

## **Digital Signatures in BUSY**

### **Overview**

To apply Digital Signature in BUSY Invoices/Documents, BUSY has introduced *Digital Signature* feature. With this feature you can digitally sign the Invoices/Documents exported in PDF format, which can further be shared via e-mail to concerned persons. Following are the benefits of Digitally Signed Invoices:

- Digital Signature is a specific type of e-signature that guarantees the authenticity of a document.
- Digital Signatures are as authentic as hand written signatures.
- Invoices / Documents can be immediately delivered to recipients over email.

### **Pre-Requisite to Use Digital Signature Feature**

To use *Digital Signature* feature, you are required to have:

- ✓ Third party software installed on your system where BUSY is also installed.
- ✓ A Valid DSC (Digital Signature Certificate) Dongle

### **Implementation of Digital Signature in BUSY**

To implement Digital Signature in BUSY following steps needs to be followed:

[Step 1: Connect your DSC dongle](#)

[Step 2: Enable Digital Signature feature](#)

[Step 3: Enter Voucher and Generate Digitally Signed Invoice](#)

[Step 4: Generate Digitally Signed Reports](#)

[Step 5: Allow User to Digitally Sign the documents](#)

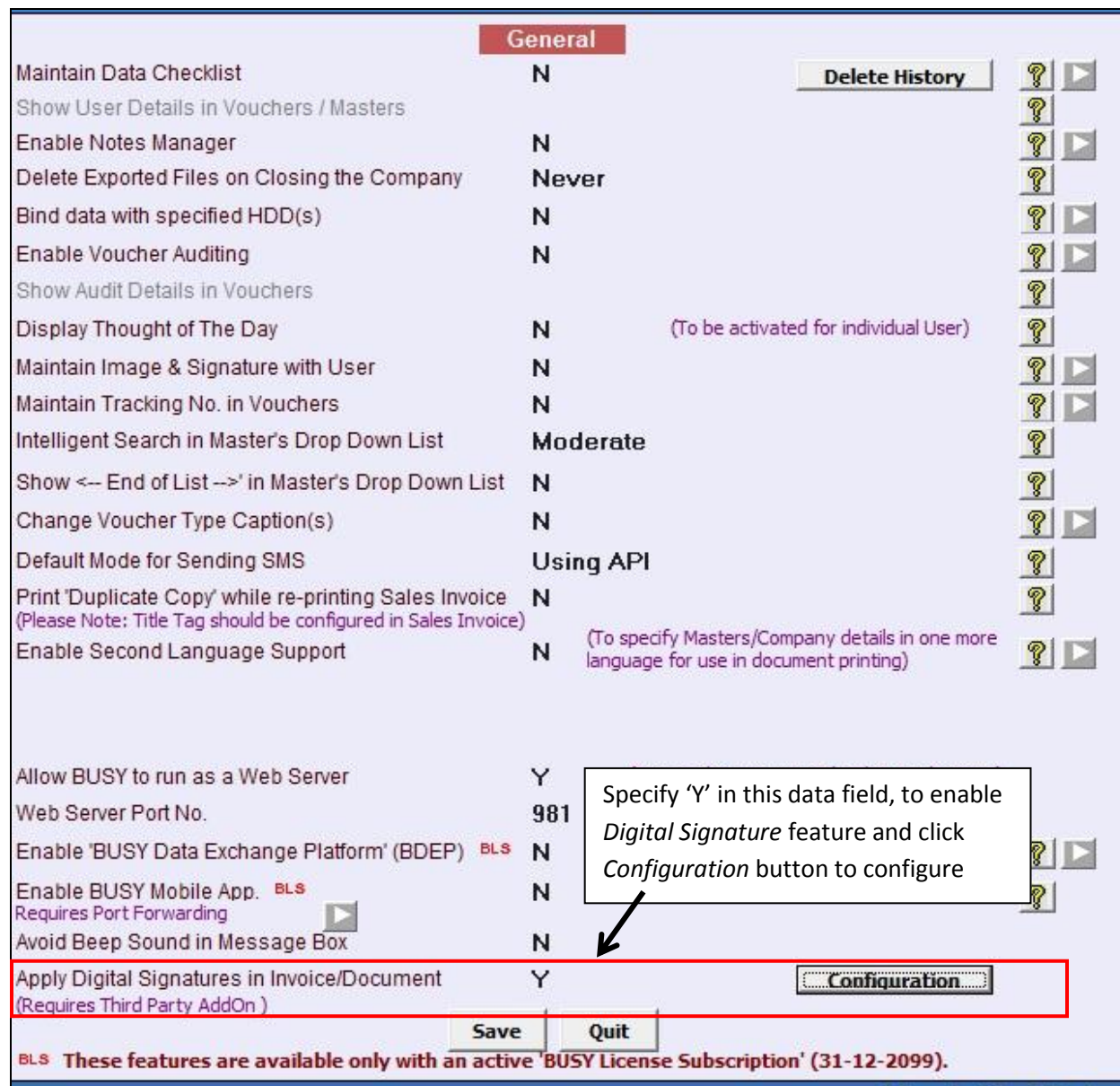
Let us discuss the above steps in detail.

