Sage 300 Construction and Real Estate
Formerly known as Timberline

These are notes for a typical setup. For specific setup, please refer to the user manual.   The user manual is available at
https://www.wellspringsoftware.com/Support/DynamicSupport/Directory.aspx .   Select the Manuals folder in the left navigation pane.
The documents will display in the right pane.   Choose 'PrintBoss Standard-Enterprise Manual' for this product.

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Section 1: General Information

PrintBoss is an application that adds flexibility and features to the task of printing multi-part accounting documents on Laser printers. In spite of their superior print quality and speed, laser printers have introduced some new challenges with printing accounting documents. PrintBoss solves these problems by offering the following features:

- PrintBoss can print multiple copies of any document.
- PrintBoss can enable unique printing for each copy, such as a legend.
- Each copy can be printed in a different order, or to a different printer, or from different trays within the same printer.
- PrintBoss can allow signatures to be printed on checks with security.
- PrintBoss can print text or graphics based on conditions of the document (e.g. document amount)
- Document design can be enhanced

The PrintBoss application uses a special Windows Printer driver in order to interface with Sage 300 Construction and Real Estate. Once the appropriate settings are made in PrintBoss and Sage 300 Construction and Real Estate, sending a document to PrintBoss requires no extra steps for the user.

Section 2: Setup in Sage 300 Construction and Real Estate

There are a few settings within Sage 300 Construction and Real Estate that are necessary for PrintBoss to automatically recognize multiple accounts. These settings will need to be done once for each account in each company, but after that, Sage 300 Construction and Real Estate should retain the settings.

CASH MANAGEMENT
Select SETUP / BANK ACCOUNTS
Select the GENERAL tab
AP Check Format: STANDARD
Payroll Check Format: DEFAULT or STANDARD if Default is not available

ACCOUNTS PAYABLE CHECKS
Tools //Check Formats
Check Format Name: STANDARD
Use Continuous Check Forms: Unchecked
Number of Check Stubs: One
Check Stub Location: Above check face
Note: if the above selections are disabled, click the "Other" button, and choose to "Reset to default check format."
Click on Edit Face
Make sure the cursor is in the upper left most spot on line 1
Click on "Create Field"
Double click on "Bank Account ID"
Click on "Create Field"
Double click on "Company Name"
Click OK on the Check Face Format window
Click on Edit stub
The Stub depth is displayed toward the bottom of the window.   Click in each section and select the section Depth button at

the bottom of the window to verify or change these values.
  Stub Depth: 21 lines (total of Header Depth, title legends row, Body Depth, and Footer Depth)
  Header Depth: 2 lines
  Body Depth: 14 lines
  Footer Depth: 4 lines
Click OK on the Check Stub Format window.
Click OK on the Check Format Setup window.

Tools/Customize
  The following options should **NOT** be checked on the General Tab:
    Use printer fonts
    Print to file
  Verify the Font is set to Courier New/12
  Click OK on the Customize window.

File/Date Folder Settings/AP Settings/Check Settings
OR File/Company Settings/ AP Settings/Payment Settings
  The following options should **NOT** be checked unless you are batch printing from multiple bank records:
    Print using MICR encoding
  Click OK on the AP Settings – Check Settings window.
Click OK on the AP Settings window.

PAYROLL CHECK
Tools /Modify Forms/Check Forms
  Check Form: Default or Standard if Default is not available
  Format: Short Stub
  Placement: Stub/Check
  Select the option to print the CHECK NUMBER on the checks.
  If multiple payroll accounts, include the Company Name on the checks.
  For Canadian clients, please select the Pre 006 CPA Format.

Tools/Customize
  The following options should **NOT** be checked on the General Tab:
    Use printer fonts
    Print to file
  Click OK on the Customize window.

DEPOSIT SLIP – PROPERTY MANAGEMENT
Files/Company Settings/PM Settings
  Receipt Option: Never print receipt
  Deposit Slip Options: Always print slip

BILLING INVOICES
No invoice editing is necessary

Section 3: PrintBoss Settings
The following items are suggested for the Sage 300 Construction and Real Estate interface. This may serve as an installation checklist if problems occur. This section is broken into 3 subsections: Required Settings (these MUST be done after the initial installation), Checklist, and Other Common Settings.

REQUIRED SETTINGS
FILE / PRINTER SETUP
Select the driver matching the Laser Jet printer. The PCL5e is recommended when available. Do not use a Post Script (PS) driver. DO NOT select the "PrintBoss" printer here. This setting is workstation specific.

EDIT / BANK LIST
Beginning with PrintBoss version 5.71.1, PrintBoss includes bank Wizards to make the setup easier.   Simply click on Wizards and choose 'Bank Creation'.   Each screen has instructions and suggestions specific to Sage 300 Construction and Real Estate.   You will be prompted to add a Logo or Signatures after the bank specific portion is completed.

