



This document explains how to change the approver names and signatures that appear on Purchase Orders.

The configuration of your Purchase Order form was established at the time of installation, in consultation with the ADMINS project manager. If you wish to make changes to that structure, then you will need to contact ADMINS support. You can, however, change certain items on your own. This document will discuss how the signatures are placed on the purchase order forms, and what you are able to change versus what you need to have ADMINS change.

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1. OVERVIEW

The AUC system will print up to five signature lines on a Purchase Order. Each of the lines can print an image of an actual signature or the plain text name or title of the authorized person. The PO form you use was configured at installation to print a specified number of lines, and each line was configured to print either text or image. You must contact ADMINS support if you want to change the number of lines to be printed, or to change the format of a line (text or image) but you can change the actual text or image that is printed.

There is a system-wide signature structure, as well as different signature protocols for individual departments. You can make changes to one or both of these setups.

2. CHANGING A SIGNATURE

The purchase order can print either the name or the title of the individual(s) who approve the PO in text form, or it can print one or more actual signatures.



2.1. Text

If you want to change the **text printing**, simply type in the new text in either the system-wide setup (see **Section 3**) or the departmental setup (see **Section 4**).

2.2. Image

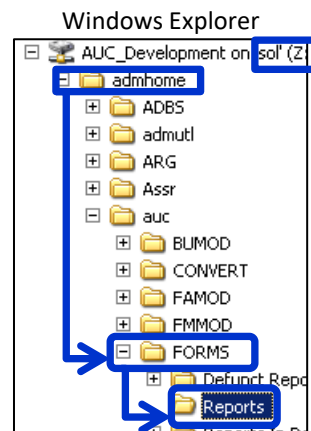
If you want to change a **signature image**, you will need to create a specimen image file.

2.2.1. Specifications

The signature image should be no larger than **2 ½" wide by 1/4" high**. The file type should be **.JPG** or **.PNG**.

2.2.2. Location

The images must be stored in the network directory **[DriveLetter]:\admhome\auc\forms\reports**. The **DriveLetter** you will use has been determined by your network administrator. In the system, this directory will be referred to by the logical name **FORMSRPT**. The sections below will explain how to use this information.



In this example, the **DriveLetter** is Z.

2.2.3. Creating the Image

Send the signature specimens to **ADMINS**; we will prepare the image files, and notify you when the files are ready for use. Alternatively, create it yourself by scanning the image according to the specifications above, placing it in the appropriate directory and telling the system its location following the instructions in **Section 3**.



Always test your new configuration by using your Training account. For the training account, the path is the same except that the directory is AUCTEST:

[DriveLetter]:\auctest\admhome\forms\reports.



3. SYSTEM-WIDE SETUP

This is the default setup that will print on purchase orders that do not have a specific departmental configuration. To access this table, from the menu select **Purchase Orders ▶ Module Maintenance ▶ PO Forms Setup**. Sequence numbers **3070 – 3074** determine what is printed on the purchase order if there is no specific configuration for the department group to which the PO belongs. To change a value, highlight the sequence number and click **Edit**.

Your PO form has not only been configured to print a certain number of signature lines, it has also been configured to print a specific type – image or text - on each line. Thus, if an approver line is currently an image file, you should not change it to text, and vice versa. You can change the text on a text line and the image on an image line.

This tells the system how many signature lines to print. In this case, line 3074 will not be printed. Contact ADMINS support if you want to change this number.

Line 3071 was initially set up to print an image. You can change the image, but contact ADMINS if you want to print text instead of an image.

Lines 3072 -3074 were initially set up to print an image. You can change the text, but contact ADMINS if you want to print an image instead of text.

Seq#	Description	Answer	Button
3070	PO Form: # of Approvals to Print (1-5)	5	
3071	PO Form: Approver 1: Name and/or Title	d:\auc_development\admhome\auc\forms\sitepix\theres	
3072	PO Form: Approver 2: Name and/or Title	d:\auc_development\admhome\auc\forms\sitepix\wayne.	
3073	PO Form: Approver 3: Name and/or Title	d:\auc_development\admhome\auc\forms\sitepix\dirfin	
3074	PO Form: Approver 4: Name and/or Title	FORMSRPT:DIRFINANCE.PNG	
3075	PO Form: Approver 5: Name and/or Title	D:\AUC_Development\admhome\auc\FORMS\SitePix\CMurta	

Enter the text you want printed.

OR

Enter the path to an image file.

[AUC] 3950-PO Form Maintenance [Roscoe]

PO Form: Approver 2: Name and/or Title

Optional: Enter Answer

[AUC] 3950-PO Form Maintenance [theresa]

PO Form: Approver 1: Name and/or Title

Optional: Enter Answer



You can create the image files yourself, or ADMINS will create them for you, and place them on your system in the directory [DriveLetter]:\admhome\auc\forms\reports. You can refer to this directory by the shorthand notation **formsrpt**. You must enter the path and file name; lookup is not available.



4. DEPARTMENTAL SETUP

You can specify a different signature protocol for each **Department Group**. If a Department is not set up for different treatment, POs generated by that Department will use the default setup in **Section 3**. To create or change signature configurations for Departments, from the menu select **Purchase Orders ▶ Module Maintenance ▶ PO Form Maintenance by Department Group**. Select the **Approvers** tab.

Enter the Department name or use **LOOKUP** to display and choose from a list of valid Departments.

The information on this screen is exactly the same as the information for the default setup. On this screen, however, there is no need to click an **Edit** button. Simply highlight the field you want to change and type the new value.

Department	Description
ADM	TOWN ADMINISTRATOR
CRI	CranstonTestPO
FINANCE	FINANCE OFFICE

For example, we have instructed the system to print three lines: a signature, a blank line and another signature.

The same rules apply to the Departmental maintenance as to system-wide maintenance:

- Contact ADMINS support to change the number of lines.
- Contact ADMINS support to change a line from text to image or image to text.



If you make changes to the signature lines, the new configuration will take effect when you reprint a purchase order. To reprint a purchase order with the *original* signatures, select the Attachments tab of the Purchase Order ▶ Queries screen.