Wellspring Software

Installation Notes

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Section 1: General Information

Right Networks is a leading provider of hosted applications for small business accounting firms. Right Networks is approved by Intuit to lease and host QuickBooks licenses with an Internet connection. For more information, contact Sales@rightnetworks.com or www.rightnetworks.com

PrintBoss is an application that can be used with QuickBooks either in standalone and hosted environments. As the leading QuickBooks check printing software, PrintBoss offers features designed to enable you to print QuickBooks checks onto blank check stock and help you better manage your accounting documents. Through improved document distribution, electronic payment file creation, and automatic archiving, PrintBoss makes your business run smarter.

The PrintBoss application uses a proprietary Windows printer driver in order to interface with QuickBooks documents. Once the appropriate settings are made in PrintBoss and QuickBooks, sending a document to PrintBoss requires only a few steps for the user.

Section 2: Setup of UniPrint Driver and Adobe settings

When printing a QuickBooks document, Right Networks uses a universal printer driver. The universal printer driver (UniPrint Driver) was developed to simplify the task of managing multiple printer drivers in a computing environment by standardizing the languages of printers.

To begin the process, the user establishes a connection with Right Networks. When the user prints from QuickBooks to a UniPrint printer, print data is converted into a compressed PDF file (typically with Adobe). The PDF print job is sent back to the client workstation. The UniPrint Client on the client workstation receives the PDF print job, and it is then sent to the PrintBoss 50 driver. PrintBoss processes the document and sends it to a printer and/or creates other types of copies such as positive pay or ACH files.

UNIPRINT SETUP

With the assistance of Right Networks, the UniPrint Client will be installed on the local desktop. Once installed, the UniPrint client can be accessed from the tool tray, generally the bottom right corner of the workstation monitor. Find and open the UniPrint client icon.

The Settings should be as follows:

UNIPRINT CLIENT SETTINGS

General Tab
Print Handling:
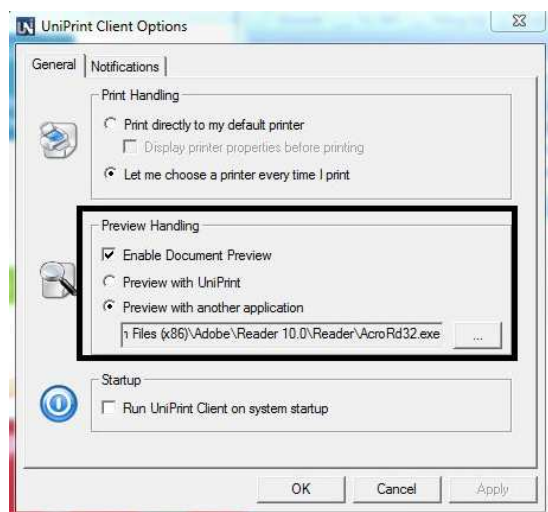 'Let me choose a printer every time I print.'

Preview Handling:
- Enable Document Preview – Check
- Preview with another application – Check

    Click on the Browse button and navigate to your Adobe Reader application on your C:
    drive. It is normally installed under Program Files (x86)\Adobe\Reader
    XX\Reader\AcroRd32.exe where the xx is the version number.

Startup:
Checked or unchecked, user preference

Notifications Tab
The only item that should be checked is the 'Pop to the front' option under 'UniPrint Viewer Behavior.
Click OK to save these settings.

