

Sage BusinessWorks

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.

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

Section 2: Setup in Sage BusinessWorks

CHECK SETUP FOR ACCOUNTS PAYABLE

PrintBoss expects the Dual Stub form type for the Accounts Payable check from Sage BusinessWorks with Detail selected. As such, the only setup is to be sure that the default check layout is not modified and the check is printed to the PrintBoss printer driver. The default layout is stub/check/stub. PrintBoss rearranges the data to print stub/stub/check.

CHECK SETUP FOR PAYROLL

PrintBoss expects the Payroll Stub Stub Check Wht form type for the Payroll check from Sage BusinessWorks. As such, the only setup is to be sure that the default check layout is not modified and the check is printed to the PrintBoss printer driver.

Section 3: PrintBoss Settings

The following items are suggested for the Sage BusinessWorks 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, 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 driver. 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 Sage BusinessWorks. 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 a name that will help you identify the bank account
- 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
- Fractional Code Fill in the fractional code for this bank
- Next Check Number This number often follows the pattern 12-345/678
- Confirm Check Number at start of batch "Auto ..."
DO NOT fill in. The check number comes from Sage BusinessWorks

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 CCCCCC
- 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

Signatures & Logos Tab:

This tab is used if there is a signature or logo based on a PrintBoss Bank record. For more specifics, refer to our web site: www.wellspringsoftware.com and visit our Support Documents page.

CHECKLIST

OPTIONS / PRINTBOSS DRIVER SETTINGS

- Transfer 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 Always Capture
- PB50 Driver Special Settings/Spool Dir {ComAppData\...\Spool}

Click 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 Name {WinUserName}
- Always Capture Settings
 - Request List determines Form/Bank Checked
 - Form (Grayed Out)
 - Bank (Grayed out)
 - PB#INFO Overrides Above Checked
 - Allow fragmented PB#INFO line Checked

Click OK when finished.

OPTIONS / FORM/BANK REQUEST LIST

During installation, PrintBoss creates a request list entry for Sage BusinessWorks. The request list file is stored in the PRNTBOSS\REQLIST\BUS_WORKS folder.

The BANK field is set to {ReqList} by default for Sage BusinessWorks. A list of Bank Records will appear at the start of the check batch. Choose the correct bank account from the list.

Click OK when finished.

OTHER COMMON SETTINGS

EDIT / FORMS / (highlight form) / EDITOR

BWK_AP1 is used for Accounts Payable.

BWK_AP2 is used for Accounts Payable.

BWK_AP3 is used for Accounts Payable versions released in 2009 or later.

BWK_PR2 is used for Payroll.

Settings Tab:

- Copies Zero (0) indicates the original. Increase this value if more copies are needed.
- Auto-Archiving Completed Records The 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 & Printers 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 as 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 Sage BusinessWorks

When printing checks from Sage BusinessWorks, be sure to select the "PrintBoss 50" printer driver. PrintBoss should recognize the document type and select the appropriate form automatically. PrintBoss only prints Stub/Stub/Check formats by default. Custom work can be quoted to print a different check format.

If PrintBoss does not recognize the document, the form called "Blank01" will be selected as a default. This form is designed to be blank. Only the data from Sage BusinessWorks will print. There will be no formatting. Contact Wellspring Software Technical Support if this occurs.