#### **Step 1: Connect your DSC Dongle**

First of all, you need to connect your DSC Dongle to your system where BUSY and third party software is installed. Once DSC Dongle is connected to your system, you can move to next step.

**Step 2: Enable Digital Signature feature**

To enable *Digital Signature* feature, click **Administration** → **Configuration** → **Features/Options** → **General** Tab. On clicking General tab, a *General* window appears. Given below is the screenshot of *General* window.



Under *General* window, specify 'Y' under *Apply Digital Signatures in Invoice/Document* option and click *Configuration* button to configure. On clicking *Configuration* button, a *Digital Signature Configuration* window appears. Given below is the screenshot of *Digital Signature Configuration* window.



Under *Digital Signature Configuration* window, following details need to be specified:

- *Select Digital Signature Software Vendor* – Select *Digital Signature Software Vendor* name from the list. Under the list, those Vendor names will appear which have collaboration with BUSY. You have to select the one whose software you have installed.
- *Available Digital Signature Certificate(s)* – Select the Authorised Signatory name from the list which needs to be printed on the Invoice/Document. Under the list, those names will appear which are registered at the time of issuing DSC dongle.
- *Password / PIN* – Specify the Password / PIN of DSC.
- *'Search String' to Place Digital Signature* – Specify Search String i.e. key word where Digital Signature is to be placed on the Invoice/Document. By default *Authori* will appear which means Digital Signature will appear below Authorised Signatory under Invoice/Document. Similarly, you can specify other string i.e. key word where you want Digital Signature to appear. If the string specified is not found, then Digital Signature will appear on the left hand side of the footer on Invoice/Document.

**Please Note:** It is mandatory to connect DSC Dongle while configuring Digital Signature feature.

### **Step 3: Enter Voucher and Generate Digitally Signed Invoice**

Next, enter the voucher. At the time of saving the voucher, an *Invoice Printing* message box appears asking to Print Invoice. Click, 'Yes' button to continue. On clicking 'Yes' button, an *Invoice Printing* window appears. Given below is the screenshot of *Invoice Printing* window.

Invoice Printing	
Format for Invoice Printing	STANDARD
No. of Copies	1
Print Title For Copy No.	0
Apply Digital Signature (only for PDF)	Y
'Search String' to Place Digital Signature	Authori

Default Printing Options  
 Printer Driver  
 Printing Style  
 Spool File Name  
 Page Range  
 Starting Page No.  
 Page Numbering Starts From  
 Print Date, Time & User on Report ?

Click Export button to export the invoice to PDF file

Click E-mail button to mail the PDF invoice to concerned party

Under *Invoice Printing* window, following details need to be specified:

- *Apply Digital Signature (only for PDF)* – Specify 'Y' under this data field to digitally sign the invoice. This option is available only for exporting the invoice to PDF or e-mailing the PDF invoice to concerned party.
- *Search String to Place Digital Signature* – Specify Search String i.e. key word where Digital Signature is to be placed on the Invoice. By default, string specified at the time of configuring *Digital Signature* feature will appear here.

After entering the required details, click relevant button as per your requirement. Given below is the screenshot of Digitally Signed Invoice.

