

Sage 300

Formerly known as Sage Accpac ERP & Advantage Series

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.

Contents

- 1) General Information
- 2) Setup in Sage 300
- 3) PrintBoss Settings
- 4) Using PrintBoss with Sage 300

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. Once the appropriate settings are made in PrintBoss and Sage 300, sending a document to PrintBoss requires no extra steps for the user.

Section 2: Setup in Sage 300

LOAD THE CRYSTAL REPORTS

During the installation of PrintBoss

- Select Sage 300 as the Host Accounting Package.
- Crystal reports for AP Checks, Payroll Checks, Purchase Orders and some AR & OE documents are installed into the PrntBoss\Specs\Accpac* directories, where the asterisk is the version number.
- On the final "Setup Complete" screen, click on the "Start Install steps special for this host" to have PrintBoss copy these files into the appropriate Sage 300 directories.
- If the "Start Install steps special for this host" button is NOT selected, the modified crystal reports will need to be manually copied into the appropriate Sage 300 directories.
- Please note that the modified crystal reports are Sage 300 version specific.
- Copying these modified crystal reports into the Sage 300 directories will not overwrite any of the standard Sage 300 reports. It only makes these reports available for use by Sage 300.

While several of the report names are the same from one version to the next, PrintBoss has unique directories for each version of SAGE 300 being used. In the PRNTBOSS\SPECS\ACCPAC directory, there are separate folders:

VER60 = reports for Sage 300 version 6.0
V ER61= reports for Sage 300 version 6.1
V ER62= reports for Sage 300 version 6.2

If you are using an older version of Sage 300, please contact Technical Support. If you upgrade to a newer version of Sage 300, you will need to update PrintBoss to obtain the modified Crystal Reports that we distribute for that version.

BANK SERVICES

Once a company is opened in Sage 300, select COMMON SERVICES / BANK SERVICES / BANKS.

- Select the correct bank account.
- Select the CHECK STOCKS tab.
- INSERT a new check stock code for the type of PrintBoss check form (one for AP, one for Payroll).

FIELD	A/P Checks	US Payroll checks	Canadian Payroll checks
CHECK STOCK CODE*	AP_PB	UP_PB	CP_PB
DESCRIPTION	AP PrintBoss	UP PrintBoss	CP PrintBoss
STOCK TYPE	Combined	Combined	Combined
CHECK FORM	AP-ck1.rpt /AP-ck2.rpt	UP-ck3.rpt /UP-ck4.rpt	CP-ck3.rpt
ADVISE LINES PER PAGE	999	999	999

* The code that appears first alphabetically in the list is the default code used at the point of printing checks. Give your code a name that will make it appear first alphabetically in the list for this bank.

PRINTER SETUP

In Sage 300, select FILE / PRINT DESTINATION.

- The options for "Report Paper Size" and "Report Orientation" should be checked.
- The option for "A4 paper in place of letter" should NOT be checked.
- "Letter" is usually the default paper size.

AP CHECKS

Print/Post checks in Sage 300 and stop at the Print Checks window. This is the screen with the Check Stock Code, Next Check Number, and Check/Advice Form. All of the individual checks should be listed at the bottom of the window with a status of "Not Printed". Select FILE / PRINT SETUP on this window. Select "Specific Printer" and choose the "PrintBoss 50" printer. Click OK.

Select the PrintBoss modified Crystal Report from the Check/Advice Form Browse window prior to printing. Checks will view PRIOR to PrintBoss formatting when you print to PREVIEW. Reselect the "PrintBoss 50 printer to print from the PREVIEW screen.

PAYROLL CHECKS

Print/Post payroll checks in Sage 300 and stop at the Print Checks window. This is the screen with the Check Stock Code, Next Check Number, and Check/Advice Form. All of the individual checks should be listed at the bottom of the window with a status of "Not Printed". Select FILE / PRINT SETUP on this window. Select "Specific Printer" and choose the "PrintBoss 50" printer. Click OK.

