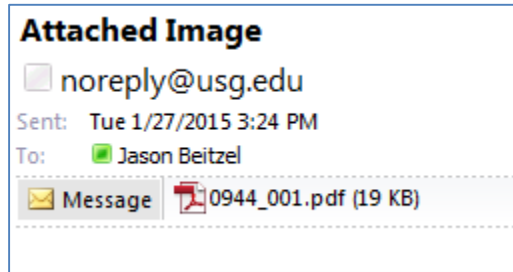# Creating a Signature File for PSFIN Signature Upload

With the upgrade to PeopleSoft Financials v9.2, check printing is using PeopleSoft-delivered functionality. All institutions will be using BI Publisher Checking printing in v9.2. There are many benefits to using the delivered functionality, including:

- Ability to print comments on Payment Advices
- PDF files are eliminating the need for SwiftView
- Store images on the server; no more signature cards
- Check files are stored in Report Manager, which is more secure than Process Monitor

This job aid details how to create a signature file to upload to PSFIN. This signature file has to meet certain specifications for it to appear properly on your institution's checks. First, it must be loaded into PSFIN as a .png file. Also, we are recommending using just one signature. And signature images should be grayscale.

1. Print off page 4 of this job aid.
   a. There is a box that represents the signature box size on the new PSFIN v9.2 checks.
   b. The box is four inches wide by one inch tall.
   c. On the check it will be reduced by 50%, which helps smooth out any remnants of the scanning process.
2. Sign inside the box on the printout. Make sure your signature is contained within the box provided.
3. Scan the image and save or send to your desktop computer.
   a. Depending on the type of scanner you are using, you may need to send the scanned signature to your email address in order to access it
   b. If you need assistance scanning your signature, your Publications, Media and/or Communications departments are good resources to ask.

4. Scanned images are often saved as PDF files. Here is an example of a signature that has been scanned and sent to the computer as a pdf file.

Attached Image

noreply@usg.edu

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

To: Jason Beitzel

Message   0944_001.pdf (19 KB)

5. Open the pdf file with your signature. Ensure the zoom level is at 100%. Your pdf file should similar to the image below.
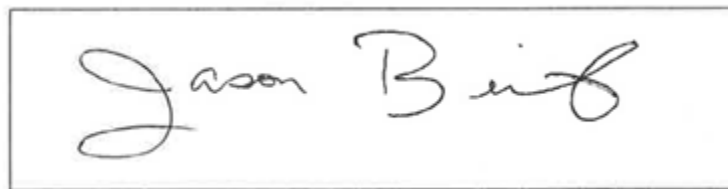
6. Use a screen capture tool to save the signature image as a .png file.
   a. We recommend using one of the following free screen capturing tools:
      i. Snipping Tool (available with Windows 7)
      ii. MWSnap (free download from the Internet)
      iii. Jing (free download from the Internet)
   b. When capturing the signature image, only capture the signature. Do not include the 4x1 inch box or it will be included as part of the check signature.
   c. Here is an example of an image captured with MWSnap.
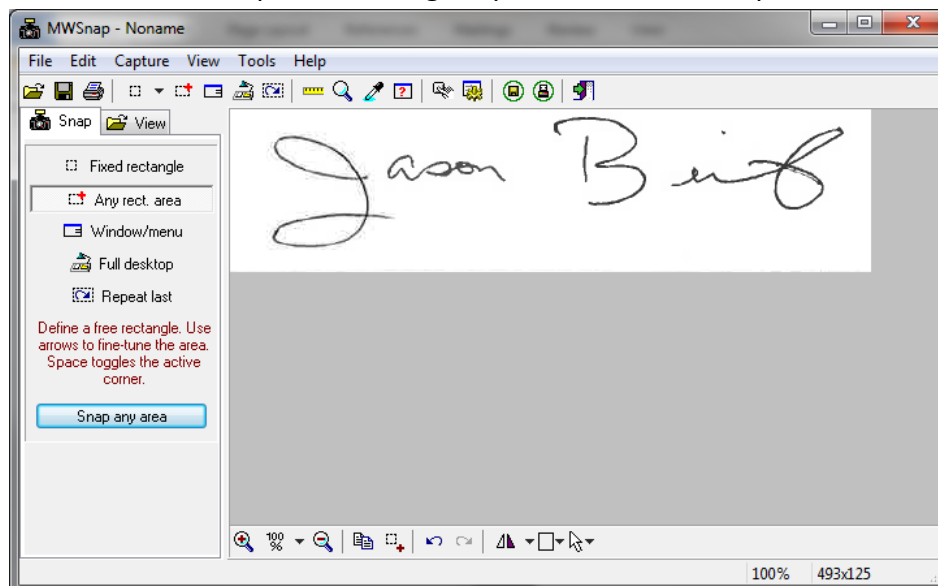
7. Within the screen capturing tool that you are using, save the signature image as a .png file.
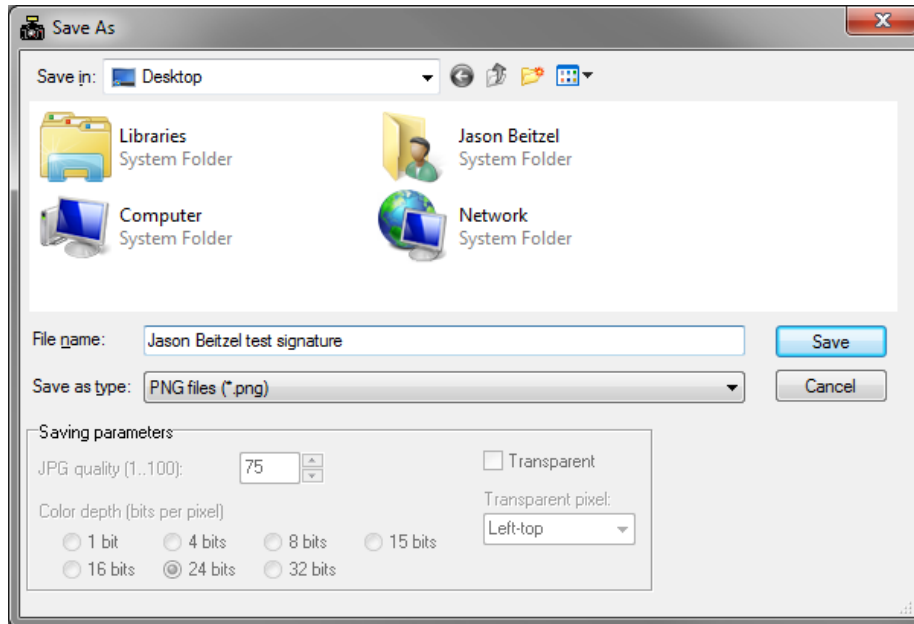
8. Once the signature is saved as a .png file then it will be ready to upload to the server and prints on your checks.

To actually upload your signature file into PeopleSoft, following these steps:

1. Navigation: **BOR Menus** > **BOR Accounts Payable** > **BOR AP Use and Processing** > **AP Check Image Upload**
2. Select the **Add a New Value** button
3. Enter or select **Business Unit**
4. Click the **Add** button
5. On the **AP Check Image Upload** page, click the **Add** button to upload the signature file
6. Browse for your signature .png file, select it, and click **Open**
7. Select the **Upload** button
8. Click **Save**
9. Your signature image is now uploaded into the system. If you need to delete the signature or view it, come back to this page and select the appropriate button.