

## Integrated Data Services (IDS)

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 IDS. This driver is set to a port. Once the appropriate settings are made in PrintBoss and IDS, sending a document to PrintBoss requires only one extra step for the user.

### Section 2: Setup in IDS

*For additional setup information, please contact Integrated Data Services.*

#### AP CHECKS

Data from IDS is check-stub-stub. The formatted check will be stub-stub-check.

Set the printer for checks to the "PrintBoss NT40" or "PrintBoss 50" printer. Do not use this printer for any other type of document.

#### PAYROLL CHECKS

Data from IDS is stub-stub-check. The formatted check will be stub-stub-check.

Set the printer for checks to the "PrintBoss NT40" or PrintBoss 50" printer. Do not use this printer for any other type of document.

#### PORT CONFIGURATION

On newer IDS servers the access port is set to `\\tsclient\C\Transfer\Transfer.bin`. Check the path for the PB printer driver on the IDS server. If `\\tsclient\C\Transfer\Transfer.bin` is used, set the path for the Transfer Folder location in PrintBoss Driver Settings tab to `C:\Transfer\Transfer.bin`. Next, verify that `C:\Transfer` exists on the local workstation. If it does not, create the Transfer folder at the root of C.

The older IDS server printer port and driver are set to `C:\Transfer\Transfer.bin`. See Section 4 below for details.

### Section 3: PrintBoss Program Settings

The following items are suggested for the IDS 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 IDS. 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 exact bank account number passed by IDS
- Bank Prompt Any word or phrase for user recognition
- 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.
- Confirm Check Number at start of batch "Auto.."

#### MICR Tab:

- Routing Number Enter the bank account routing number
- Account Number Enter the bank account number
- Check Number {CchkNo} or CCCCCC or CCCCCCCC

#### Miscellaneous Tab:

- Misc Flag 1 Check this box if this is a payroll account that 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 up a PrintBoss Bank record. For more specifics, refer to the user manual.

## CHECKLIST SETTINGS

### OPTIONS / PRINTBOSS DRIVER SETTINGS

- Use Driver Port Checked (file name should be the same name as the Transfer File)
- Transfer Folder C:\Transfer
- Transfer File Transfer.bin
- Append to Transfer File Unchecked
- Configurations Settings Save Location Local\_User Registry (Standard)
- Capture Mode Always Capture
- PB50 Driver Special Settings/Spool Dir {ComAppData...\Spool}

Click on OK when finished.

### OPTIONS / CONFIGURATIONS

If on a Citrix or Terminal Server environment, please visit our website 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 Trigger/Capture Settings
  - Form {ReqList}

- Bank (Grayed out)
- PB#INFO Overrides Above Checked
- Allow fragmented PB#INFO line Unchecked
- Alt frag method Unchecked

Click on OK when finished.

#### OPTIONS / FORM/BANK REQUEST LIST

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

The BANK field is set to {Request} by default. This will require the user to select the bank at the beginning of each check batch.

#### OTHER COMMON SETTINGS

EDIT / FORMS / (highlight form) / EDITOR

IDS\_AP2 = A/P checks;

IDS\_PR4 = Payroll checks

*Settings Tab:*

- Copies 0 (or increase if wanting copies)

*Multi-Part Settings Tab:*

These settings are workstation / user specific if the "Save Form's Printer Selections Local" box is checked on the "Special Controls" tab.

- Print Time For 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

### Section 4: PrintBoss NT40 and PrintBoss 50 Printer Driver Settings

Due to the unique setup of IDS software, there is one change to be made to the PrintBoss printer driver that installs with the PrintBoss program.

To add a new Port:

1. Open the printer control panel.
  - a. Click on the Start menu; select the Printer or Devices and Printers control panel.
  - b. If there is no shortcut for printer, select Control Panel and then locate the Printers.
2. Right click on the PrintBoss printer driver and select Properties.
  - a. Select Printer Properties for Windows 7.
3. Select the Ports tab.
4. Click the Add Port button.
5. Select Local Port and click the New Port button.
6. Enter the path for the new port and click OK.
  - a. Enter C:\Transfer\Transfer.bin for older installations.
  - b. Enter \\tsclient\C\Transfer\Transfer.bin for newer installations.
  - c. Contact IDS if you are not sure which path to use.
7. The PrintBoss printer should be set to the new port in the list. Click Apply and OK.

### Section 5: Using PrintBoss with IDS

When checks are printed from IDS, print to the PrintBoss printer driver. The PrintBoss program will load and prompt the user to select a bank account. Once the user selects the appropriate account, PrintBoss will print the check to the designated printer. PrintBoss will automatically know the difference between A/P checks and Payroll checks.