



Electronic Check Signatures

Creating an electronic signature file to use in Banyon

1. Have **all** personnel sign a piece of paper within the **same** 3 inch by 1.5 inch box and then scan/save the signatures as a jpg. Save this file to the BDSWIN folder on your c: or network. If you do not have a scanner, Banyon can do this for a \$50 fee.

Fund Accounting:

1. To load the signature file, click “Main View” from the top ribbon, choose setup options, and then select the checking accounts tab.
2. Select a bank account from the list and then click on the check signature tab.
3. Check the box that says “Print Signature on Check.”
4. Double click in the white box to browse for the saved location of your signature and then select the file.
5. If you would like no signature printed on checks over a certain dollar amount, check the “no signature if check amount is above” box and then fill in an amount. Any checks over that amount will print with no signature and require a physical signature.
6. If a separate password needs to be set up to print checks, check the “password required for all banks” box and then enter what passwords you would like to use.
7. To test the signature on the check, click on the check margins tab and then click the print sample button. To adjust the printing, close out of the preview and then select the check design button on the bottom right. The signature box can now be moved left, right, up, or down.

Payroll:

1. To load the signature file, click “View” from the top ribbon and select checks printing.
2. On the left hand side select auto signature and then click the box that says “show authorized check signature.”
3. Double click in the white box and browse for the saved location of your signature and then select the file.
4. If you would like no signature printed on checks over a certain dollar amount, check the “no signature if check amount is above” box and then fill in an amount. Any checks over that amount will print with no signature and require a physical signature.
5. If a separate password needs to be set up to print checks, enter it on the bottom of the screen where it says passwords.
6. To test the signatures, click on general setup on the left hand side, then click on the green check icon, and then choose print sample. If the signature needs to be moved over, use the signature alignment option. Also, on the check alignment screen the “custom layout” can be used to move the signature box left, right, up, or down.