**Please Note:** While performing this step, make sure DSC dongle is connected to your system.

GSTIN : 07ARFDE1234A1ZA		<b>TAX INVOICE</b> <b>Smart Traders</b> L-96/Phase-2, DSJDC, Bawana Sector-4 email : smart.traders@gmail.in		Original Copy										
Invoice No. : 3/2020-21 Date of Invoice : 01-04-2020 Place of Supply : Haryana (06) Reverse Charge : N		GR/RR No. : Transport : Vehicle No. : Station :												
Billed to : Shyam Trading Co. F-63, Sector-4 Kundali Haryana GSTIN / UIN : 06ASZKW1234A1ZA		Shipped to : Shyam Trading Co. F-63, Sector-4 Kundali Haryana GSTIN / UIN : 06ASZKW1234A1ZA												
S.N.	Description of Goods	HSN/SAC Code	Qty.	Unit	Price	Amount(₹)								
1.	Tat Stamping Box		1,000.00	Pcs.	100.00	1,00,000.00								
<i>Add : IGST @ 12.00 %</i>						1,00,000.00 12,000.00								
<b>Grand Total</b>						<b>1,12,000.00</b>								
<table border="1"> <tr> <th>Tax Rate</th> <th>Taxable Amt.</th> <th>IGST Amt.</th> <th>Total Tax</th> </tr> <tr> <td>12%</td> <td>1,00,000.00</td> <td>12,000.00</td> <td>12,000.00</td> </tr> </table>							Tax Rate	Taxable Amt.	IGST Amt.	Total Tax	12%	1,00,000.00	12,000.00	12,000.00
Tax Rate	Taxable Amt.	IGST Amt.	Total Tax											
12%	1,00,000.00	12,000.00	12,000.00											
<b>Rupees One Lakh Twelve Thousand Only</b>														
<b>Terms &amp; Conditions</b> E.& O.E. 1. Goods once sold will not be taken back. 2. Interest @ 18% p.a. will be charged if the payment is not made within the stipulated time. 3. Subject to 'Delhi' Jurisdiction only.		Receiver's Signature :  <div style="border: 2px solid red; padding: 5px; display: inline-block;">                     for Smart Traders                      Digitally signed by <b>Rajeev Kumar</b>                      Date: 2020.07.23 10:50:23 +05:30  <b>Authorised Signatory</b> </div>												

← Digitally Signed Invoice

**Step 4: Generate Digitally Signed Reports**

You can also generate digitally signed reports. Following reports can be digitally signed:

- Outstanding Analysis
  - Statement of A/C
  - Confirmation of A/C
  - Payment Reminder

To generate digitally signed reports, click **Print/Email/SMS → Outstanding Analysis → Select the required report** option. On clicking any of the report option, a report options window appears. Given below is the screenshot of *Statement of A/C* report options window.

Statement of A/c	
Account Name	Shyam Trading Co.
Starting Date	01-04-2020
Ending Date	30-04-2020
Format for Printing	STANDARD
Print Vch/Bill No. ?	Y
Print Short Narration	N
Print Vch. Long Narration ?	Y
Print Opt. Fields/Transport Details ?	N
Print Items Details ?	N
Print TIN/GSTIN No.?	N
Apply Digital Signature (only for PDF)	Y
'Search String' to Place Digital Signature	Authori

Print Preview Export Email SMS BusyBNS

**Default Printing Options**

Printer Driver: \\server\HP LaserJet 1020

Printing Style: **Windows**    DOS Emulation

Spool File Name

Page Range: **All Pages**    Print Page No. ?    Y

Starting Page No.    1    Ending Page No.    0

Page Numbering Starts From    1

Print Date, Time & User on Report ?    N

Under *Statement of A/C* window, following details need to be specified:

- *Apply Digital Signature (only for PDF)* – Specify ‘Y’ under this data field to digitally sign the report. This option is available only for exporting the document to PDF or e-mailing the PDF invoice to concerned party.
- *Search String to Place Digital Signature* – Specify Search String i.e. key word where Digital Signature is to be placed on the Document. By default, string specified at the time of configuring *Digital Signature* feature will appear here.

After entering the required details, click relevant button as per your requirement. Given below is the screenshot of Digitally Signed Report.

<b>To:</b> Shyam Trading Co. F-63, Sector-4 Kundali Haryana	<b>From:</b> Smart Traders L-96/Phase-2 DSIIDC Bawana Sector-4
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Dear Sir/Madam,

**Sub : Statement of Accounts**  
( 01-04-2020 to 30-04-2020 )

Given below is the details of your Accounts as standing in my/our Books of Accounts for the above mentioned period.

Kindly return 3 copies stating your I.T. Permanent A/c No., duly signed and sealed, in confirmation of the same. Please note that if no reply is received from you within a fortnight, it will be assumed that you have accepted the balance shown below.

Date	Vch/Bill No.	Particulars	Debit	Credit
01-04-2020	1/2020-21	Sales	61,600.00	
Total			61,600.00	0.00
Debit Balance				61,600.00
Grand Total			61,600.00	61,600.00

I/We hereby confirm the above

**for Smart Traders**  
 Signature valid  
 Digitally signed by **Arjun Kumar**  
 Date: 2020.07.21 12:30:09 +05:30  
 ( Authorised Signatory )

Digitally Signed Report

IT PAN NO.: ASZXW1234A

Our IT PAN NO.:

**Step 5: Allow User to Digitally Sign the documents**

You can also allow sub-user to digitally sign the documents. To do the same, click **Administration → Users → Modify** option. Open the sub-user in modify mode to whom you want to give rights. Given below is the screenshot of *Modify User* window.