Adobe Reader/Acrobat settings
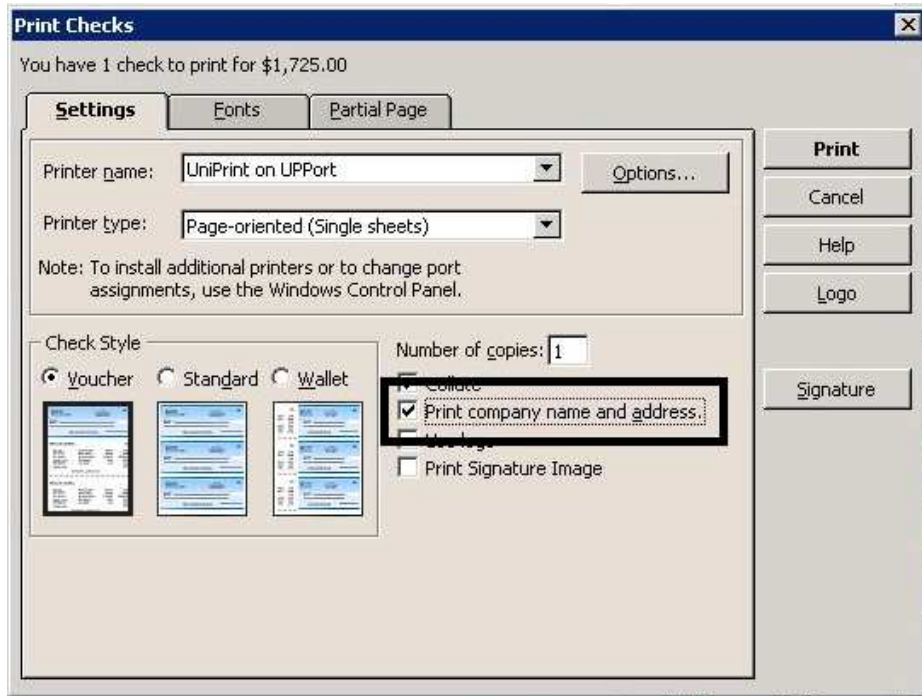- Set Adobe Reader to use 'Actual Size' before printing to PrintBoss.

Section 3: Setup in QuickBooks
PRINTER SETUP
Select FILE / PRINTER SETUP
Within the Printer Setup window, select Check / Paycheck in the Form Field at the top.
The Printer Setup window will appear with three tabs: Settings, Fonts, and Partial Page.
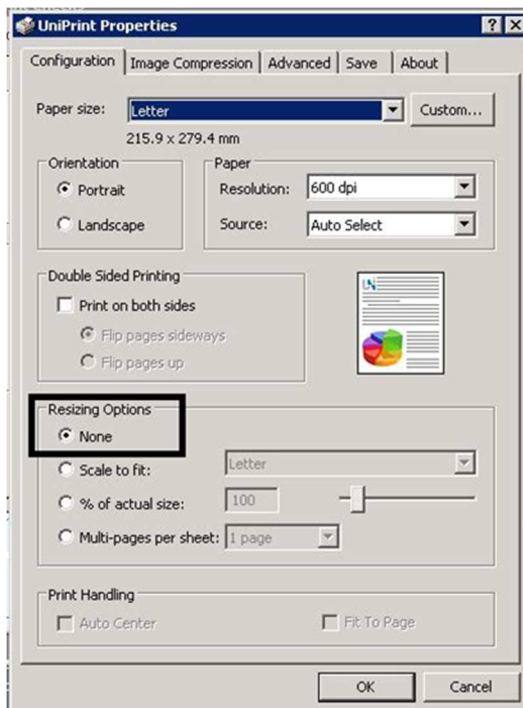
In the Settings tab
- Printer Name   "UniPrint"
- Check Style   Voucher
- "Print Company Name and Address"   Checked

