Typically, the PrintBoss Bank Code is comprised of two pieces of information:
1. the unique name given in the chart of accounts in the accounting software
2. the company name as defined in the accounting software.

For example the Bank Code entered into PrintBoss would be:
> Your Bank Account Name:Your Company Name

PrintBoss will automatically select the proper bank account based on the Bank Code passed to PrintBoss on the batch of documents.

When processing a batch of checks, if one of the two pieces of information are missing, the PrintBoss Bank Code will be INCOMPLETE. An incomplete bank code will force a pop-up list of the PrintBoss banks, so the correct bank can be selected and processing can be completed.

If either the Bank Account Name or Company Name has changed, the PrintBoss Bank Code will be UNRECOGNIZED. An unrecognized bank code will force a pop-up list of the PrintBoss banks, so the correct bank can be selected and processing can be completed.

At the point when the pop-up list occurs the user has the option to CHANGE the PrintBoss Bank Code in the Bank List to match the INCOMPLETE or UNRECOGNIZED Bank Code. Users should be aware that changing bank codes will affect future batch processing for all users.

Field length can causes unrecognized Bank Code

The field that prints on the check advices may be truncated by the accounting software. The length of the field is sometimes determined by the font selection in the accounting software. While we recommend a particular font style/size in the Installation Notes, sometimes user choose alternate fonts. This will impact the data passed to PrintBoss.

If there are similar Bank Account names within the same Company, it may cause a "match" even if there really is not an exact match.

For example:
> Company = Sample Company Inc.
> Account 1 = Wells Fargo National Bank Checking
> Account 2 = Wells Fargo National Bank Petty Cash
> Account 3 = Citibank Checking
> Account 4 = Citibank Petty Cash

The actual Bank Account name that may be passed to PrintBoss could be limited to the first 14 characters. The Bank Account names on the checks would be:

> Account 1 = "Wells Fargo Na"
> Account 2 = "Wells Fargo Na"

Account 3 = "Citibank Check"
Account 4 = "Citibank Petty"

The Bank Code in PrintBoss would then be:
"Wells Fargo Na:Sample Company Inc."
"Wells Fargo Na:Sample Company Inc."
"Citibank Check:Sample Company Inc."
"Citibank Petty:Sample Company Inc."

The two Wells Fargo accounts have the same bank code in PrintBoss. In a case like this, PrintBoss MUST be set to enforce an exact match and also set to allow for selection when more than one account matches. Best practice would be to have unique identifiers for the PrintBoss Bank Prompt.

Below is a sample PrintBoss Bank List record.