Modify User

<b>User Configuration</b> User Name: <b>Ramesh</b> Password: ***** Recheck Password: ***** Hierarchy Level: <b>1</b> Department Specify State for this user: <b>N</b> Specify Voucher Series Group: <b>N</b> Disable Voucher Series Group Filter on Reports Specify Master Series Group Disable Master Series Group Filter on Reports Bind user with specified HDD(s): <b>N</b> Specify Executive Bind Executive with user Read Control from Other User: <b>N</b>		<b>Menu Rights</b> Expand Collapse <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Administration</li> <li><input checked="" type="checkbox"/> Transaction</li> <li><input checked="" type="checkbox"/> Display</li> <li><input checked="" type="checkbox"/> Print/Email/SMS</li> <li><input checked="" type="checkbox"/> House Keeping</li> <li><input checked="" type="checkbox"/> Help</li> <li><input type="checkbox"/> AddOns</li> </ul>																																																													
<b>User Controls</b> <table border="0" style="width: 100%;"> <tr><td>Allow Modification of Company</td><td>Y</td><td>Allow Email of Reporting</td><td>Y</td></tr> <tr><td>Allow Price Change in Voucher</td><td>Y</td><td>Allow SMS of Reporting</td><td>Y</td></tr> <tr><td>Allow Discount Change</td><td>Y</td><td>Allow Notification of Reporting</td><td>Y</td></tr> <tr><td>Allow Markup Change</td><td>Y</td><td>Allow Export of Reports</td><td>Y</td></tr> <tr><td>Allow Printing of Documents</td><td>Y</td><td>Allow Data Backup</td><td>Y</td></tr> <tr><td>Allow Re-printing of Documents</td><td>Y</td><td>Allow Printing of Voucher</td><td>Y</td></tr> <tr><td>Hide Value of Items in Reports</td><td>N</td><td>Restrict Back Date Entries</td><td>N</td></tr> <tr><td>Hide Value of Items in Vouchers</td><td>N</td><td>Enable Message Centre</td><td></td></tr> <tr><td>( Applicable for Pure Inventory Vouchers only)</td><td></td><td>Show Message Centre at Start Up</td><td></td></tr> <tr><td>Maintain Notes Manager</td><td></td><td>Display Thought of The Day</td><td></td></tr> <tr><td>Show Notes Manager at Start Up</td><td></td><td>Maintain Data Checklist</td><td></td></tr> <tr><td>Show User Dash Board at Start Up</td><td></td><td>Maintain User Activity Log</td><td></td></tr> <tr><td>Show 'Approval Entries' at Start Up</td><td></td><td>Auto Data Saving Received from BO</td><td></td></tr> <tr><td>Show 'Rejected Entries' at Start Up</td><td></td><td>SQL Query Mode</td><td>Not Allowed</td></tr> <tr><td>Report Notes</td><td>Not Allowed</td><td></td><td></td></tr> </table>		Allow Modification of Company	Y	Allow Email of Reporting	Y	Allow Price Change in Voucher	Y	Allow SMS of Reporting	Y	Allow Discount Change	Y	Allow Notification of Reporting	Y	Allow Markup Change	Y	Allow Export of Reports	Y	Allow Printing of Documents	Y	Allow Data Backup	Y	Allow Re-printing of Documents	Y	Allow Printing of Voucher	Y	Hide Value of Items in Reports	N	Restrict Back Date Entries	N	Hide Value of Items in Vouchers	N	Enable Message Centre		( Applicable for Pure Inventory Vouchers only)		Show Message Centre at Start Up		Maintain Notes Manager		Display Thought of The Day		Show Notes Manager at Start Up		Maintain Data Checklist		Show User Dash Board at Start Up		Maintain User Activity Log		Show 'Approval Entries' at Start Up		Auto Data Saving Received from BO		Show 'Rejected Entries' at Start Up		SQL Query Mode	Not Allowed	Report Notes	Not Allowed			<b>User Controls</b> Show Last Transactions during Sales Show Last Transactions during Purchase Can Regularize PDC      Can Reconcile Ledger Allow Web Based Reporting      Allow access to Mobile      N Allow Modification of Data Entry Form Captions      N  Create Financial Year      Y Allow Overwrite of Data While Restoring Backup      N Always Send Email / SMS / Notification in Offline mode      N Prompt to Send Offline Email / SMS / Notification      Y Allow Customization of Reports      N Restrict Grid Entry Deletion in Sales and Hide Entry in Reports      N Allow to digitally sign documents <b>Y</b>	
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USER IMAGE SKIN IMAGE Save Quit

Under *Modify User* window, specify 'Y' under *Allow to digitally sign documents* option. In the similar manner, you can give rights to various users to digitally sign the document.

With this we have completed implementation of Digital Signature in BUSY.

<<<☺ Thank You ☺>>>