



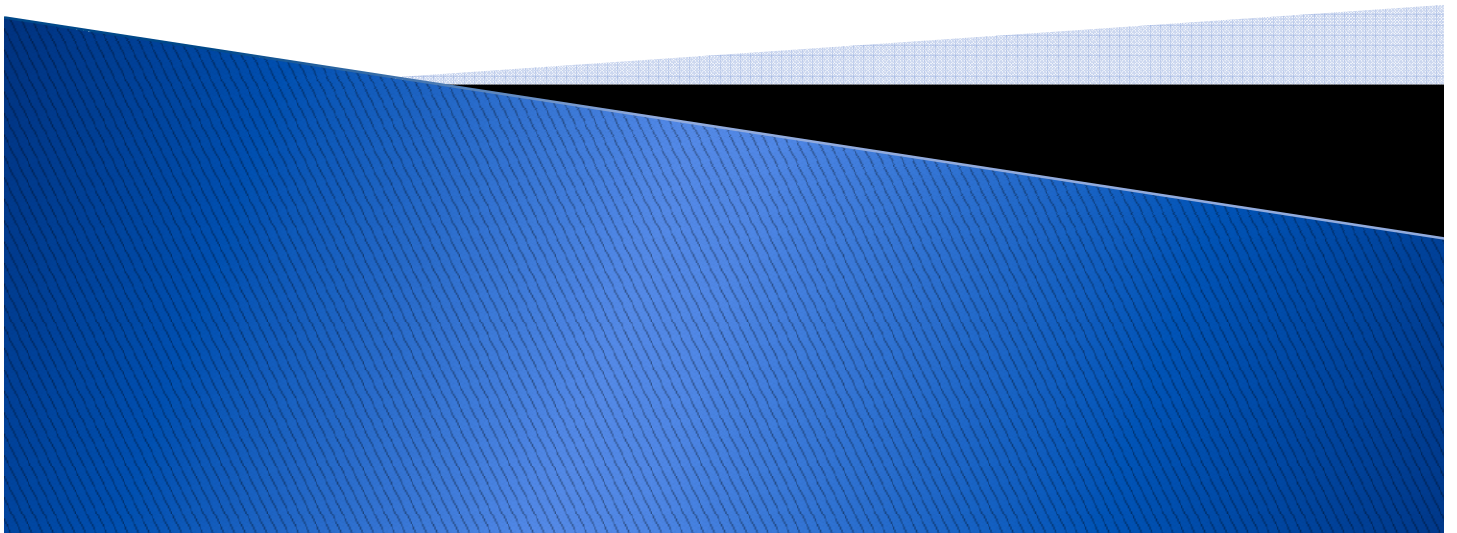
Wellspring Software, Inc.

445 Sovereign Court Manchester MO USA 63011

www.wellspringsoftware.com

Install Notes

PrintBoss & QuickBooks Online



After you have installed PrintBoss software and before printing checks the following must be done:

1. Designate the check printer in **PrintBoss**
2. Enter your Bank Account information in **PrintBoss**
3. Verify the required **PrintBoss** settings and other common settings
4. Setup Online Printing in QuickBooks Online



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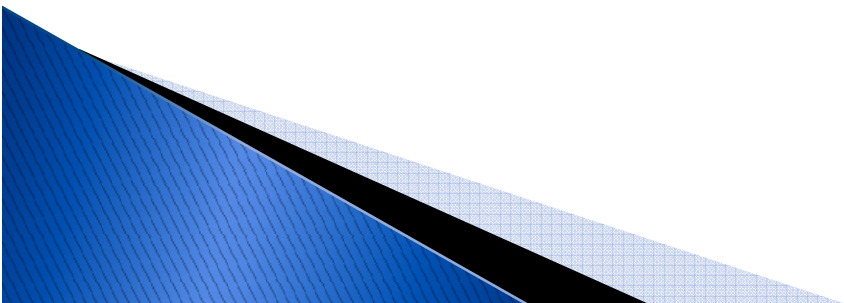
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Section 1

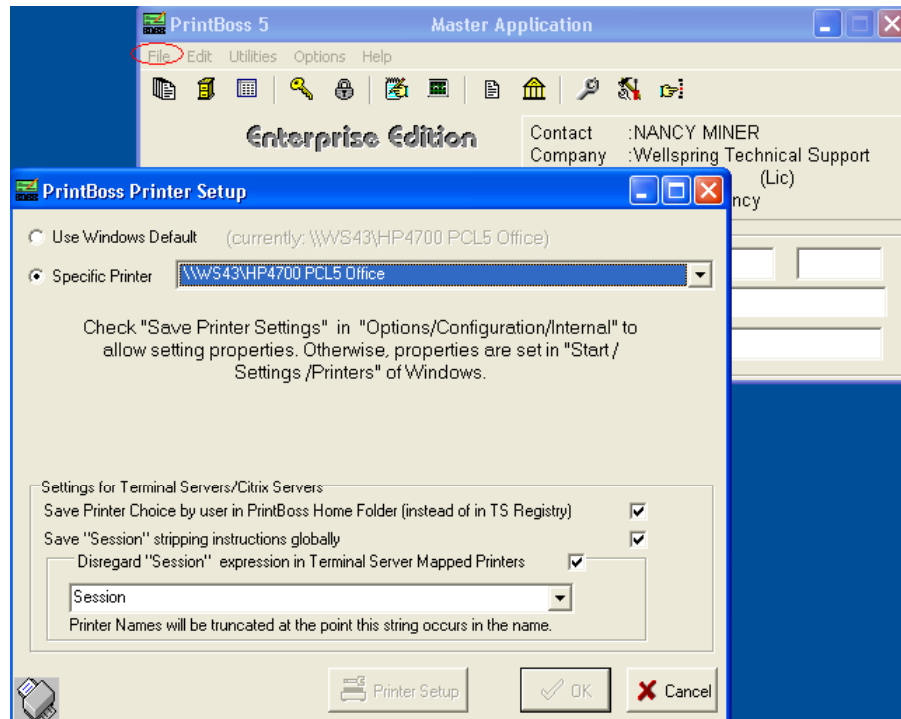


Designate the check printer



Open PrintBoss to the Master Application by running PB32.exe

Go to **FILE/PRINTER SETUP**



- Select the driver matching the Laser Jet printer.
- The PCL5e is recommended when available.
- DO NOT select the "PrintBoss" printer here.
- This setting is workstation specific.

Click **OK** when done.



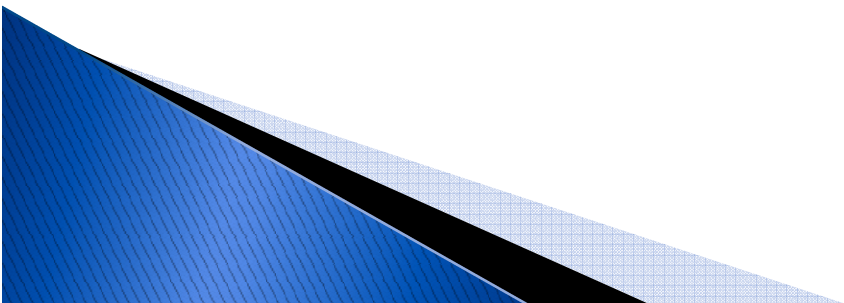
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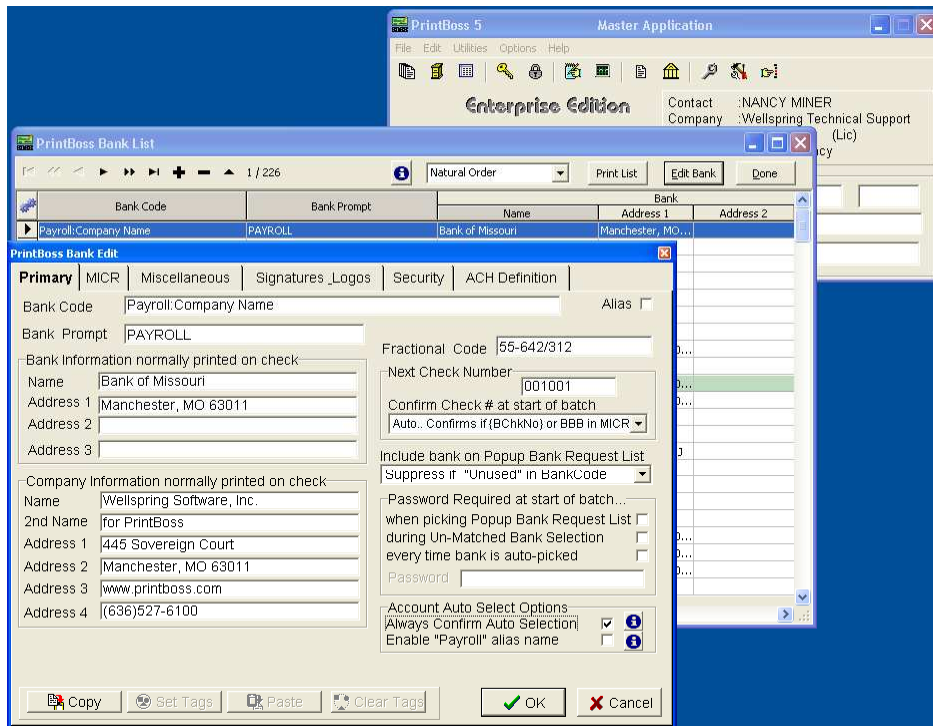
Section 2

» Enter your Bank Account information in **PrintBoss**



Go to **EDIT/BANK LIST**

When you load PrintBoss, there are ten (10) Bank Account profiles. Additional Bank Account profiles display when you click the '+' symbol. An unlimited number of Bank Account profiles can be available. Contact Wellspring Software for more information.



