

## Microsoft Dynamics GP

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These are notes for typical setup. For specific setup, please refer to the user manual. Microsoft Dynamics GP, Microsoft Business Solutions Great Plains, Dynamics, Small Business Financials, etc. will all be referred to as "GP" in this document.

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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 GP. Once the appropriate settings are made in PrintBoss and GP, sending a document to PrintBoss requires no extra steps for the user.

### Section 2: Setup in GP

Wellspring Software takes the original GP check reports and makes a slight modification to them simply to have PrintBoss recognize the document and to know which bank account to use when printing the checks. For this reason, we recommend that you use the modified reports.

#### IMPORT PACKAGE FILES

Printing Checks from GP is a special case. It is recommended that you use the modified reports included with PrintBoss. To "import" these reports follow these steps:

- Select TOOLS / CUSTOMIZE / CUSTOMIZATION MAINTENANCE
- Select IMPORT
- Select BROWSE (local files)
- Browse to the PrintBoss folder
- Select the SPECS directory
- Select the DYN directory
- Select the appropriate GP version directory
- Select the file to import.
- Repeat for additional files. (You can only import one package file at a time.)

#### ACTIVATE SECURITY TO MODIFIED GP REPORTS

Printing Checks from GP is a special case. It is recommended that you use the modified reports included with PrintBoss. Give security within GP for the each Check report that will be used:

- Select (TOOLS) / SETUP / SYSTEM / SECURITY (not Advanced Security) (or Alternate/Modified Forms and Reports)
- Select the correct User ID
- Product = Microsoft Dynamics GP

Type = Reports  
 Series = Financial/ Payroll /Purchasing  
 Click on the radio button for the imported report to mark it as active  
 Click Save and close the window

Select "STUB ON TOP" as the style of check when setting up the GP preferences.

**SETUP NAMED PRINTERS**

Familiarity with the GP Named Printers module is necessary in assigning the PrintBoss printer to the selected documents. Information for using Named Printers is found within GP. A few brief reminders are mentioned here:

- A system DEFAULT printer must be defined first. This is the regular laser printer used to print most reports from GP.
- Define a second system printer called PRINTBOSS - selecting the "PrintBoss" printer driver.
- When setting up Purchasing checks, be sure to assign the PrintBoss printer to BOTH the "Payables Computer Check" and the "Payables Transaction Check".
- The printer for the "Miscellaneous Check" under Financials is tied to the printer for Purchasing checks.
- Often there is confusion about what Windows printer is actually being sent a print job. We strongly recommend Named Printers be set to display the selected printer prior to each print batch. This is accomplished by clicking the "Machine ID" in the Named Printers setup and verifying the check box labeled "Do Not Display System Print Dialog" is NOT checked.

**Section 3: Supported GP Documents**

The following is a list of reports with the supported forms included in PrintBoss. If one of these reports is sent from GP, the matching PrintBoss form will be automatically selected. Checks are a special case. We suggest importing and using a "modified" report for checks. This enables more automatic selection of Banks in PrintBoss, though the modified report is not required.

GP Module	Report Name in GP	Notes	PrintBoss Form
Purchasing	Check with Stub on Top	Use Only with Wellspring Package File*	DN_AP3
	Check with Stub on Top	May Use Wellspring Package File*	DN_AP4
	Check with Stub on Top	Graphics Version Only**	DN_AP5
Payroll	Employee Check with Stub on top	Use Only with Wellspring Package File*	DN_PR3
	Employee Check with Stub on top	May Use Wellspring Package File*	DN_PR4
	Employee Check with Stub on top	Graphics Version Only **	DN_PR5
Financial	Check with Stub on Top – CM	Use with GP 3 <sup>rd</sup> party	GP_CP1
		Canadian Payroll module	
Invoice	Check with Stub on Top – CM	May Use Wellspring Package File*	DN_CM5
	Blank Invoice Form	Do Not Use with SOP	DN_lvc5
A/R	Blank History Invoice Form	Do Not Use with SOP	DN_lvc5
	RM Statement on Blank Paper		DN_ARSt5
SOP	SOP Blank Quote		DN_Qot5
	SOP Blank Order		DN_Ord5
	SOP Blank Invoice		DN_Inv5
	SOP Blank Return		DN_Ret5
	SOP Blank Back Order		DN_Bor5
	SOP Blank Packing Slip		DN_Pak5
	SOP Blank Picking Ticket		DN_Pik5
	PO	POP Purchase Order Blank	

\* They Wellspring Package Files can be found in the PrintBoss Home Directory folder under the SPECS folder. They appear in GP as Modified Reports.

\*\* These Forms are used when the Non-Graphical option is NOT checked in GP. In newer versions of GP, the Text option is unchecked to print the graphical output.

**Section 4: Direct Deposit Payroll**

GP printed Direct Deposits as voided checks in versions PRIOR to 9.0. Starting with version 9.0, Direct Deposit statements are printed

as a simple remittance, not as voided checks.

