

FTP is a File Transport Protocol use to securely transmit files. The Enterprise edition of PrintBoss version 6.0 and above includes the convenience of an FTP upload tool.

SECURITY

There are 2 setting for Basic User Rights on the Security Settings dialog.

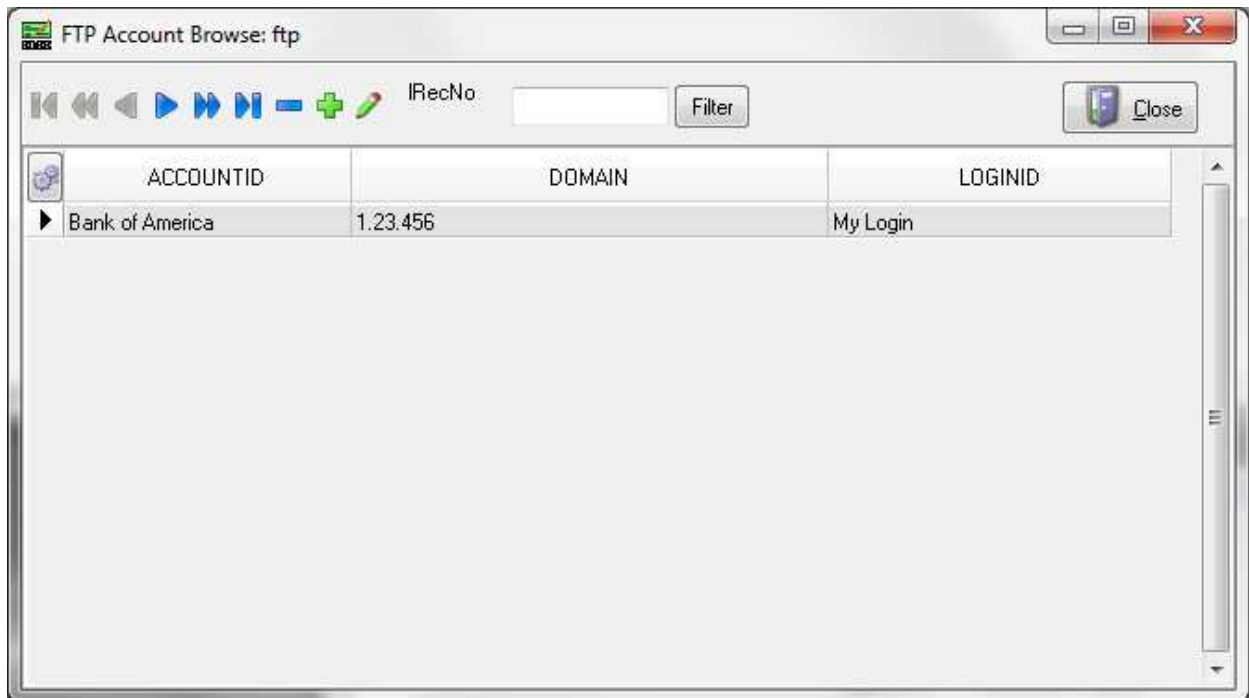
1. Allow FTP selection – When this setting is not selected, the FTP tab is not available on the bank record.
2. Edit FTP List – When this setting is not selected, the FTP feature is not available under the Edit menu.

Verify both settings are selected before proceeding with FTP Setup.

FTP SETUP

FTP is setup under the Edit menu in PrintBoss as follows:

1. Click on the Edit menu and select FTP Accounts.



2. Click on the + sign in the menu bar to add a new record.

3. Fill in the fields as follows:
 - a. **Account Name** – This is a user selectable field. Enter a descriptive name that will help you recognize this account. For example, Trust Bank. This field will hold up to 25 characters.
 - b. **Domain URL** – Enter the URL provided by the financial institution. This field will hold up to 40 characters.
 - c. **Login ID** – Enter the Login ID provided by the financial institution. This field will hold up to 74 characters.
 - d. **Login Password** – Enter the Login Password provided by the financial institution. This field will hold up to 30 characters.
 - e. **Port** - Enter the Port provided by the financial institution. This field will hold up to 4 characters.
 - f. **Passive Mode** – Select if directed by the financial institution.
4. Select the TLS Support value provided by the financial institution. Do not select an SSL Method if you choose a TLS Support method.
5. Select the SSL Method provided by the financial institution. Do not select a TLS Support value if you choose an SSL Method.
6. Click Test Account Connection to confirm the setup is correct.
7. Click OK to save these changes.

BANK SETUP

FTP is associated with a file type in the PrintBoss Bank Record. A separate FTP account can be associated with ACH, Positive Pay, and PS16 files.

1. Open the PrintBoss Master Application.
2. Click on the Edit menu and choose Bank List.
3. Select the desired bank record and click on the Edit Bank button.
4. Select the FTP tab.

PrintBoss Bank Edit

Primary MICR Miscellaneous Signatures & Logos Security ACH Definition **FTP**

ACH
Bank of America

PosPay
<None>

PS16
<None>

Edit FTP Accounts

Copy Set Tags Paste Clear Tags OK Cancel

5. Click the drop down menu for one of the following file types:
 - a. ACH
 - b. PosPay
 - c. PS16
6. Select the appropriate FTP account.
7. A different FTP can be selected for each file type.
 - a. Use the Edit FTP Accounts button to immediately access the FTP Account Browse window to make changes to one of the FTP account.
 - b. The FTP Account button will be grayed out if Edit FTP List security is removed for the user.
8. Click OK to save these changes.

FORM SETUP

In addition to the Bank and FTP Accounts lists, the PrintBoss Form needs to be setup to use FTP.