NOTE: If you print vendor checks and payroll checks from the same bank account, you must enter the account in the PrintBoss list twice - once for vendor checks and once for payroll checks.

Click on Unused Bank01 to highlight it.

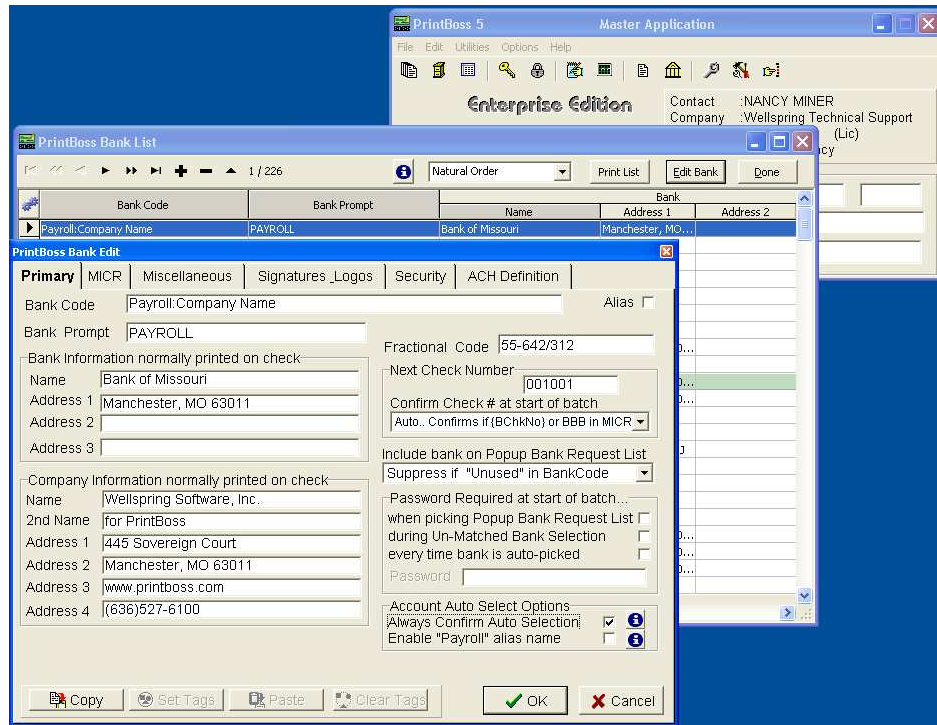
Next, **click** on Edit Bank.

The PrintBoss Bank Edit screen will open.

Begin entering the specific bank information that will print on your check.

continue...

Primary Tab:



BANK CODE (VENDOR CHECKS)

Enter the QuickBooks bank ID for this account followed by a colon and the company name as it appears in QuickBooks. Ex: Bank:Company A

BANK CODE (PAYROLL CHECKS)

Enter the word Payroll followed by a colon and the company name as it appears in QuickBooks.

Ex: Payroll:Company A

BANK PROMPT (VENDOR CHECKS)

Enter AP or some word to remind you these are vendor checks

BANK PROMPT (PAYROLL CHECKS)*

Enter PR or some word to remind you these are payroll checks

* Create a Bank Account for Payroll in PrintBoss ONLY when Payroll has a different bank account number from the AP bank account number.

BANK NAME AND ADDRESS

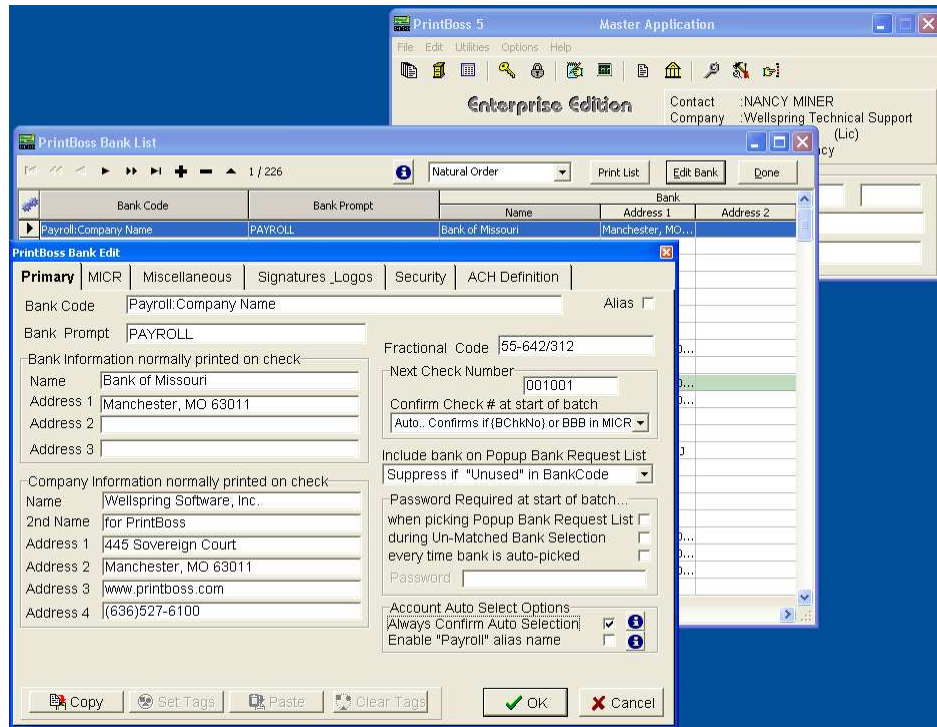
Fill in the bank information for this bank record

COMPANY NAME AND ADDRESS

Fill in the company information for this bank record

Continue on next page.

Primary Tab cont.:



Fractional Code

Fill in the fractional code for this bank. This number often follows the pattern 12-345/678

Next Check Number

Fill in the next check number for this bank account or leave blank and PrintBoss will enter a value after the first check run

