Paymate

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

Contents
1) **General Information**
2) **Setup in Paymate (U.S. & Canadian)**
3) **PrintBoss Settings**
4) **Using PrintBoss with Paymate**

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 will print multiple copies of any document.
- 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.
- Allow signatures to be printed on checks with security.
- 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 Paymate. Once the appropriate settings are made in PrintBoss and Paymate, sending a document to PrintBoss requires no extra steps for the user.

Section 2: Setup in Paymate (U.S. & Canadian)

Paymate, Paymate Acclaim, Paymate Platinum, and Paymate Clarity:
   In the Print Checks & Paystubs window:
- Click on the "Layout" OR "Preferences" tab.
    - o Choose "Paystub & Paystub & Check" option.
    - o Choose "Single Sheets (Laser/Bubble Jet)"
    - o The "Horizontal" and "Vertical" fields should both be set to zeros (0).
- Click on the "Optional Items to Print" tab.
    - o The following **MUST BE CHECKED:**
        - ▪ Employee Name
        - ▪ Company Name
        - ▪ Check/Voucher Number (also in the "Select the items you wish to be printed on the check portion")
- There may be a separate tab labeled "Paper". On this tab, be sure the left margin is set to 250, and the top to 0.

PLATINUM USERS:
- Cheque Adjustment tab: **All fields must be blank!**
- Paper tab: The printer name should be any laser jet printer and the margins **MUST BE BLANK**.

When ready to print, click on the "Print" button. It will prompt for a printer. Select the PrintBoss NT50 printer driver (depending on the operating system).

Section 3: PrintBoss Settings

The following items are suggested for Paymate interfaces. This may serve as an installation checklist if problems occur. The section is divided into 3 subsections: Required Settings (these MUST be done after the initial installation), Checklist, and Other Common Settings.

A.) 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 NT50 printer as the printer from the PrintBoss application.

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 Paymate. 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 Company Name as shown in Paymate.
- *Bank Prompt*   Enter any word or phrase for user recognition.
- *Bank Name and Address*   Fill in the bank information as it should appear on the checks..
- *Company Name and Address*   Fill in the company information as it should appear on the checks.
- *Next Check Number*   DO NOT fill in. The check number comes from Paymate.
- *Confirm Check Number*   "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.
- *Check Number*   {CChkNo} or CCCCCC

B.) CHECKLIST

Options/ PrintBoss Driver Settings

- *Transfer Folder/File*   {ComAppData\...\Transfer}\{WinUserName}
- *Append to Transfer File*   Do Not Check
- *Load PB32.exe*   Checked
- *Configuration Settings Save Location*   Local_User Registry (Standard)
- *Capture Mode:*   Always Trigger
- *PB50 Driver Special Settings/Spool Dir*   {ComAppData\...\Spool}

Click OK when finished.

Options/Configurations

Please visit our website 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 File Private Folder Name*   {WinUserName}

- *Always Trigger/Capture Settings*
    - Form   {ReqList}
    - Bank   (Grayed out)
    - PB#Info Flag overrides above Checked
    - Allow Fragmented PB#INFO line Checked

Options/Form/Bank Request List (Standard PrintBoss only)
During installation, entries for Paymate are added to this list. If there are no entries available, either run the SETUP.EXE file again as an update or import the entries by clicking on the Import button. The request list files are stored in the PRNTBOSS\REQLIST\PAYMATE folder.

The request list entries should allow for automatic selection of the form and bank. If the Bank is left at {DocBank}, PrintBoss will use the Company Name from Paymate to choose the bank within PrintBoss. If only one bank record will be used, it can be selected here. If the company has more than one bank account, PrintBoss will pop up a bank list with only the matching accounts. Select the account and click on OK.

C.) OTHER COMMON SETTINGS
Edit/Forms ... (highlight form) … Editor
Pay_PR3

Settings Tab:
- *Copies*   0 = just the original (increase to print 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.

Edit/Bank List
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 and visit our Support Documents page.

Section 4: Using PrintBoss with Paymate
Select the correct form within Paymate when printing checks. (Review Section 2.) When printing to PrintBoss the first time from Paymate, the bank list MAY pop up indicating the following message:

"The bank code passed by the Host accounting package, "(Company Name)", 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 "(Company Name)"

- Select the Company/Bank record that is needed in the list provided.
- Click on OK.
- PrintBoss will then update the Bank Code in the Bank List to match the Company code coming from Paymate.

The next time a check prints from Paymate with the same company, PrintBoss will not ask for a selection unless the Company Name field entered in the PrintBoss Form of Paymate does not match any of the Bank Codes in the Bank List.