

## Setting Up Signature Fonts

Install Signature Font on the PC where you will be printing from

How to Install Signature Fonts?

- From the Control Panel, Open Fonts and select “Install New Font” from File Menu
- Browse to the folder containing the fonts to be installed. All list of the fonts in that directory will appear in “List of Fonts” box
- Select the fonts that are to be installed and then click “OK”

Configuring MCSJ with signature Fonts

### Purchase Orders (Laser Only)

- Enter the font name(s) (not the physical file name) in the sign fields on the “AP” tab of Parameter Maintenance
  - System Utilities\Finance Parameter Maintenance\ AP Tab > Signature Tab
  - Signature Font File Example
    - File name: Signature-BSmith use BSmith in the Signature Box

### Account Payable Checks

- Enter the font name(s) (not the physical file name) in the sign fields for each Checking Account that will signature checks
  - Finance\AP\ Check Processing\Account Maintenance
  - Signature Font File Example
    - File name: Signature-BSmith use BSmith in the Signature Box

### Payroll Checks

- Enter the font name(s) (not the physical file name) in the sign fields on the “Checks/Direct Deposit” tab located on the “Payroll” tab of the Parameter Maintenance
  - Signature Font File Example
    - File name: Signature-BSmith use BSmith in the Signature Box
  - System Utilities/Personnel Parameter Maintenance... Payroll Tab > Checks Tab

In MCSJ, the user has the ability to change the X & Y coordinates and the point size of the signature. The recommended point size is 36 for all types of signatures. These may need to be adjusted.

A. Purchase Orders (Laser)

	X = 515
SIGNATURE 1	Y = 870
SIGNATURE 2	Y = 919
SIGNATURE 3	Y = 983

B. A/P Checks

**For 14 PO's & 35 PO's checks**

Checks with 1 Signature	X = 515 Y = 975
Checks with 2 Signature	Y = 940 Y = 980
Checks with 3 Signature	Y = 905 Y = 945 Y = 985

**For Self-Mailer checks**

Checks with 1 Signature	X = 475 Y = 985
Checks with 2 Signature	Y = 950 Y = 990
Checks with 3 Signature	Y = 915 Y = 955 Y = 995

**For MICR checks**

Checks with 1 Signature	X = 488 Y = 930
Checks with 2 Signature	Y = 915 Y = 965
Checks with 3 Signature	Y = 874 Y = 918 Y = 962

C. Payroll Checks

For Self-Mailer Checks	X = 450
For Regular Checks	X = 515
Checks with 1 Signature	Y = 975
Checks with 2 Signature	Y = 940 Y = 980
Checks with 3 Signature	Y = 905 Y = 945 Y = 985