Electronic Signatures - DA1220

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This page is used to upload, edit, and delete electronic signature files. The signature files can be used for various purposes (e.g., checks, purchase orders) in the Accounts Receivable, Finance, Payroll, Personnel, Purchasing, and Warehouse applications. Signature files can be password encrypted. There is no limit to the number of signatures that can be uploaded.

Electronic Signature Import Template

Upload an electronic signature:

Field	Description
Signature Name	Type the name of the signature to be displayed across the applications. • Click **Browse** to open the Import window. • Select the desired file and click **Open** to select the signature file. You can import a .bmp, .jpeg, .jpg, .gif, or .png file. • The signature image is displayed and the **File Name** field is automatically populated with the file name. • Click **Cancel** to close the window without selecting a signature file.
Password	Type a password to encrypt the signature file. This password is required for decryption each time you select and use the signature in an application. If you upload a signature file that was previously password encrypted, a pop-up window is displayed prompting you for that password. • In the **Password** field, type the password to decrypt the signature file. • Click **OK** to upload the signature file. • Click **Cancel** to return to the Electronic Signatures page. Passwords can be a minimum of one character and a maximum of 16 characters. The following special characters are not allowed: # % &

❏ Select the applications in which the signature can be accessed. You can select multiple applications.

- **AR - Accounts Receivable**
- **FIN - Finance**
- **GP - Grants and Projects**
- **HR - Human Resources** - If selected, the signature can be used in the Payroll and Personnel

applications.
- **PUR - Purchasing**
- **WHSE - Warehouse**

❏ Click **Save**.

Other functions and features:

🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**. Click **Cancel** to not delete the row.