

PrintBoss stores a list of the different Bank Accounts to be used when printing checks. This list also includes different entries for cases when more than one company is using the same Bank Account or when payroll and payables checks are cut out of the same account for a company.

PrintBoss initially installs with 10 entries in the bank list. This covers the majority of our client base needs. However, there are cases when more entries are required. In these cases, a PrintBoss Bank Module may be purchased to allow for additional entries.

Each PrintBoss Bank Module adds 5 more entries to the bank list. Once 80 entries have been acquired, the list automatically becomes unlimited. Multiple PrintBoss Bank Modules may be installed at once. If you know that you will need 80 or more entries in your bank list, you can purchase an unlimited bank Module which installs in one simple step to provide unlimited banks to PrintBoss.

The exceptions are PrintBoss Select and the Enterprise Edition of PrintBoss which always have an unlimited number of Bank Accounts available.

For additional information, please contact Wellspring Software.

INSTALLING BANK MODULES

Manually Install Bank Module(s)

New or additional bank modules are accompanied by an email with the following information. This method only works with PrintBoss version 5.05 or later:

- Bank Serial Number
- Bank Installation Code
- Bank Module Count

This information is used to install the bank modules into PrintBoss.

1. Open the PrintBoss **Master Application** (PB32.exe).
2. Click on the **Utilities** menu and select **Install Modules**. The Module Installation Utility window opens.
3. Select the **Bank List Modules** tab.
4. Click on the **Install Bank Modules** button and enter the appropriate information from your email.
 - a. Bank Serial Number
 - b. Bank Installation Code
 - c. Bank Module Count – This is the number of modules in this purchase, not the total number of modules owned.
5. Click **OK** on the Bank Module Install window to save your entries. The new bank module count is displayed under the **PrintBoss Application Info** section on the Bank List Modules tab. The Installed Modules count displays 31 for those who purchased the Unlimited Bank Modules or those who have added to PrintBoss Bank Modules over time to reach this value. An unlimited number of bank accounts can be added at this point. See the **PrintBoss Bank Accounts** Training Notes for information on adding and creating additional bank records.
6. Close the Module Installation Utility window when you are finished.

Install Bank Module(s) Online

The Bank Module(s) may also be installed online. This method works with any version of PrintBoss.

1. Navigate to:
<http://www.wellspringsoftware.com/Downloads/Demos.aspx><http://www.wellspringsoftware.com/Downloads/Demos.aspx>
2. Click on **PBBanks.exe**.
3. Select **RUN** or **OPEN**. You may need to select RUN a second time. The **PrintBoss Bank Module Manager** opens with the new bank module information.
4. Click Add Banks from Bank Module Codes.
7. The Bank Module Install window opens. Enter the appropriate information from your email.
 - a. Bank Serial Number
 - b. Bank Installation Code
 - a. Bank Module Count – This is the number of modules in this purchase, not the total number of modules owned.
5. Click **OK** on the Bank Module Install window to save your entries. The new bank module count is displayed under the **PrintBoss Application Info** section on the Bank List Modules tab. The Installed Modules count displays 31 for those who purchased the Unlimited Bank Modules or those who have added to PrintBoss Bank Modules over time to reach this value. An unlimited number of bank accounts can be added at this point. See the **PrintBoss Bank Accounts** Training Notes for information on adding and creating additional bank records.
6. Click **Done** on the PrintBoss Bank Module Manager when you are finished.