1. Open the PrintBoss Master Application.
2. Click on the Edit menu and choose Form Files.
3. Select the appropriate PrintBoss Form and click the Editor button. The Editing Form window opens.
4. Select the Multi-Parts & Printers tab.
5. Locate the <Positive Pay> copy and click on the page symbol to the left of the Source Tray. This opens the Positive Pay/ACH File Editor.

Positive Pay / ACH File Editor : WF ARP 20140811

Master

Destination File Properties

File Name:

Confirm Path / Filename at runtime

New File Name Generation:

File Type:

Append Overwrite Method:

Max Detail Lines Per File:

Exclude records with zero amount Auto add CR/LF to each script

Comments

Allow FTP Upload

Upload when complete

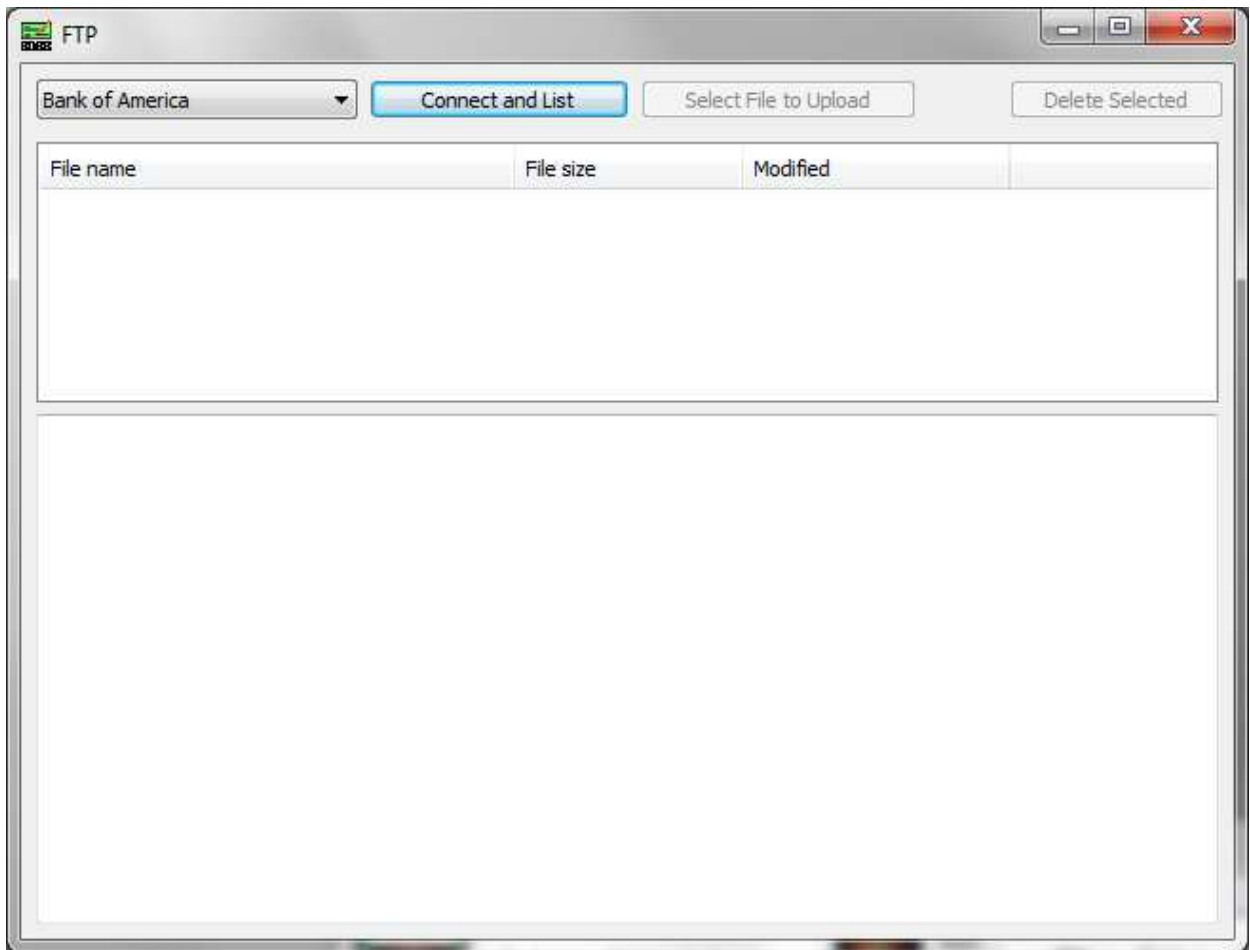
6. Select 'Allow FTP Upload'.
7. To have PrintBoss automatically upload the file once it is complete, also select the 'Upload when complete' checkbox.
8. Click OK to save this change.

NOTE: The 'Allow FTP Upload' and 'Upload when complete' checkboxes are not available unless an actual file is selected from the Source Tray drop down menu on the PrintBoss Form. The <Embedded in Form> selection will not work.

MANUAL UPLOAD OF COMPLETED FILE

The following are instructions to manually upload a completed file:

1. Open the PrintBoss Master Application.
2. Click on the Utilities menu and select FTP Uploader.



3. Select an FTP Account Name from the first drop down menu.
4. Click 'Connect and List'. PrintBoss will provide a list of completed FTP files. These all have a 'upl' extension.
5. Select a *.upl file from the list. The file will only upload if the Account Name in the file matches the Account Name selected from the drop down list.
6. When the file finishes uploading, an 'Upload Complete' message will appear in the lower left corner of the FTP window. The file name may be hidden in any message returned from the bank if the bank's policy is to hide this information.
7. Close the window when finished.