**

**\*\*\*\*\*500.00**

Fabrikam, Inc.  
222 Bay Street, Suite 1201  
Toronto, M5K 1E7  
ON  
Canada



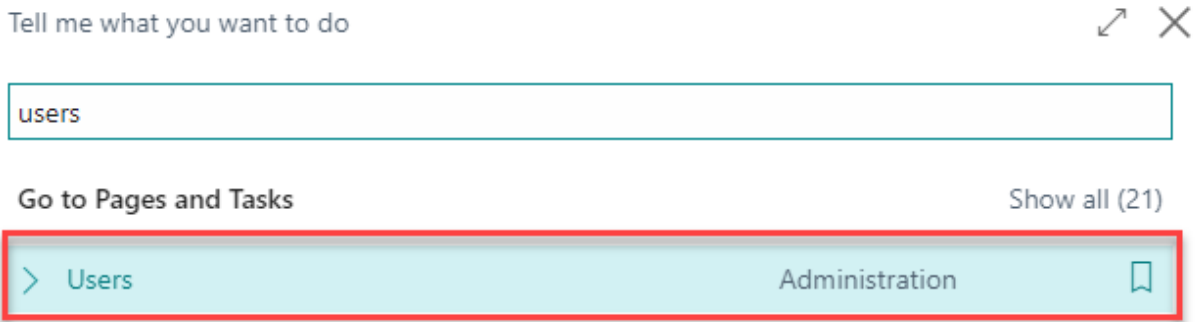

<b>Fabrikam, Inc.</b>			<b>February 8, 2023</b>	<b>Check No. 206</b>	
<b>Document No.</b>	<b>Document Date</b>	<b>Posting Description</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
		Fabrikam, Inc.	500.00		500.00
			<b>Total</b>		<b>500.00</b>

## 5. SECURITY

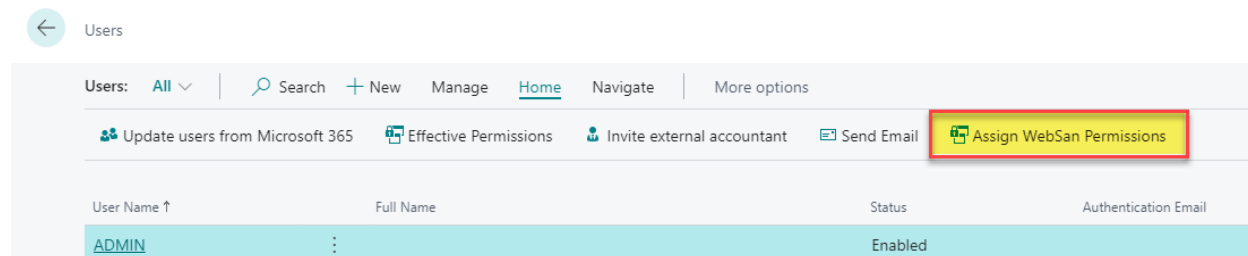
The Electronic Check Signature app, along with the rest of WebSan Inc.'s Dynamics 365 apps, have a built-in AutoPermission security functionality. When a user with the proper credentials installs an App, the AutoPermission function automatically triggers and assigns or updates the user's permissions. 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.



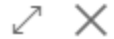
In the Users window, select Assign WebSan Permissions to assign all users the WebSan Permission Set.



## 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









websan client information


Go to Pages and Tasks

> WebSan Client Information Administration

In the WebSan Client Information window, enter your company's contact and billing information. After your information is complete, select Transmit Data.

  +  ✓ Saved   

### WebSan Client Information

 Transmit Data

---

#### General

MS Client ID ..... On Hold .....

Active .....

---

#### Contact Information

Company ..... *	<input type="text"/>	PostalCode / ZipCode *	<input type="text"/>
Name ..... *	<input type="text"/>	Country ..... *	<input type="text"/>
Address ..... *	<input type="text"/>	Phone .....	<input type="text"/>
Address2 .....	<input type="text"/>	Email .....	<input type="text"/>
City ..... *	<input type="text"/>	Email CC .....	<input type="text"/>
Province / State ..... *	<input type="text"/>	Billing is Same as Co... .	<input checked="" type="checkbox"/>