Confirm Check Number at start of batch

"Auto.. Confirms if {BChkNo} or BBB in MICR

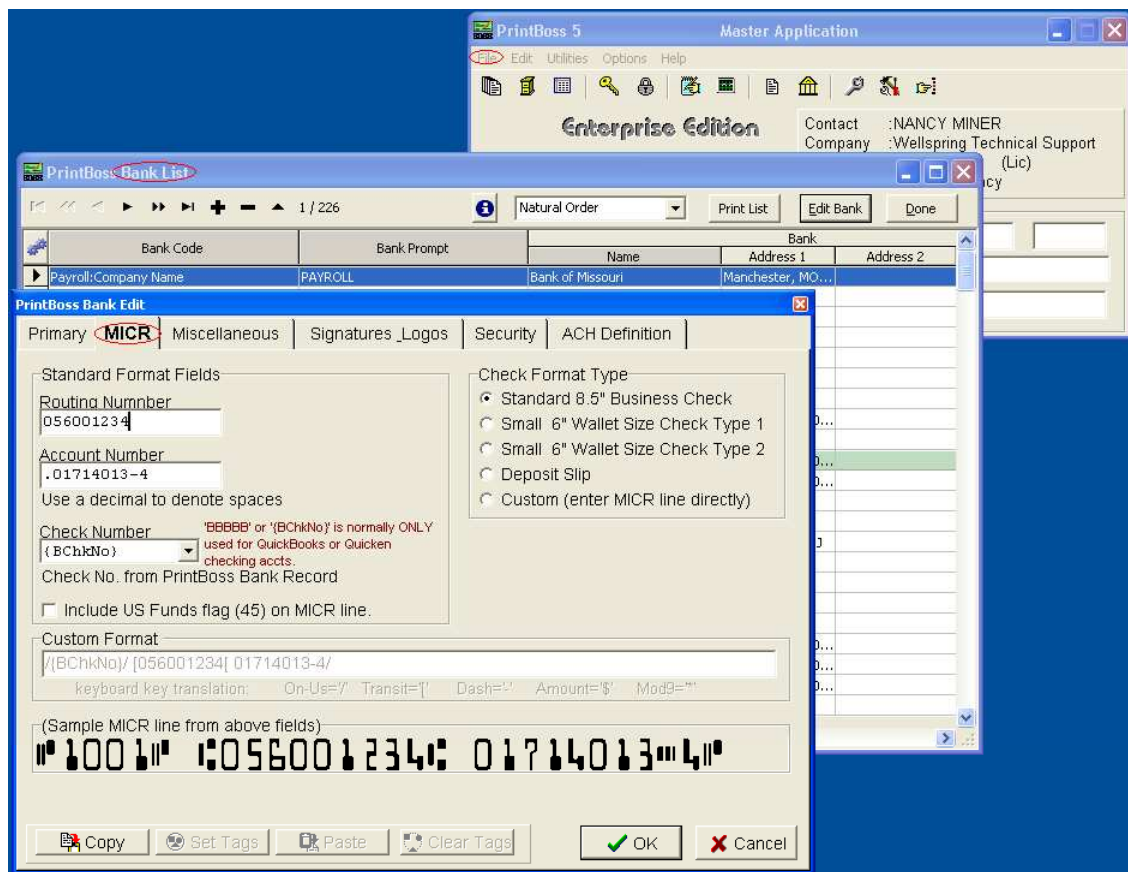
Always Confirm Auto Bank Selection

Select this option when:

- Payroll is run for this checking account i.e. the company is not using a separate bank account for payroll
- More than one company runs checks from this account

Click **OK** when finished.

MICR Tab:



Routing Number

Enter the bank account routing number

Account Number

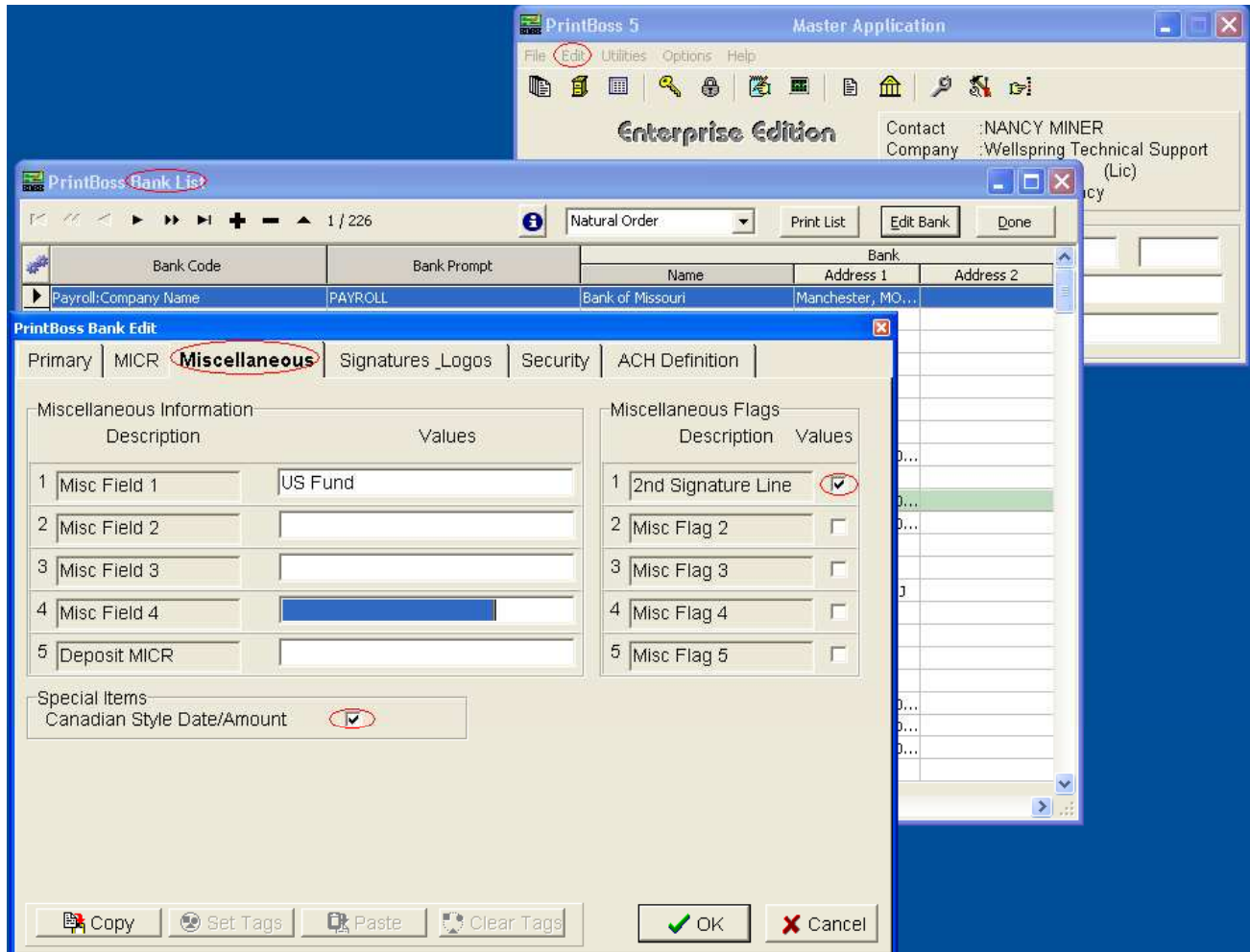
Enter the bank account number

Check Number

{BchkNo} or BBBB or BBBB

Click **OK** when finished.

MISCELLANEOUS TAB:



MISC FLAG 1

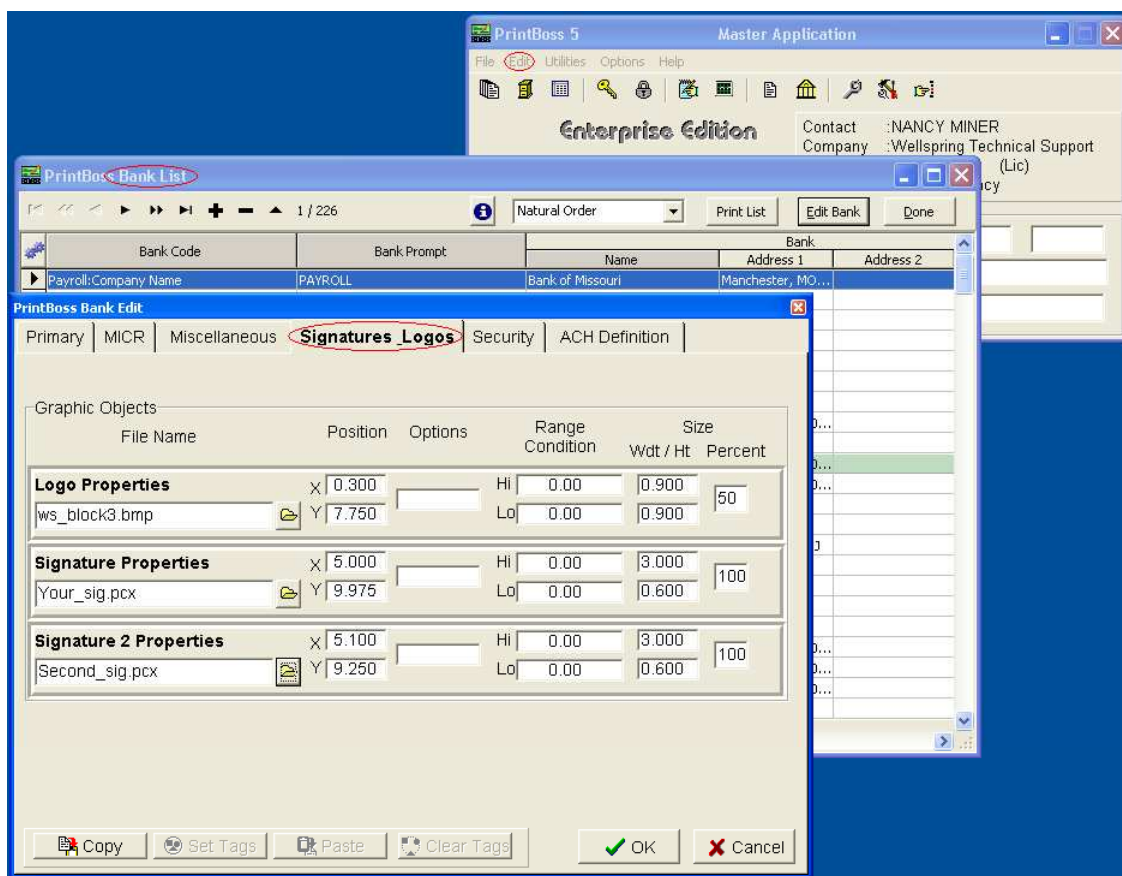
Check this box if this account should always have a second LINE for signatures

CANADIAN STYLE DATE/AMOUNT

Check this box if the CPA06 standards should apply to this account

CLICK **OK** WHEN FINISHED.