## INSTALL DIRECT DEPOSIT

Install the Direct Deposit module per GP instructions.

Select SETUP / PAYROLL / DIRECT DEPOSIT

Fill in the ACH fields, headers, footers as required

Select CARDS / PAYROLL / DIRECT DEPOSIT

Modify the employee records that have direct deposit

On the DIRECT DEPOSIT SETUP screen, select "PRINT AS VOIDED CHECKS" for "DEFAULT DEPOSIT METHOD"

"Visual Indicators for Voided Checks" should have "VOID due to DD Stamp" CHECKED.

"Mask Dollar Amount" may be checked - user preference.

## IMPORT THE DIRECT DEPOSIT PACKAGE FILE

See section 2.

## ACTIVATE SECURITY

Select SETUP / SYSTEM / SECURITY

Under "Setup / System / Security" confirm the following:

- Product: GP
- Type: Modified Reports
- Series: Payroll
- Report: Direct Deposit Employee Checks Stub on Top-D

## Printing Checks

Print checks as prescribed by GP and Direct Deposit, but be sure of the following selections

- Verify the Check format is "Stub on Top - Continuous"
- Verify the Deposit Method is set to "Print as Voided Checks"
- Select the PrintBoss printer as the destination printer.

## Section 5: PrintBoss Settings

The following settings are recommended for the GP 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 Settings, 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 Microsoft Dynamics GP. 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 payroll checks*
- *Bank Code for A/P& misc checks*
- *Bank Prompt*
- *Bank Name and Address*
- *Company Name and Address*
- *Next Check Number*
- *Confirm Check Number*

Payroll : <Company Name>

<CheckBook ID> : <Company Name>

Enter any word or phrase for user recognition.

Fill in the bank information as it should appear on the checks.

Fill in the company information as it should appear on the checks.

DO NOT fill in. The check number comes from GP Dyanamics.

"Auto..."

## MICR Tab:

- *Routing Number* Enter the bank account routing number.
- *Account Number* Enter the bank account number. Use a period to designate a space.  
{CChkNo} or CCCCCC
- *Check Number*

## 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.

## Signature & Logos Tab

This tab is used if there is a signature or logo based on a PrintBoss Bank record. For these instructions, go to our website [www.wellspringsoftware.com](http://www.wellspringsoftware.com) and visit our Support Documents page.

## CHECKLIST SETTINGS

### OPTIONS / PRINTBOSS DRIVER SETTINGS

- *Transfer Foldelr/File* {ComAppData\...\Transfer}\{WinUserName}
- *Append to Transfer File* Checked
- *Load PB32.exe* Checked
- *Configuration Settings Save Location* Local\_User Registry (Standard)
- *Capture Mode* Always Capture
- *PB 50 Driver Special Settings/Spool Dir* {ComAppData\...\Spool}

Click on OK when finished.

### OPTIONS / CONFIGURATION

Please visit our website [www.wellspringsoftware.com](http://www.wellspringsoftware.com) for specific install steps if you are on a Citrix or Terminal Server environment.

## Settings Tab

- *MICR offset adjustment* Use if needing to adjust the MICR line placement. This field is work station and user specific. Default values are 0.
- *Set Globally* Checked
- *Work Files Private Folder Names* {WinUserName}
- *Always Trigger/Capture Settings*
  - *Form* {ReqList}
  - *Bank* (Grayed out)
  - *PB#INFO overrides above* Checked
  - *Allow Fragmented PB#INFO line* Checked

Click on OK when finished.

**Note:** Enter a value in the *Print Jobs received within these secs are treated as one batch* field on the Internal tab of the Configuration Dialog if some of the documents in a large batch do not print. Use a minimum of 5 secs.

### OPTIONS / FORM/BANK REQUEST LIST

During the installation, PrintBoss creates request list entries for GP. The request list files are stored in the PRNTBOSS\REQLIST\DYN folder.

The request list is used for cases when the modified GP reports cannot be used by GP for printing checks. It is also used for the non-check documents that are printed through PrintBoss.

## OTHER COMMON SETTINGS

### EDIT / FORMS / (highlight form) / EDITOR

See the list of forms in section 3.

## Settings Tab:

- *Copies* 0 (or increase if wanting copies)
- *Auto-Archiving* Typically set to "Overwrite work files at start of batch". If printing copies, please refer to the manual for more details.

## Multi-Parts & Printers Tab:

- *Print Time* 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. This field is also used for other PrintBoss functions, such as Emailing, Faxing, and creating PDF files.

## **Section 6: Using PrintBoss with GP**

Print checks / invoices normally in GP. Be sure to use the report names as listed in Section 3. For example, AP checks should be "Check with Stub on Top"; an invoice from the invoice module should use "Blank Invoice" or "Blank History Invoice". (Choose the "Blank Paper Format" whenever that option is available.)

If PrintBoss does not recognize the document being sent to it, the form called "Blank01" will be selected as a default. This form is designed to be blank (only the data from GP will show).