Select the PrintBoss modified Crystal Report from the Check/Advice Form Browse window prior to printing. Checks will view PRIOR to PrintBoss formatting when you print to PREVIEW. Reselect the "PrintBoss 50" printer to print from the PREVIEW screen.

OTHER DOCUMENTS

In Sage 300, get to the point of printing the document. This is the window where the Crystal Report is selected for printing the documents. Select FILE / PRINT SETUP on this window. Select "Specific Printer" and choose the "PrintBoss 50" printer. Click OK.

Select the PrintBoss modified Crystal Report. Checks will view PRIOR to PrintBoss formatting when you print to PREVIEW. Reselect the "PrintBoss 50 printer to print from the PREVIEW screen.

Section 3: PrintBoss Settings

The following items are suggested for the Sage 300 interface. This may serve as an installation checklist if problems are occurring. This section is divided 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 50 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 Sage 300. 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 Sage 300 bank code for this account followed by a colon and the company name. Ex: Bank:Company A
- *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 Sage 300.
- *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. {CchkNo} or CCCCC
- *Check Number*

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 these instructions, go to our website www.wellspringsoftware.com and visit our Support Documents page.

CHECKLIST

OPTIONS / PRINTBOSS DRIVER SETTINGS

- *Transfer Folder/File* {ComAppData\...\Transfer}\{WinUserName}
- *Append to Transfer File* Do Not Check
- *Load PB32.exe* Checked
- *Configurations Settings Save Location* Local_User Registry (Standard)
- *Capture Mode* Flag Trigger Required
- *PB 50 Driver Special Settings/Spool Dir* {ComAppData\...\Spool}

Click on OK when finished.

OPTIONS / CONFIGURATION

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 workstation 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 flag overrides Above Checked
 - Allow fragmented PB#INFO line Checked

Click on OK when finished.

OPTIONS / FORM/BANK REQUEST LIST

A Request List is NOT used for standard Sage 300 interfaces.

OTHER COMMON SETTINGS

EDIT / FORMS / (highlight form) / EDITOR**Sage 300 6.0**

Module	Report Name in Sage 300	Description	PrintBoss Form
AP	AP-CK1_v60.rpt	Check	CA_AP1
	AP-CK2_v60.rpt	Check (Includes Inv Desc. Column)	CA_AP2
AR	AR-CK1_v60.rpt	AR Refund Check	CA_AR1
	AR-IV1_v60.rpt	Invoice	CA_ARIV1
	AR-ST1_v60.rpt	Statement	CA_ARST1
	AR-ST2_v60.rpt	Statement	CA_ARST2 (left edge for tear off)
	BK-DP1_v60.rpt	Deposit Slip	Deposit1
Payroll	CP-CK3_v60.rpt	Canadian Payroll Check	CA_CP3
	UP-CK3_v60.rpt	US Payroll Check	CA_UP3
	UP-CK4_v60.rpt	US Payroll Check	CA_UP4
OE	OE-CO1_v60.rpt	Order Confirmation	CA_CON1
	OE-CR1_v60.rpt	Credit Note	CA_CRN1
	OE-IV2_v60.rpt	Invoice	CA_INV2
	OE-IV5_v60.rpt	Invoice (based on Sage 300 OEINVO5)	CA_INV5
	OE-Pi1_v60.rpt	Picking Slips - Orders	CA_PIK1
	OE-PickShip1_v60.rpt	Picking Slips - Shipments	CA_PS1
	OE-QT1_v60.rpt	Quote	CA_QU1
PO	PO-PO1_V60.rpt	Purchase Order	CA_PO1
	PO-PO2_V60.rpt	Purchase Order (Uses labels from Crystal)	CA_PO2

Sage 300 6.1 (2012)