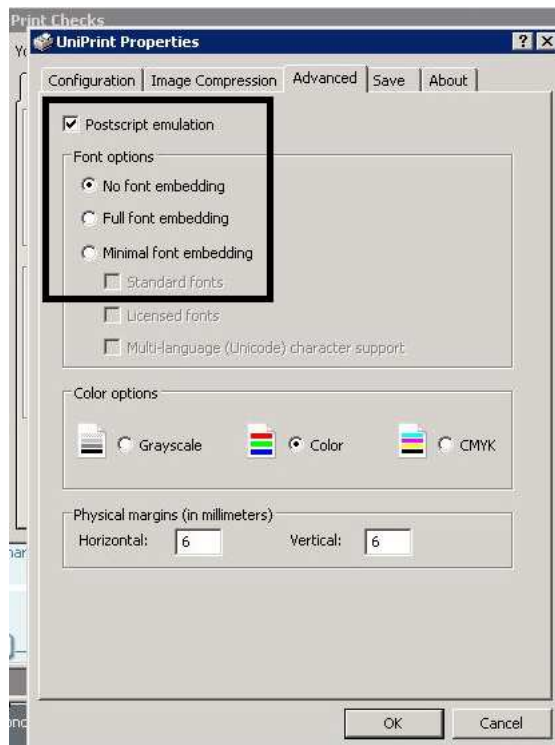Click on the 'Options' button to the right of the Printer Name.

The first tab is Configuration, the Resizing Options should be set to None.

Select the Advanced Tab.

The following settings ensure the data sent to Adobe is text rather than an image

- Postscript emulation should be selected
- No font embedding should be selected under the Font Options

Click OK to save these changes

Continuing QuickBooks PRINTER SETUP
In the Fonts tab

- Click on the "Font" button. Select Arial 10 Point, Regular.
- Click on the "Address Font" button. Select Arial 10 or 12 Point, Regular.
- Click OK to save these changes.

Select QuickBooks EDIT / PREFERENCES*

- Choose the Checking selection on the left hand side of the Preferences window.
- Under the Company Preferences tab, check the box next to "Print Account Names on Vouchers".

Section 4: Setup of PrintBoss

The following items are suggested for the QuickBooks 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 or PCL6 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 QuickBooks / Quicken. You will be prompted to add a Logo or Signatures after the bank specific portion is completed.

Primary Tab:

- Bank Code (vendor checks)
  Enter the QuickBooks bank name for this account followed by a colon and the company name as it prints from QuickBooks. Ex: Bank:Company A

- Bank Code (payroll checks)*****
  Enter the word Payroll followed by a colon and the company name as it prints from QuickBooks. Ex: Payroll:Company A
  * Only create a Bank Account for Payroll in PrintBoss when payroll has a different bank account number than AP.

- Bank Prompt (vendor checks)
  Enter AP or some word to remind you these are vendor checks

- Bank Prompt (payroll checks)*****
  Enter PR or some word to remind you these are payroll checks

- 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
  Fill in the next check number for this bank account or leave blank and PrintBoss will enter a value after the first check run

- Confirm Check Number at start of batch
  "Auto .."

- Always Confirm Auto Bank Selection
  Select this option when:
    o Payroll is run for this checking account (company is not using a separate bank account for payroll)
    o More than one company runs checks from this account

MICR Tab:

- Routing Number
  Enter the bank account routing number

- Account Number
  Enter the bank account number

- Check Number
  {BchkNo} or BBBBBB or BBBBBBBB

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 more specifics, refer to the user manual.

CHECKLIST SETTINGS
OPTIONS / PRINTBOSS DRIVER SETTINGS

Transfer File	{ComAppData\...\Transfer}
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.

OTHER COMMON SETTINGS
EDIT / FORMS / (highlight form) / EDITOR

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.
*Archiving is not available with PrintBoss Select	

Multi-Part Settings Tab:
These settings apple 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.

Section 5: Using PrintBoss with QuickBooks

CHECK PRINTING
STANDARD PRINTBOSS
When printing from QuickBooks or Quicken, PrintBoss will automatically know which form to use.

If using QuickBooks 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, {ChkAcct}:{CompName}, 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 {ChkAcct}:{CompName}.

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

If the Bank in the request list was set to {Request}, then a bank list will appear for each check batch.

After the bank selection is made, a dialog box will popup asking to confirm the next check number. If the number is not correct, correct it at this time to match the check number in QuickBooks / Quicken.

Make sure that the VOUCHER style of check is selected within QuickBooks / Quicken and that the check is for at least $0.01 - zero dollar checks are not recognized by PrintBoss.