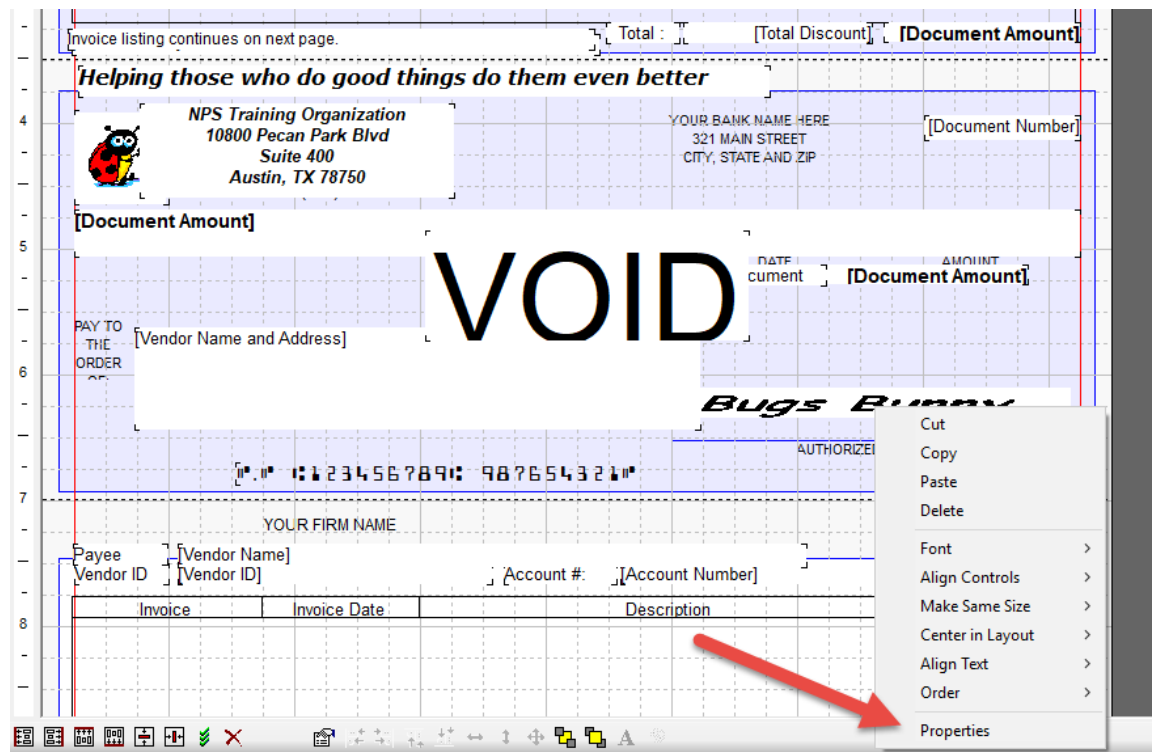


# How to set up a check signature rule

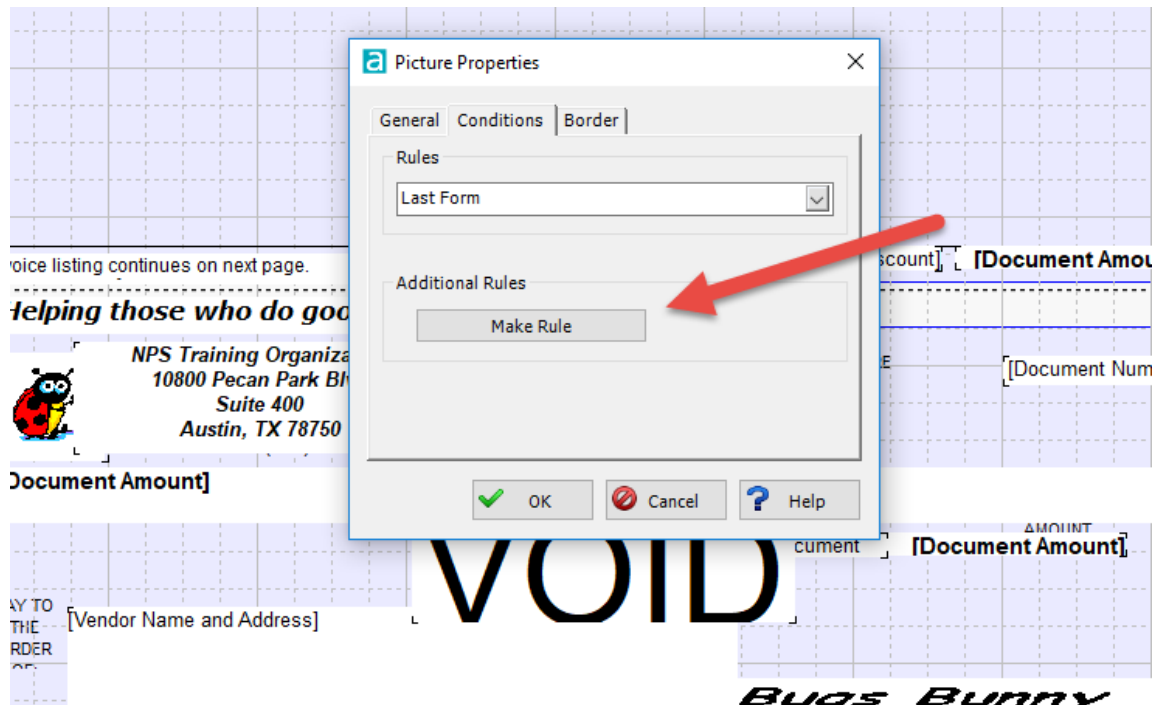
**ANSWER:**

Your organization may allow for signatures to print on checks, but only up to a certain dollar amount. Once a check amount reaches a certain threshold, for security purposes, a hand-written signature is required. Fund Accounting allows for you to set up a rule to help automate this function.

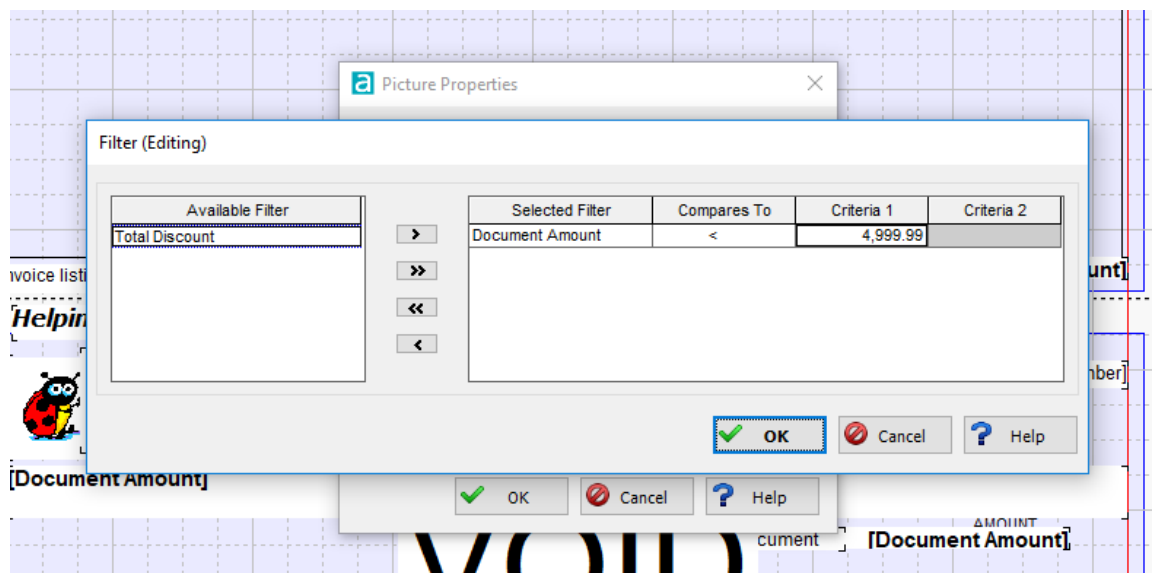
Depending on the type of check in question, navigate to either Reports>Forms Designer or Reports>Payroll>Forms Designer, and pull up your custom check format. Right-click on the signature and select "Properties".



A Picture Properties window will open. Select the Conditions tab. You have the option of where to apply the rule. In the example below, the check signature is on the "Last Form". (Other options are All Forms, Overflow Forms, or First Form.) Click on "Make Rule".



The next Filter window allows you to enter a rule based either on Total Discount or Document Amount. In the example below, the rule is set to allow the signature to generate on checks less than \$4,999.99. Therefore, on any check with an amount of \$5,000.00 or more, the signature will not generate on the check, so a live signature will be necessary.



Click OK once your filter is determined and click OK again to close the Picture Properties window. Finally, click the Save icon to save these changes to your custom format.

Required Tags:

**ARTICLE TYPE:**

Product Info

**PRODUCT LINE:** MIP Fund Accounting

**PRODUCT  
MODULE/FEATURE:** Forms Designer

**RANKING:** No votes yet

? FAQ

#21931

**Last updated:**

5/11/2018 - 3:50PM


**View count:**


1029


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## Solutions

MIP Fund Accounting (<http://www.abila.com/nonprofit-software/fund-accounting/mip-fund-accounting/>)

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