SIGNATURE_LOGOS TAB:



Fill in the information on this tab if you are using a signature or logo that you want to print on your check.

For more specifics, refer to the **PrintBoss** user manual.

Click **OK** when finished.



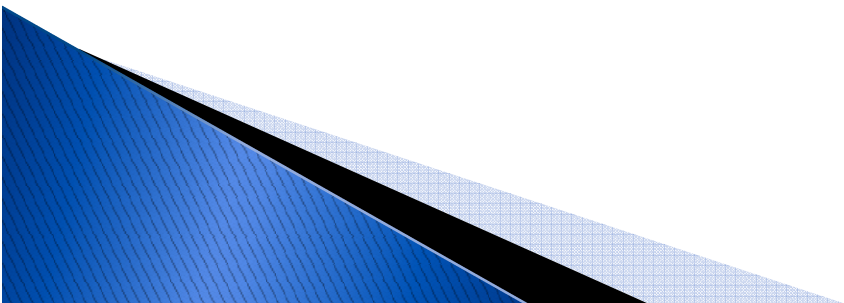
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Section 3

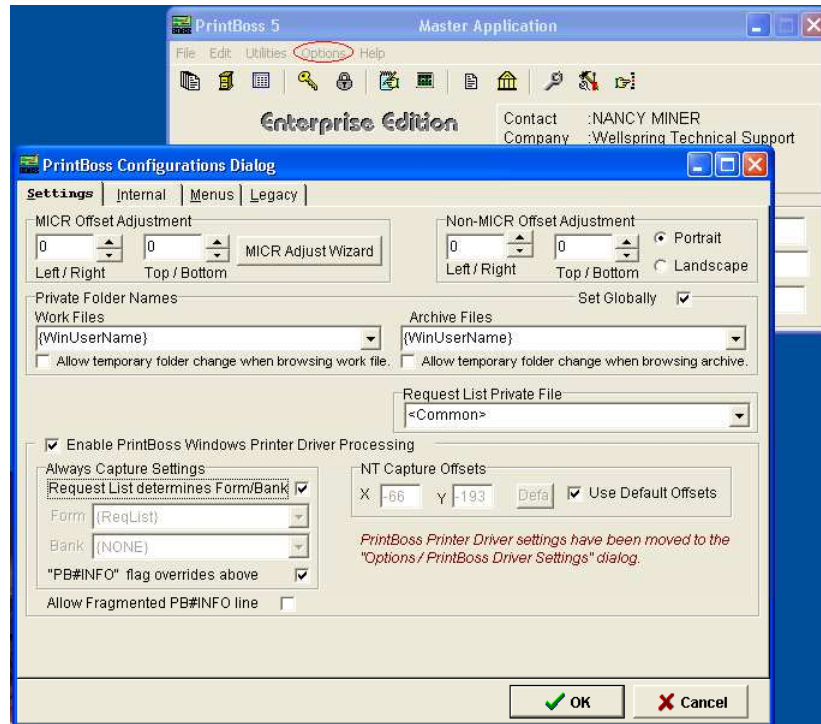
» Verify the Required **PrintBoss** Settings and other common settings



Go to **OPTIONS/CONFIGURATION**

SETTINGS TAB:

NOTE: If your organization has a Citrix or Terminal Server environment, please visit our website www.printboss.com for specific install steps.



MICR offset adjustment

- ▶ This utility is used to adjust the MICR line placement.
- ▶ The settings are workstation/user specific.
- ▶ Default values are 0.

Set Globally

Checked

Work Files Private Folder Name

{WinUserName}

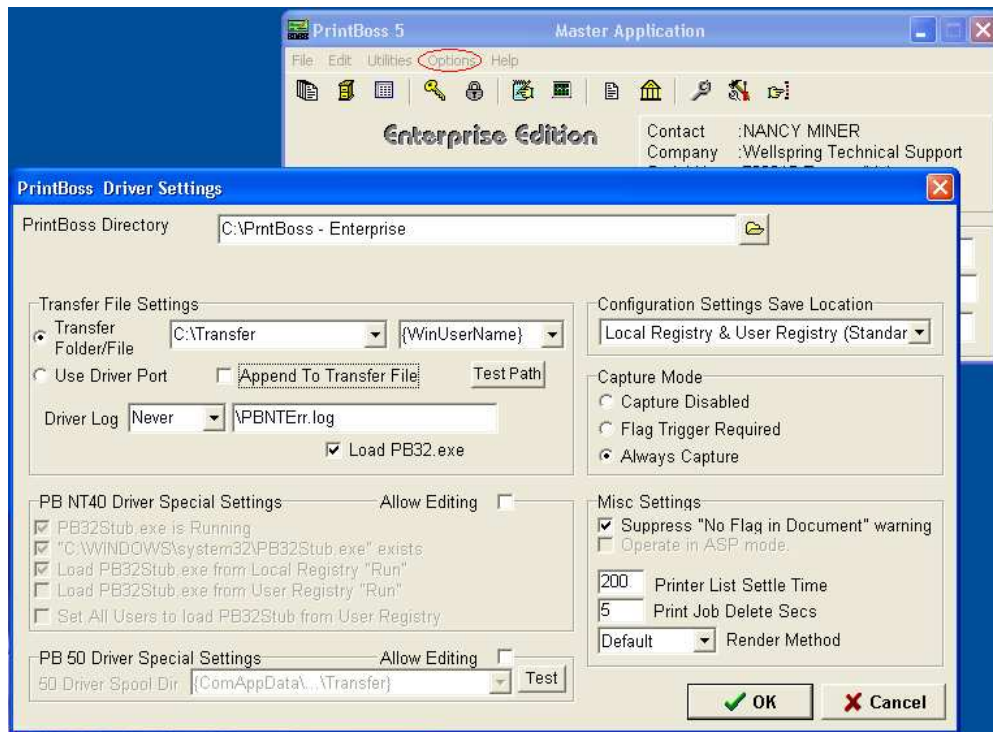
Always Capture Settings

- ▶ Form: {ReqList}
- ▶ Bank : (Grayed out)
- ▶ PB#INFO Overrides Above: Checked
- ▶ Allow fragmented PB#INFO line: Unchecked

Allow Fragmented PB#INFO line: Checked

Click **OK** when finished.

Go to **OPTIONS/PrintBoss Driver Settings**



Transfer File:

C:\Transfer\{WinUserName}

Append to Transfer File:

Unchecked

Configurations Settings Save Location:

Local Registry & User Registry (Standard)

Capture Mode:

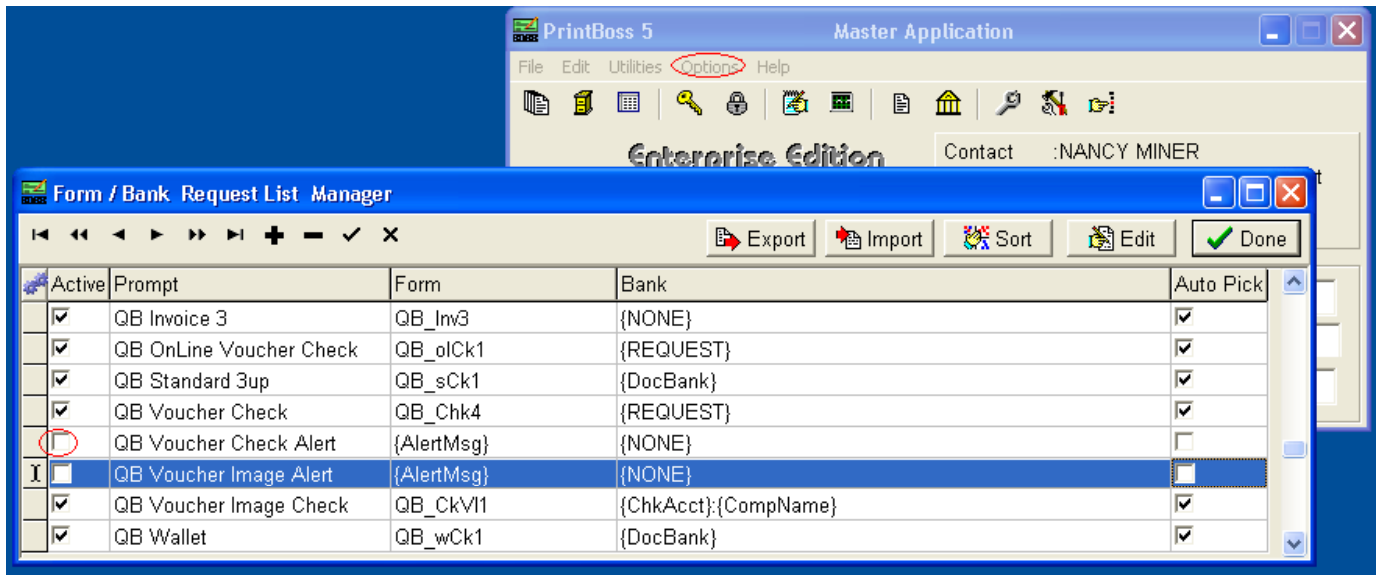
Always Capture

Click **OK** when finished.

