

NetSuite

These are notes for typical setup. For specific setup, please refer to the user manual.

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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 NetSuite. Once the appropriate settings are made in PrintBoss and NetSuite, sending a document to PrintBoss requires only a few extra steps for the user.

Section 2: Setup in NetSuite

Web Browser

NetSuite works best with Internet Explorer. Google Chrome creates an image that cannot be manipulated in PrintBoss.

CHECK SETUP

PrintBoss expects the unmodified version of the Accounts Payable or Payroll Voucher check from Netsuite. As such, the only setup is to be sure that the default check layout is the unmodified Voucher.

Section 3: PrintBoss Settings

The following items are suggested for the NetSuite 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

If printing 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.

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 NetSuite. 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 Enter the NetSuite bank ID
- Bank Prompt Enter a word or phrase to remind you of this bank account, i.e. AP or Payroll
- 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
- Fractional Code Fill in the fractional code for this bank
This number often follows the pattern 12-345/678
- Next Check Number DO NOT fill in. The check number comes from NetSuite
- Confirm Check Number at start of batch "Auto .."

* Only create a Bank Account for Payroll in PrintBoss when payroll has a different bank account number than AP.

MICR Tab:

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

Miscellaneous Tab:

- 2nd Signature Line 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 more specifics, refer to the user manual.

CHECKLIST SETTINGS

OPTIONS / PRINTBOSS DRIVER SETTINGS

- Transfer File {ComAppData\...\Transfer}\{WinUserName}
- Append to Transfer File Unchecked
- Configurations Settings Save Location Local_User Registry (Standard)
- Capture Mode Always Capture

Click OK when finished.

OPTIONS / CONFIGURATION

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 Capture Settings
 - Form {ReqList}
 - Bank (Grayed out)
 - PB#INFO Overrides Above Checked
 - Allow fragmented PB#INFO line Unchecked, unless you are also using Accpac
 - Alt frag method not visible

Click OK when finished.

OPTIONS / FORM/BANK REQUEST LIST (standard PrintBoss only)

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

The BANK field is set to {DocBank} by default for NetSuite AP. A short list of Bank Records will appear at the start of the check batch only when Payroll is printed. A complete list of Bank Records will appear when the PrintBoss Bank Code does not match the information printed from NetSuite AP. In this case, choose the correct bank account from the list and allow PrintBoss to rename the Bank Code to match the information printed from NetSuite.

If you prefer to manually select the bank account at the start of each check batch, simply change the BANK field to {Request}.

Click OK when finished.

OTHER COMMON SETTINGS

EDIT / FORMS / (highlight form) / EDITOR

NS_CHK1 is used for Accounts Payable.

NS_PR1 is used for Payroll.

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-Part Settings 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.

Section 4: Using PrintBoss with NetSuite

CHECK PRINTING

When printing from NetSuite, be sure to select the Voucher Check Type. Once checks are printed, they appear as normal in the Adobe PDF Reader. Then as usual, you select the printer. Be sure to select the "PrintBoss 50" printer driver. PrintBoss should recognize the type of document and select the proper form.

If using NetSuite AP with the default settings, PrintBoss will automatically select the bank account. If the bank codes do not match exactly, a list of banks appears with the following message:

"The bank code passed by the Host accounting package, {DocBank}, does not match any of the bank codes in the PrintBoss Bank List. Please select one from the list below, or else select "Cancel" and no bank information will be included with the document.

If the bottom right check box is checked and you select a bank, the bank code for the selected bank will be updated with {DocBank}.

Highlight the appropriate bank and click on OK. PrintBoss will update its Bank Code to match the information coming from NetSuite.

NetSuite Payroll has {Request} set in the Bank column of the request list. A bank list will appear for each check batch.