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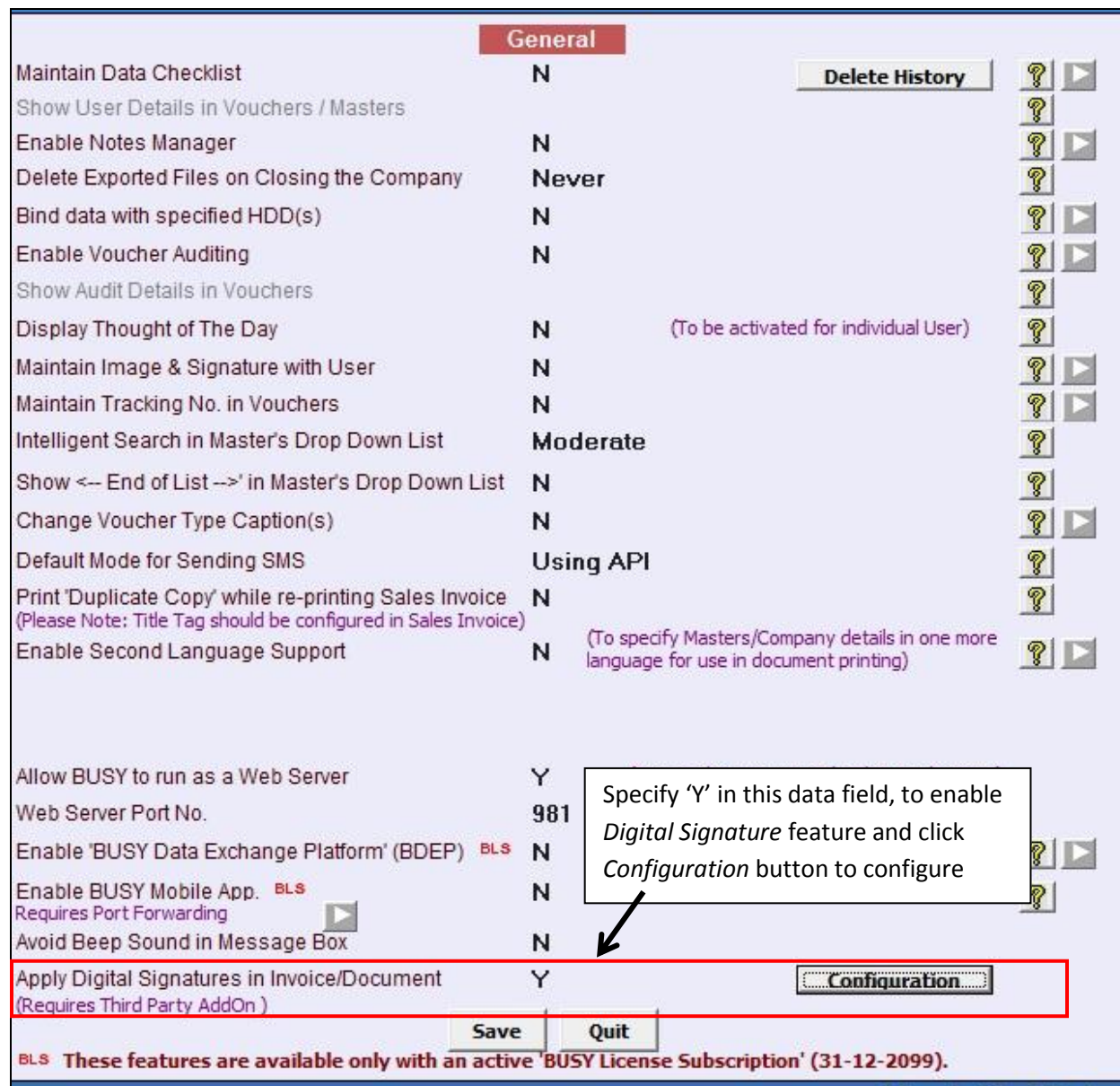
Under *General* window, specify 'Y' under *Apply Digital Signatures in Invoice/Document* option and click *Configuration* button to configure. On clicking *Configuration* button, a *Digital Signature Configuration* window appears. Given below is the screenshot of *Digital Signature Configuration* window.

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.

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.

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.

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.

To:
   Shyam Trading Co.
   F-63, Sector-4
   Kundali
   Haryana

From:
   Smart Traders
   L-96/Phase-2
   DSIIDC Bawana
   Sector-4

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 ...der Kumar
Date: 2020.07.2? ?2:50:09 +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.

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.

<div align="center">**<<<☺ Thank You ☺>>>**</div>