NOTE FOR QUICKBOOKS ONLINE USERS:

QuickBooks Online does not have an option to print the company name on your PrintBoss check.

Please disable the PrintBoss 'QB Voucher Check Alert' message so it will not interrupt your print process.



Open PrintBoss to the Master Application by running PB32.exe.

Click on the **Options** and select **Form/Bank Request List**.

Locate the **QB Voucher Check Alert** entry.

Remove the check mark from the Active column.

Click Done when finished.

Other Common Settings

Go To EDIT \FORMS \ (HIGHLIGHT FORM) \EDITOR

QB_olCk1 is used for both vendor and payroll voucher style checks for QuickBooks Online.

Additional QuickBooks forms:

QB_Chk4 is used for both vendor and payroll voucher style checks for QuickBooks.

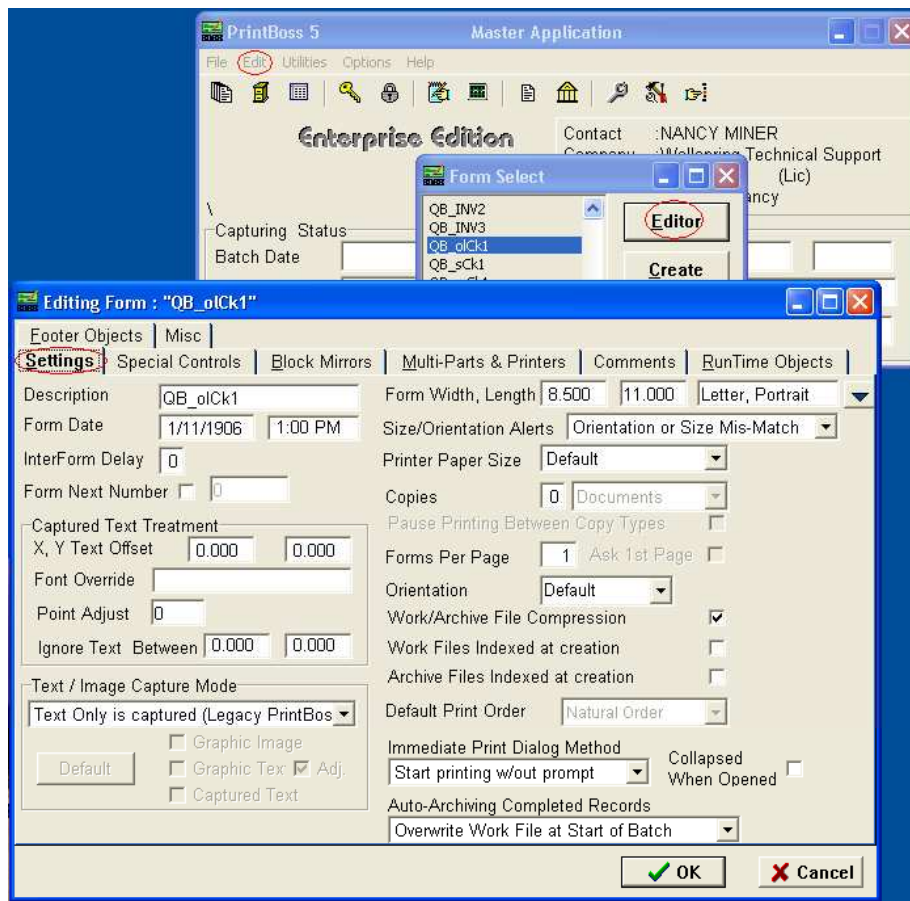
QB_CKVI1 is used for the Canadian version of QuickBooks to print vendor and payroll voucher style checks.

QB_Dpst2 and **QB_Dpst1** are used to print deposit slips using the standard deposit slip printed from QuickBooks.

QB_Inv3 is used to print invoices directly from QuickBooks.

Qkn_chk2 is used for both vendor and payroll checks for Quicken.

QB_oIck1 Settings Tab:



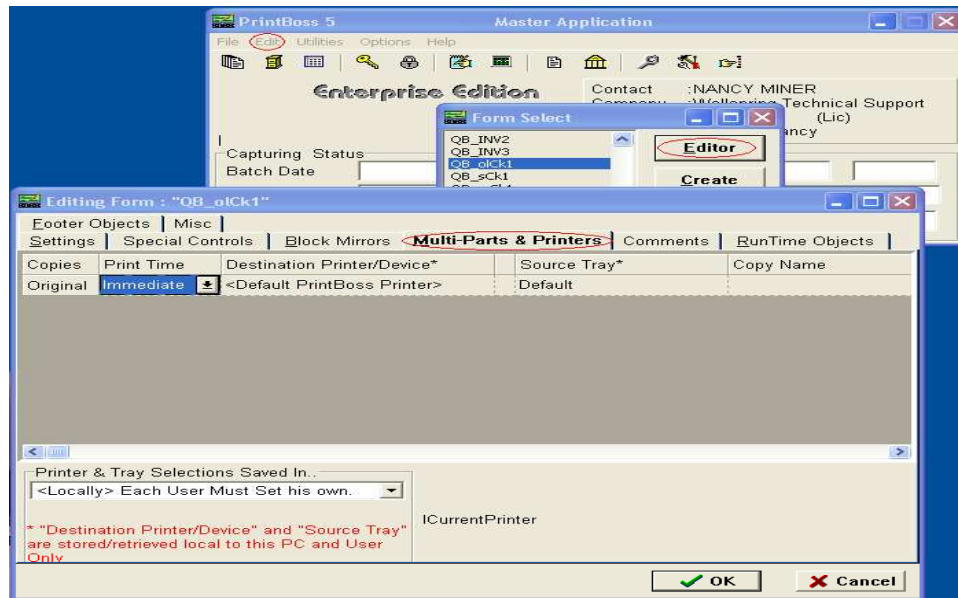
Copies: 0 (or increase if more copies are needed)

Auto-Archiving Completed Records:

- ▶ Default is set to Overwrite Work File at Start of Batch.
- ▶ Click on the drop down menu to make a different selection.
- ▶ Choices with "0" will display a Days till Archiving option to allow you to choose a specific number of days.

MULTI-PARTS & PRINTERS TAB:

These settings apply to the **Form** unless the Printer & Tray Selections **Saved In** option is set to **Independent**. Press the F1 key while viewing this tab to learn more about the save options.



Print Time:

Set to "Immediate" for the Original.

Review Auto-Archiving settings to avoid lost documents if this option is set to Batch.

(See user manual or press F1 while viewing the Settings tab for more information).

Destination Printer:

This option is used to send a copy to a designated printer other than the PrintBoss default printer.

Source Tray:

Print on paper from the selected tray.

This is based on the printer listed in the Destination Printer column.

The tray names may change if the printer selection changes.

Copy Name:

This is a user editable field to identify copies other than the Original.

Click **OK** when finished.



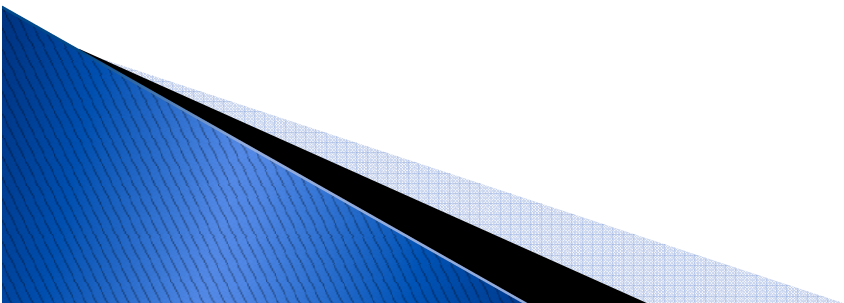
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Section 4

» Setup Online Printing in
QuickBooks Online



Check Printing:

When printing from QuickBooks Online, PrintBoss will automatically know which PrintBoss form to use. The PrintBoss program will open and prompt you to select the correct bank account. Once a bank account is selected, PrintBoss will prompt you to confirm the check number. If the number is not correct, correct it at this time to match the check number in QuickBooks.