Module	Report Name in Sage 300	Description	PrintBoss Form
AP	AP-CK1_v61.rpt	Check	CA_AP1
	AP-CK2_v61.rpt	Check (Includes Inv Desc. Column)	CA_AP2
AR	AR-CK1_v61.rpt	AR Refund Check	CA_AR1
	AR-IV1_v61.rpt	Invoice	CA_ARIV1
	AR-ST1_v61.rpt	Statement	CA_ARST1
	AR-ST2_v61.rpt	Statement	CA_ARST2 (left edge for tear off)
	BK-DP1_v61.rpt	Deposit Slip	Deposit1
Payroll	CP-CK3_v70.rpt	Canadian Payroll Check	CA_CP3
	UP-CK3_v70.rpt	US Payroll Check	CA_UP3
	UP-CK4_v70.rpt	US Payroll Check	CA_UP4
OE	OE-CO1_v61.rpt	Order Confirmation	CA_CON1
	OE-CR1_v61.rpt	Credit Note	CA_CRN1
	OE-IV2_v61.rpt	Invoice	CA_INV2
	OE-IV5_v61.rpt	Invoice (based on Sage 300 OEINVO5)	CA_INV5
	OE-Pi1_v61.rpt	Picking Slips - Orders	CA_PIK1
	OE-PickShip1_v61.rpt	Picking Slips - Shipments	CA_PS1
	OE-QT1_v61.rpt	Quote	CA_QU1
PO	PO-PO1_V61.rpt	Purchase Order	CA_PO1
	PO-PO2_V61.rpt	Purchase Order (Uses labels from Crystal)	CA_PO2

Sage 300 6.2 (2014)

Module	Report Name in Sage 300	Description	PrintBoss Form
AP	AP-CK1_v62.rpt	Check	CA_AP1
	AP-CK2_v62.rpt	Check (Includes Inv Desc. Column)	CA_AP2
AR	AR-CK1_v62.rpt	AR Refund Check	CA_AR1
	AR-IV1_v62.rpt	Invoice	CA_ARIV1
	AR-ST1_v62.rpt	Statement	CA_ARST1
	AR-ST2_v62.rpt	Statement	CA_ARST2 (left edge for tear off)
	BK-DP1_v62.rpt	Deposit Slip	Deposit1
Payroll	CP-CK3_v70.rpt	Canadian Payroll Check	CA_CP3
	UP-CK3_v70.rpt	US Payroll Check	CA_UP3
	UP-CK4_v70.rpt	US Payroll Check	CA_UP4
OE	OE-CO1_v62.rpt	Order Confirmation	CA_CON1
	OE-CR1_v62.rpt	Credit Note	CA_CRN1
	OE-IV2_v62.rpt	Invoice	CA_INV2
	OE-IV5_v62.rpt	Invoice (based on Sage 300 OEINVO5)	CA_INV5
	OE-Pi1_v62.rpt	Picking Slips - Orders	CA_PIK1
	OE-PickShip1_v62.rpt	Picking Slips - Shipments	CA_PS1
	OE-QT1_v62.rpt	Quote	CA_QU1
PO	PO-PO1_V62.rpt	Purchase Order	CA_PO1

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:

These settings are work station and user specific when <Locally> is selected under "Printer & Tray Selections Saved In..." at the bottom of this 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 PrintBoss. The tray names may change if the printer selection changes.
- *Destination Printer* May be used to send designated copy to a 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 4: Using PrintBoss with Sage 300

If the PRINT DESTINATION in Sage 300 is set to PREVIEW, the view on the screen will be prior to any PrintBoss formatting. The actual accounting data should be visible along with the "PrintBoss Trigger" which is a line of text in small font that begins with "PB#INFO". If you print to PREVIEW, you must select the PrintBoss printer driver from the preview and then click on PRINT again to send the documents on to the physical printer. Because these steps are required each time you print to PREVIEW, we recommend that your print destination within Sage 300 be set to PRINTER.

When checks are printed from Sage 300, print to the PrintBoss printer driver. When printing checks, PrintBoss will automatically recognize the bank account. If the bank code has not been entered in the PrintBoss bank list exactly as it appears in Sage 300, PrintBoss will prompt the user to select the account the first time checks are printed from that account. After the first time, PrintBoss should automatically recognize each account. No additional key strokes will be necessary by the user.

When printing other documents from Sage 300, print using the modified Crystal Report to the PrintBoss printer driver. No additional key strokes will be necessary by the user.