V9.2 AP Check Printing Signatures

As part of the PeopleSoft v9.2 upgrade, check printing will be going back to PeopleSoft delivered functionality. This means that instead of using a custom check printing process, all Institution's will be using BI Publisher Check Printing in 9.2. The benefits of this include:

❖ Can print Comments on Payment Advice
❖ PDF files eliminate need for SwiftView to print checks
❖ New BOR Page for loading signature images
  • No more signature cards
  • Signature Images saved on secure server
❖ Check files created in Report Manager
  • More secure than process monitor

During the AP UAT session, each institution will need to test pay cycle processing and will need to print AP test checks once they are back at their institution. In order to complete this user acceptance testing, you will need to create a test signature image file prior to UAT.

This box represents the signature box size on the new PeopleSoft Financials v9.2 checks. It is 4 inches by 1 inch. On the check, it will be reduced by 50%. This will help smooth out any remnants of the scanning process.

The following steps will help you prepare a signature for upload to the server.

1.	**Sign inside the box provided above. Scan the signature and send to your desktop computer.** You may need to send the scanned signature to an email address in order to access on your computer. Your Publications, Media, and/or Communications departments would be a good resource to you if assistance is needed with scanning the signature. Signature Image Specifications: • Signatures must be loaded as .png files • One signature is recommended • Signature images should be grayscale

Below is an example of a signature that has been scanned and sent to the computer as a pdf.
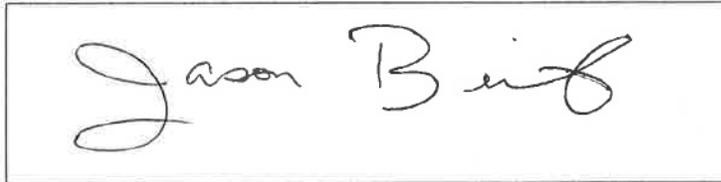
Attached Image

noreply@usg.edu

Sent: Tue 1/27/2015 3:24 PM

To: Jason Beitzel

✉ Message   📄0944_001.pdf (19 KB)

This box represents the signature box size on the new checks. It is 4 inches by 1 inch.
On the check, it will be reduced by 50% (*to help smooth out any remnants of the scanning process*):

| 2.	**You will need to use a screen capturing tool to save the signature image as a .png file.** We recommend one of the following free screen capturing tools: • Snipping Tool (available with Windows 7) • MWSnap (free download from the Internet) • Jing (free download from the Internet) *Below is an example of an image being captured to save as a .png file using MWSnap.*
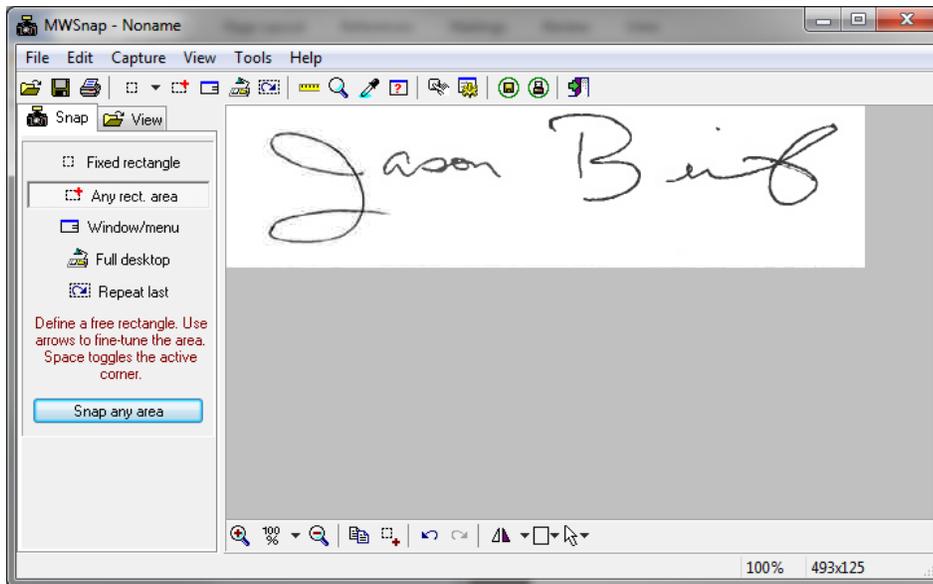
3.	Using a screen capturing tool, save the signature as a .png file.
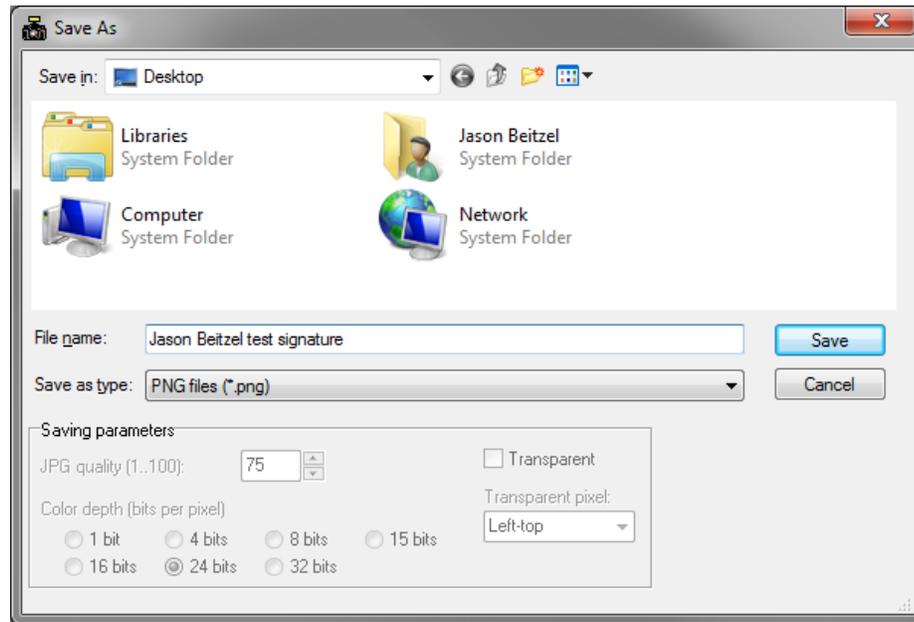
Once the signature is saved as a .png file then it will be ready to upload to the server. You will complete the upload process during UAT. We will verify that your signature uploads to the server and prints on your checks.

Important: Please save your test signature image .png file on a flash drive and bring it with you to UAT. Additional information on this new process will be covered at that time.