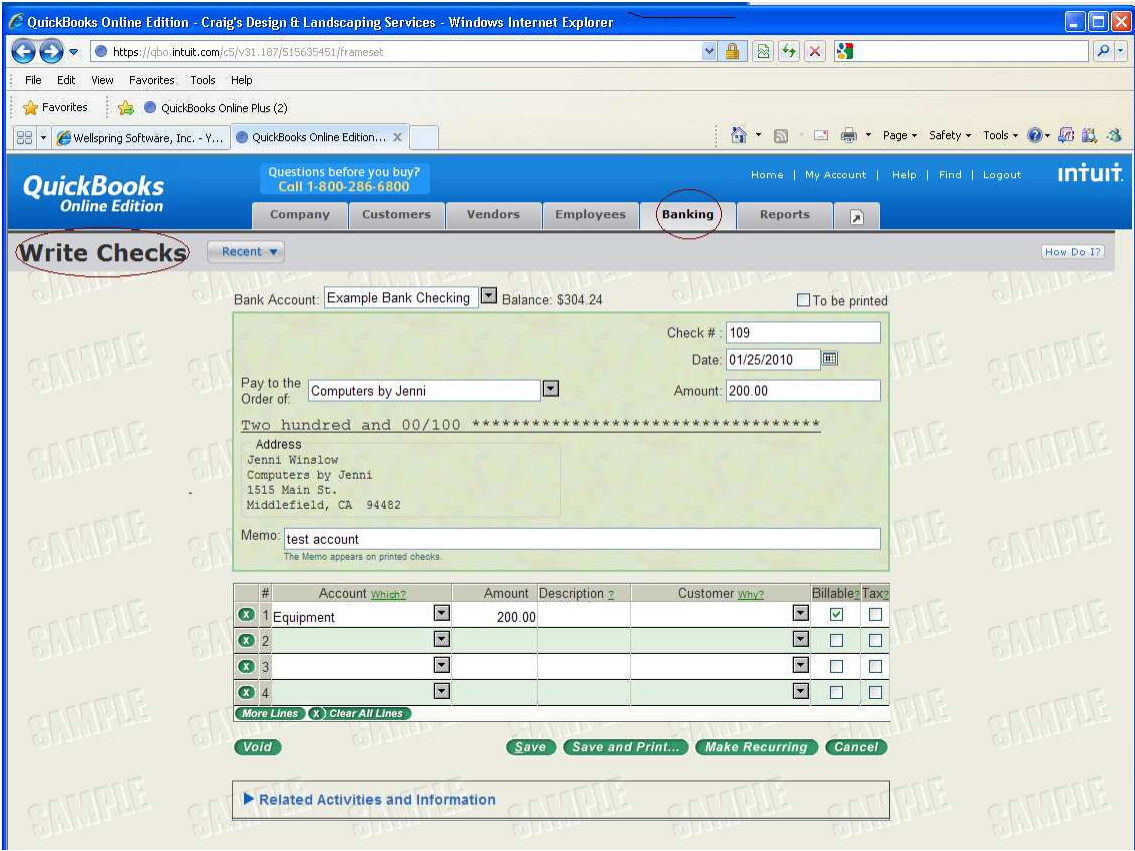
If the following warning message appears:

"You have printed a document to PrintBoss that is NOT recognized by PrintBoss. Specifically, no entry in the 'Form / Bank Request List' matches this format.

PrintBoss is ignoring this document."

Make sure that the VOUCHER style of check is selected within QuickBooks and that the check amount is at least \$0.01.

Check Printing in QuickBooks Online Edition



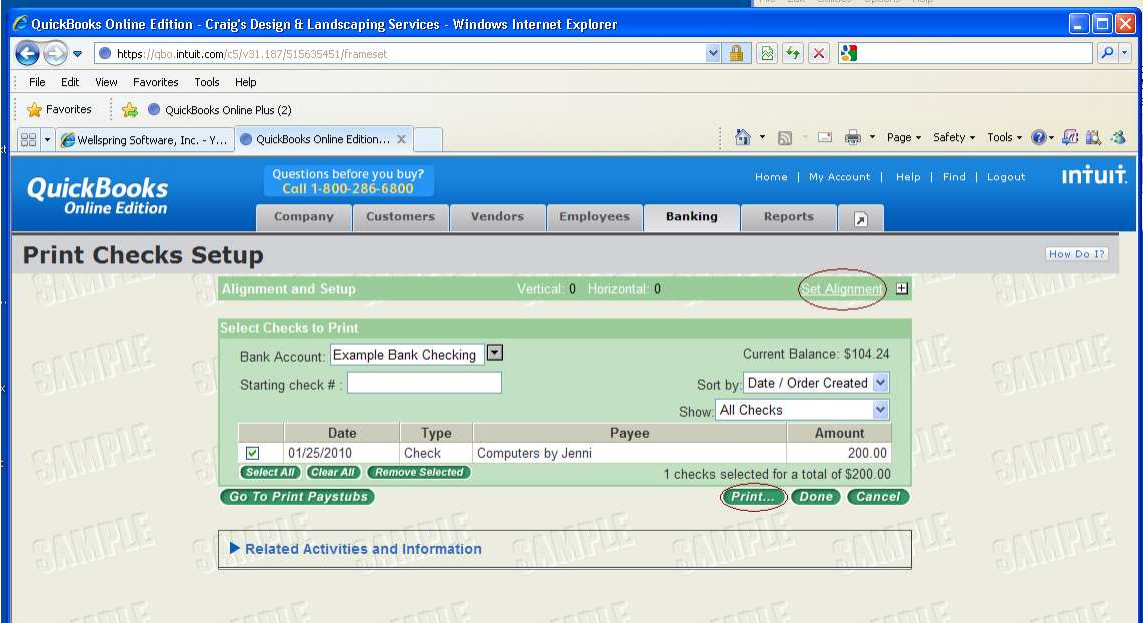
Select **Banking**

Choose **Write Checks**

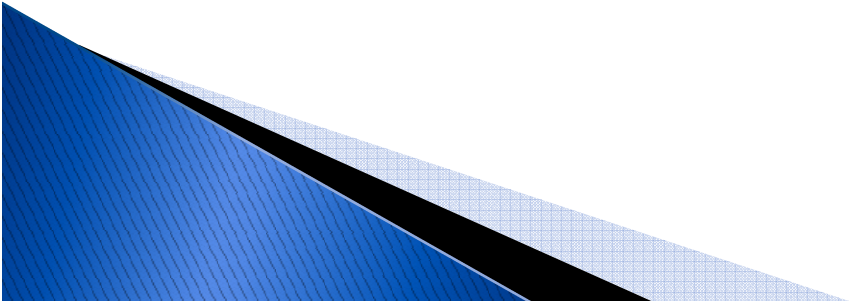
Enter your check information

Click Save and Print...