PrintBoss comes with 10 bank accounts in the Standard edition. If more is needed, a Bank Key disk will need to be purchased. Call Wellspring Software, Inc., for more information.

Primary Tab:
- Bank Code for A/P accounts   CheckBook ID : Company Name
- Bank Code for Payroll accounts   Company Name
- Bank Prompt   Any word or phrase for user recognition.
- 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.
- Confirm Check Number at start of batch   "Auto .."

MICR Tab:
- Routing Number   Enter the bank account routing number
- Account Number   Enter the bank account number
- Check Number   {CchkNo} or CCCCCC

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

Signatures &Logos Tab
This tab is used if there is a signature or logo based up a PrintBoss Bank record. For more specifics, refer to the user manual.

CHECKLIST
OPTIONS / PRINTBOSS DRIVER SETTINGS
- Transfer File   {ComAppData\...\Transfer}\{WinUserName}
- Append to Transfer File   Unchecked
- Load PB32.exe   Checked
- Configurations Settings Save Location   Local_User Registry (Standard)
- Capture Mode   Always Capture
- PB 50 Driver Special Serttings/Spool Dir   {ComAppData\...\Spool}

Click on OK when finished.

OPTIONS / CONFIGURATIONS

If on a Citrix or Terminal Server environment, please visit our website www.printboss.com for specific install steps.

Settings Tab:
- MICR offset adjustment   Use if needing to adjust the MICR line placement. This field is workstation/ user specific. Default values are 0.
- Set Globally   Checked
- Work Files Private Folder Name   {WinUserName}
- Always Trigger/Capture Settings
  - Form {ReqList}
  - Bank   (Grayed out)
  - PB#INFO Overrides Above   Checked
  - Allow fragmented PB#INFO line   Unchecked
  - Alt frag method   not visible

Click on OK when finished.

OPTIONS / FORM/BANK REQUEST LIST

During the installation, PrintBoss creates request list entries for Sage 300 Construction and Real Estate. The request list files are stored in the PRNTBOSS\REQLIST\TIMBER folder.

OTHER COMMON SETTINGS
EDIT / FORMS / (highlight form) / EDITOR
Accounts Payable   TL_AP4
Payroll Standard   TL_PR5
Payroll Short Stub   TL_PR6

Payroll Extended Stub　　　TL_PR7
Quick Bill Invoices　　　　　TMBR_Iv1
PM Deposit Slip　　　　　　TL_PMDEP
PM Invoice　　　　　　　　TL_PMINV
PM Open Item Statement　TL_PMOI
AP for Enterprise　　　　　TL_EAP1

Settings Tab:
- Copies　　　　　　　　0 (or increase if wanting copies)

Multi-Part Settings Tab:
These settings are workstation / user specific if the "Save Form's Printer Selections Local" box is checked on the "Special Controls" tab.

- Print Time　　　　　For Original set to "Immediate". If copies are set to batch, research archiving method settings to avoid lost documents. (see user manual)
- Source Tray　　　　Pulls the paper from the selected tray. This is based on the current printer in the PrintBoss program. The tray names may change if the printer selection changes.
- Destination Printer　May be used to send designated copy to printer other than the PrintBoss default printer

Section 4: Using PrintBoss with Sage 300 Construction and Real Estate

When checks are printed from Sage 300 Construction and Real Estate, print to the PrintBoss printer driver. **Uncheck the option to use printer fonts. Uncheck the option to print to a file.** Sage 300 Construction and Real Estate will still ask for its historical file name, but then the PrintBoss program will automatically load. PrintBoss will automatically select the proper form, correct bank account, and send the checks to the selected Laser Jet printer.

When printing Quick Bill Invoices from Billing, simply print to the PrintBoss printer driver. **Uncheck the option to use printer fonts. Uncheck the option to print to a file.** Sage 300 Construction and Real Estate will still ask for its historical file name, but then the PrintBoss program will automatically load. PrintBoss will automatically recognize the difference between unit-based and non-unit based invoices and send the documents to the selected Laser Jet printer.

Section 5: Using PrintBoss with Sage 300 Trade Specialty

When checks are printed from Sage 300 Trade Specialty, print to the PrintBoss printer driver. **Uncheck the option to use printer fonts. Uncheck the option to print to a file.** Sage 300 Trade Specialty will still ask for its historical file name, but then the PrintBoss program will automatically load. PrintBoss will automatically select the proper form (TL_EAP1), correct bank account, and send the checks to the selected Laser Jet printer.　TL_EAP1 works with both the 1 and 2 AP formats.　PrintBoss is expecting the stub/stub/check format.