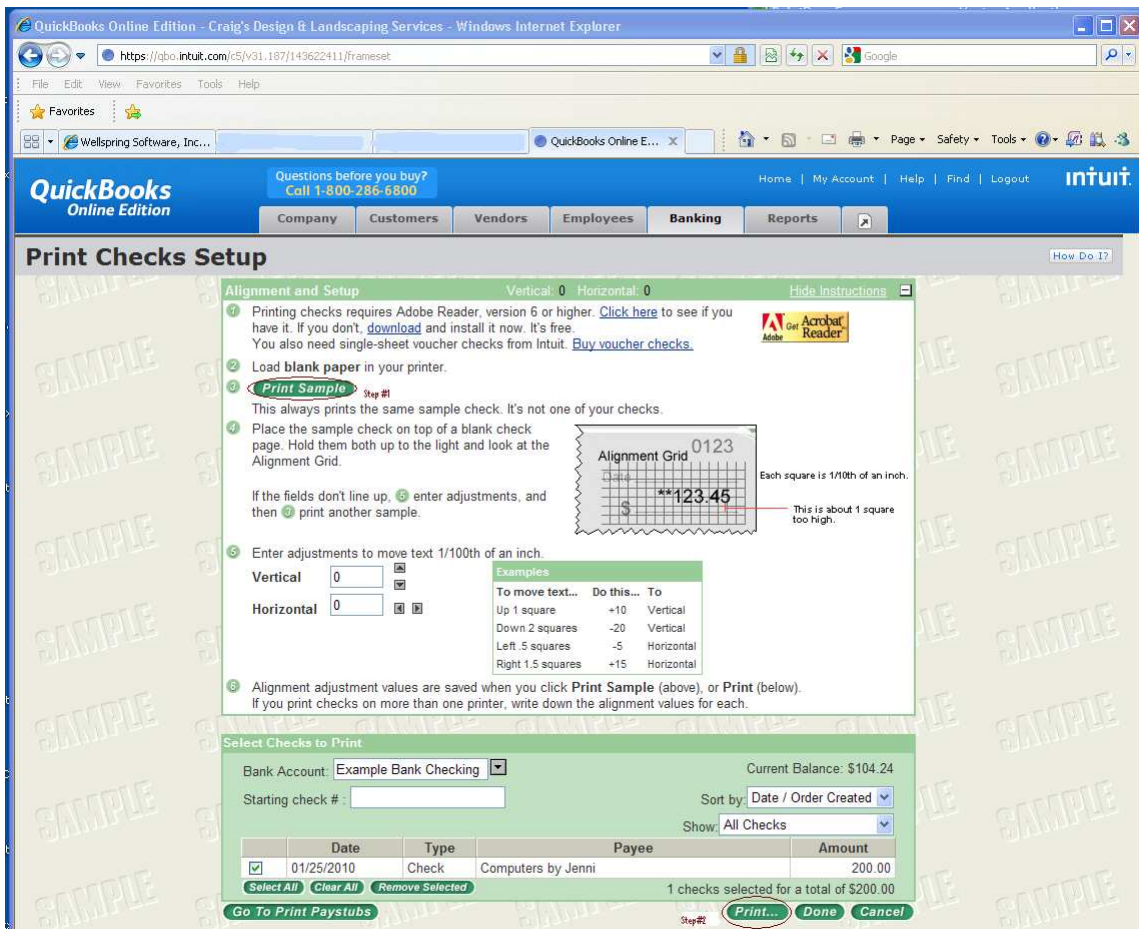
Check Printing in QuickBooks Online Edition



Click Set Alignment on the Print Checks Setup window



Check Printing in QuickBooks Online Edition

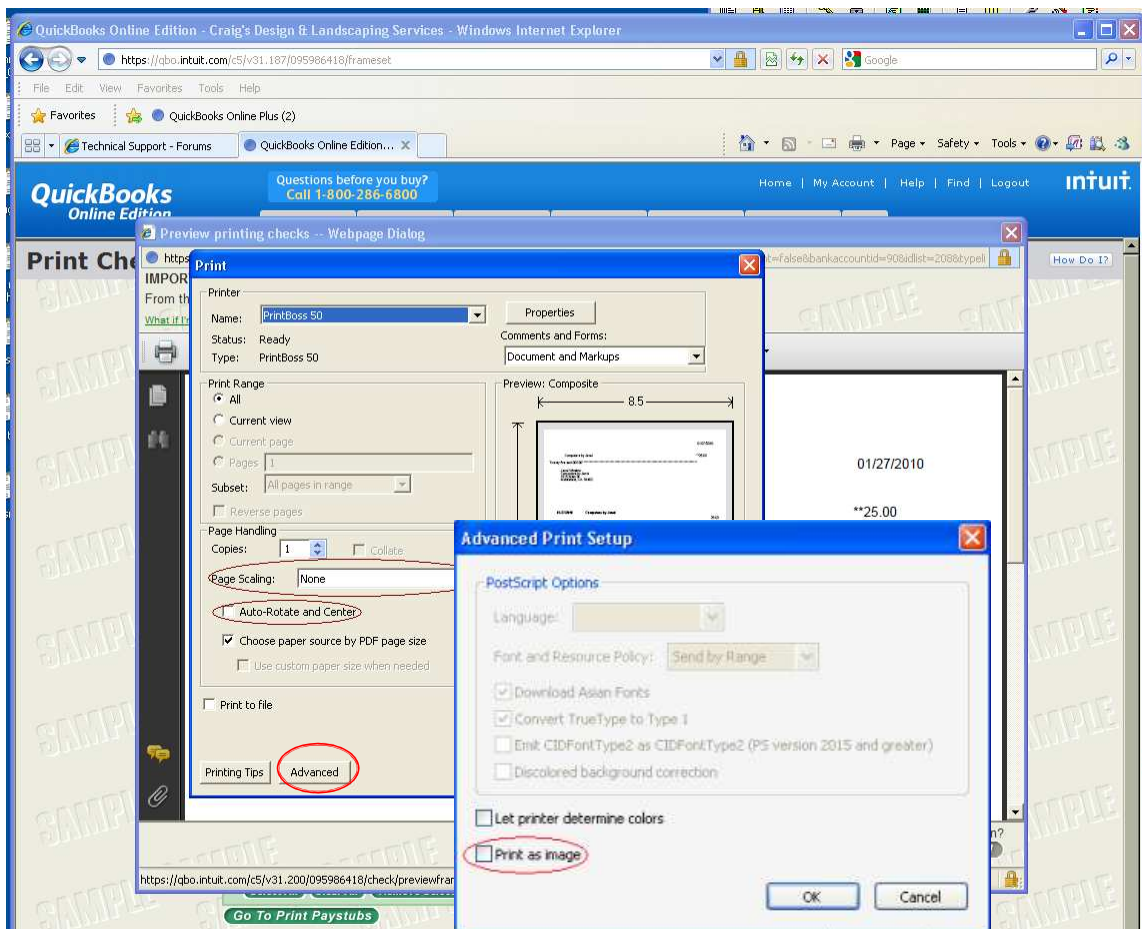


In the extended window that opens,

Click 3. Print sample.

Click Print... at the bottom of the window.

CHECK PRINTING IN QUICKBOOKS ONLINE EDITION



IN THE PRINT DIALOG, CHOOSE THE FOLLOWING SETTINGS:

PRINTBOSS 50 PRINTER DRIVER

ADOBE READER 6 AND GREATER PRINTING OPTIONS:

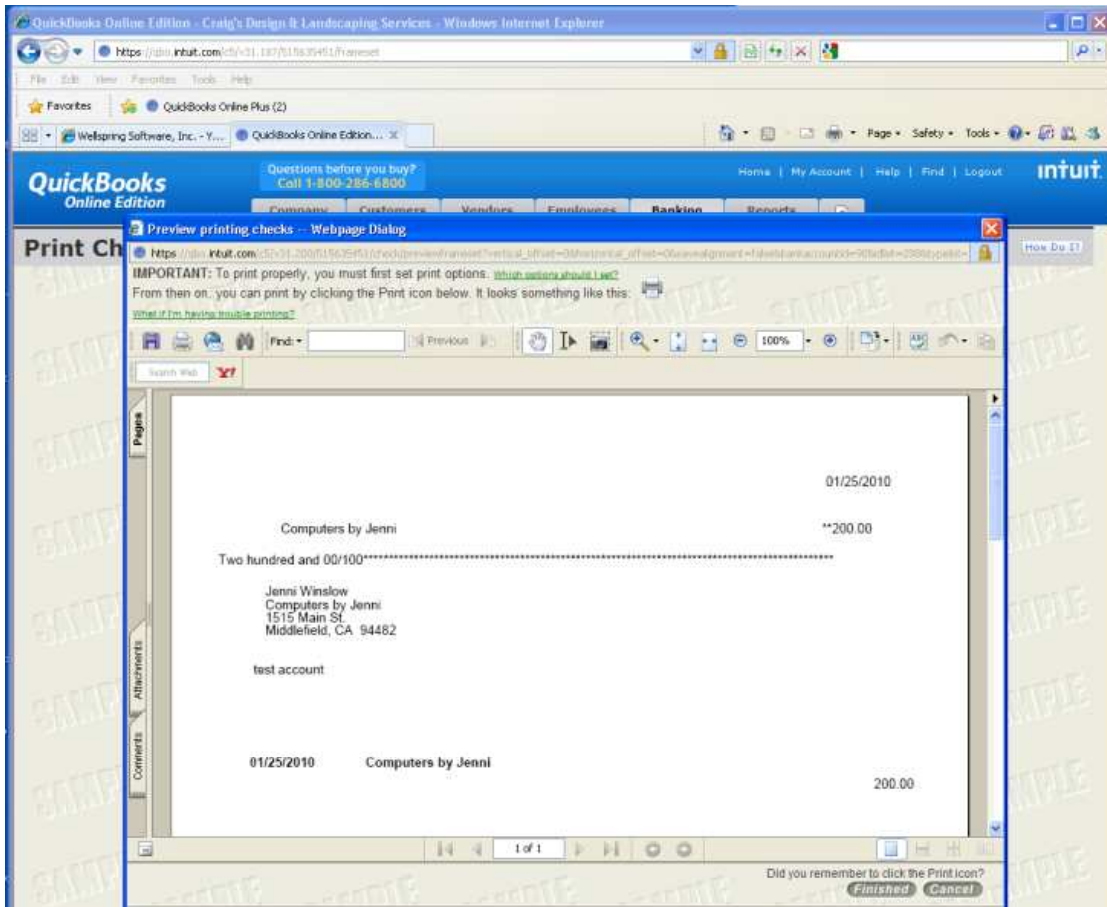
PAGE SCALING = NONE

AUTO-ROTATE AND CENTER = UNCHECKED

ADVANCED PRINT AS IMAGE = UNCHECKED

CLICK **OK**

CHECK PRINTING IN QUICKBOOKS ONLINE EDITION



In the window that opens, choose PB form: **QB Online Voucher Check**.

In the next window that opens, choose the correct **Bank Account**.

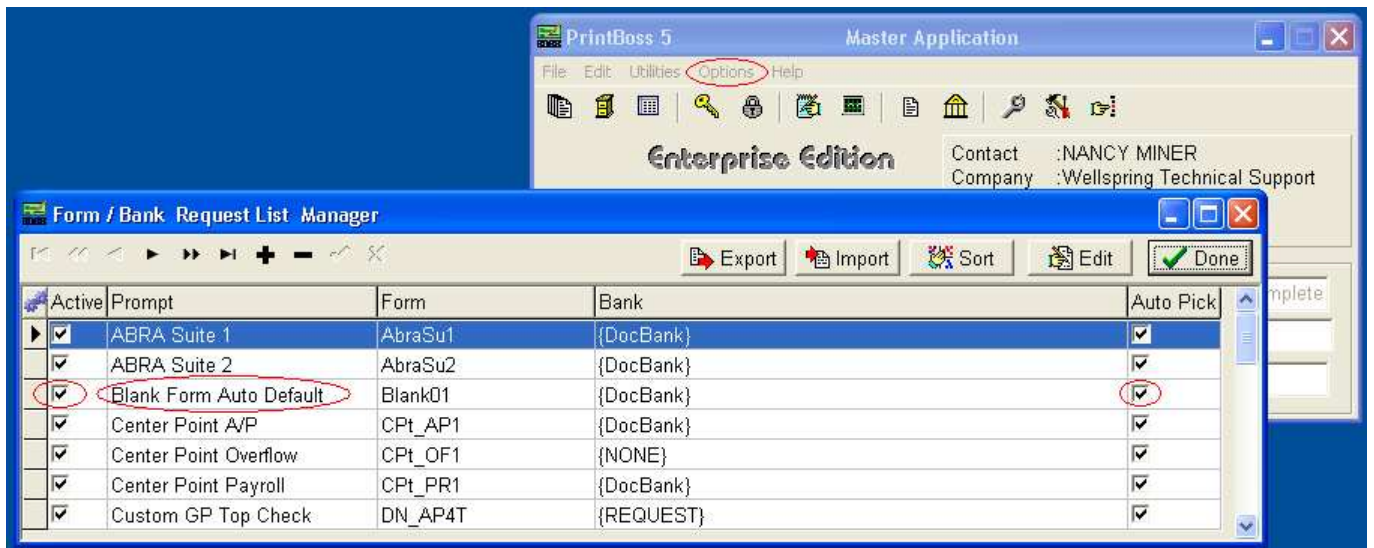
An image of the check will appear. It will be a top voucher check. **PrintBoss** will format the check to a bottom check when printed.

QuickBooks Online will ask you confirm the print job.

Click **OK** to confirm.

Invoice Setup

Note: requires **PrintBoss Enterprise Edition**



Note: **PrintBoss Enterprise Edition** is required to print graphic images coming from QuickBooks Online Edition.

Open **PrintBoss**

GO TO **OPTIONS/FORM BANK REQUEST LIST MANAGER**

Verify that the **Blank Form Auto Default** alert is checked Active and Auto Pick.

PRINT INVOICES FROM QUICKBOOKS ONLINE

QuickBooks Online Edition

Questions before you buy? Call 1-800-286-6800

Home | My Account | Help | Find | Logout

intuit

Company Customers Vendors Employees Banking Reports

Create Invoice Recent Customize How Do I?

Balance Due: \$120.00

Invoice Status

Payments: No payments made yet. Full amount still due. [Receive Payment for this Customer.](#)

Customer: Diego Rodriguez

Bill To: Diego Rodriguez, 321 Channing, Palo Alto, CA 94303

Invoice Date: 02/26/2010 Invoice #: 2

Terms: Net 30 Due Date: 03/28/2010

Crew #

New Charges:

#	Product/Service	Description	Qty	Rate	Amount	Tax
1	Gardening	Weekly Gardening Service	12	10	120.00	<input checked="" type="checkbox"/>
2						<input type="checkbox"/>

Subtotal of new charges: 120.00

Customer Message: Thank you for your business and have a great day!

Customer is Taxable:

Taxable Subtotal: \$0.00

Tax: 8% 0.00

Total: 120.00

Delivery Information: To be printed To be sent

Buttons: Delete, Void, Save, Print, Send, Preview, Make Recurring, Cancel

Related Activities and Information

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Select **Customers** menu.

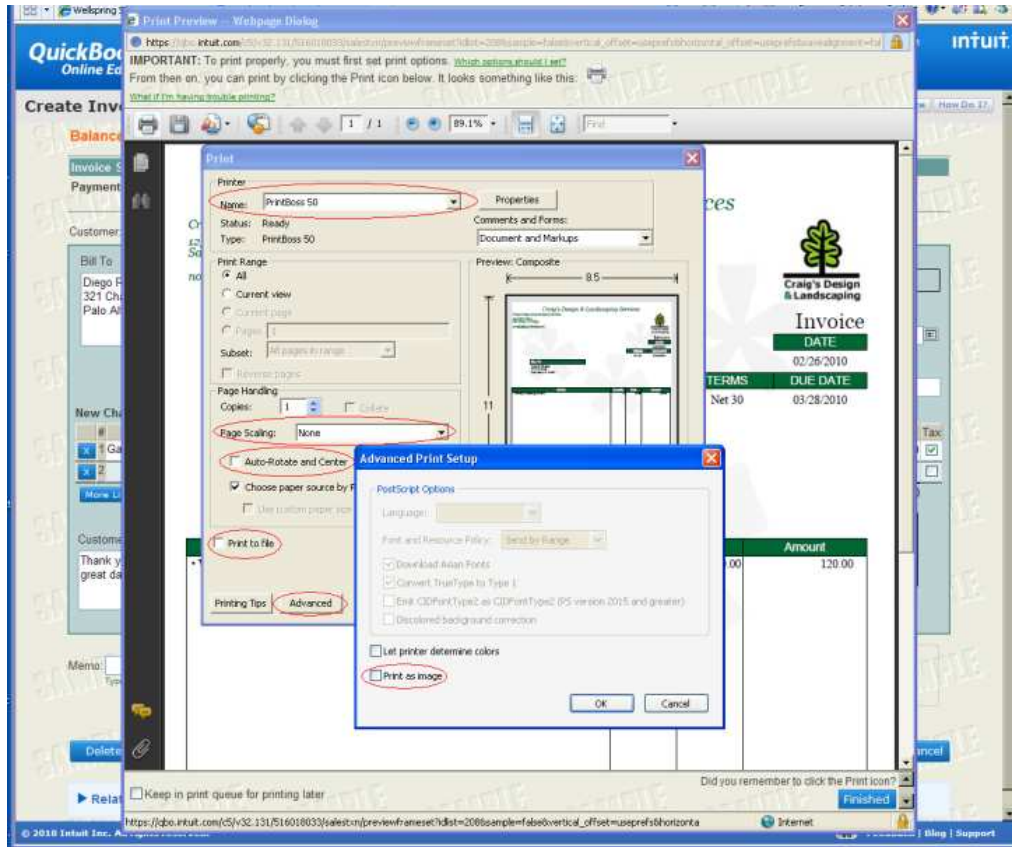
Choose **Create Invoice**

In the window that opens, **choose a customer**

Input your own test data

Click **Print** in the toolbar.

PRINT INVOICES FROM QUICKBOOKS ONLINE CONT.



IN THE PRINT DIALOG, CHOOSE THE FOLLOWING SETTINGS:

PRINTBOSS 50 PRINTER DRIVER

ADOBE READER 6 AND GREATER PRINTING OPTIONS:

PAGE SCALING = NONE

AUTO-ROTATE AND CENTER = UNCHECKED

ADVANCED PRINT AS IMAGE = UNCHECKED

CLICK **OK**