# U Wellspring

# **Tech Notes**

### Adding a Field to the Check Face

## 1 May 2011

All of the data required for a PrintBoss check has been transferred from the Host Accounting software or added by PrintBoss, There may be instances, however, when you may want to add information to your check report and have it also added to the PrintBoss check. An example of this might be a Vendor Number. One way to do this is to highlight the information, capture it as variable element and then place it on the check face.

The easiest way to do this is to first send a check report with the new data element to PrintBoss as you normally do and then open PrintBoss to the Master Application screen.

PrintBoss 5		Master Applica	ation			
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Select File > Open Document Work files.

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The Work File Select screen will open and display a list of the different check styles you have used:

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Select your check form then click on BROWSE (button)

Work File Select	
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#### A list of checks most recently printed through PrintBoss will display.

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	2011-04-28	09:57:53	2011-0	09:57:54	24405	TMBR	Р	City of Beaverton	
1	2011-04-28	15:16:59	2011-0	15:16:59	9999999999	TMBR	Р	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
	2011-04-28	15:21:07	2011-0	15:21:07	24405	TMBR	Р	City of Beaverton	
	2011-04-28	15:23:36	2011-0	15:23:36	24437	TMBR	Р	Jackson Heating & A/C	

#### Choose the last record in the list.

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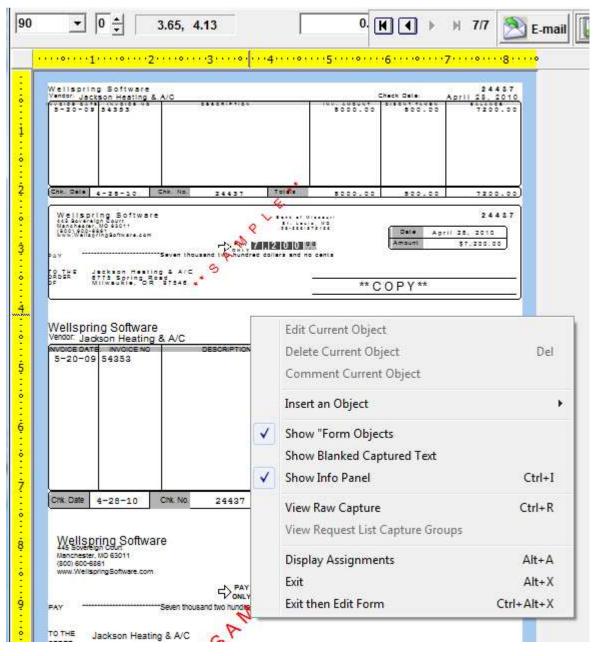
#### Click on View:

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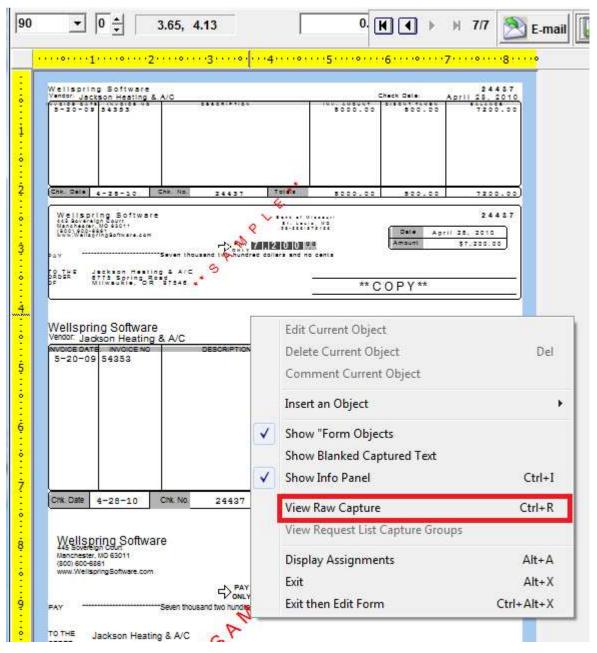
This opens an image of the formatted check:

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RIGHT click anywhere inside this view to open a dialog box:



Select the option "View Raw Capture":



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This removes all the PrintBoss formatting and shows only what was sent from the accounting software:

Click on the field that was added to the check report, it will highlight in light blue:

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#### Wellspring Software

Double click on the highlighted field to open the dialog box:

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Click on the button to Assign a Variable:

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#### A new dialog opens:

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Change the 'Variable Name' from 'Rename Me' to a field name of your choice. Do not use spaces.

The 'Variable Name' is not case sensitive. The example uses "CustAcct" to indicate Customer Account:

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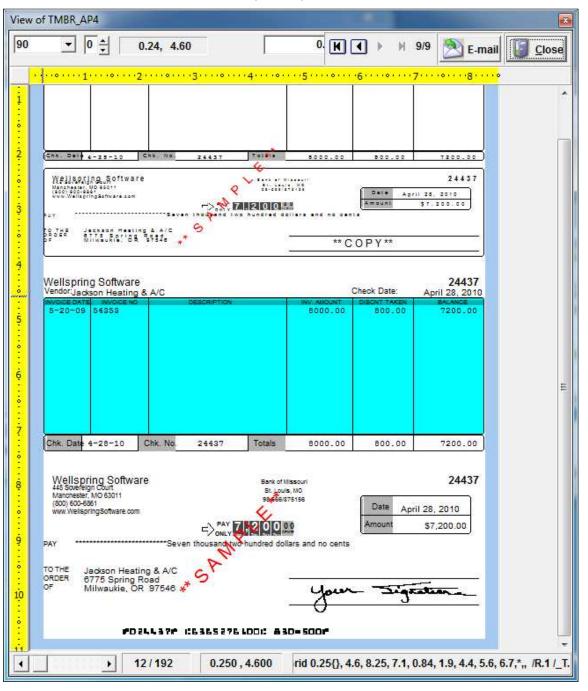
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Click on OK. This will take you back to the first dialog where you'll see the new assignment listed:

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Text 56124 Comment Condition	Captured Line:15		Close

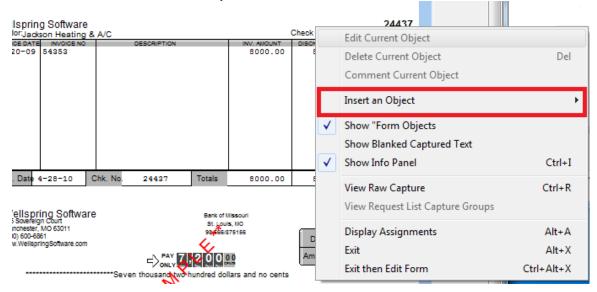
Click on Close. This will take you back to the view of the data.



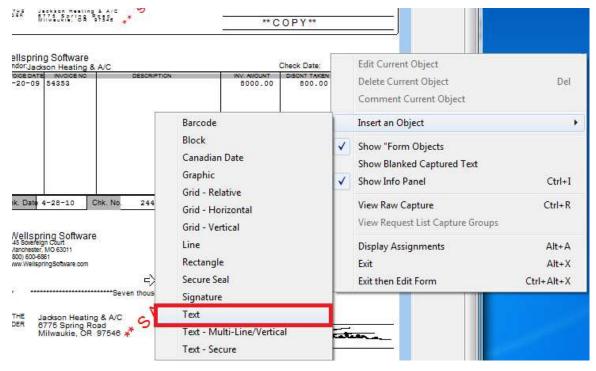
RIGHT Click. Un-check the "View Raw Capture" option. You will have the formatted view of the check:

Put your mouse roughly where you want the new field to appear on the formatted check.

RIGHT Click. Choose "Insert an Object":



Select 'Text':



The 'Text Command Properties' dialog box will open:

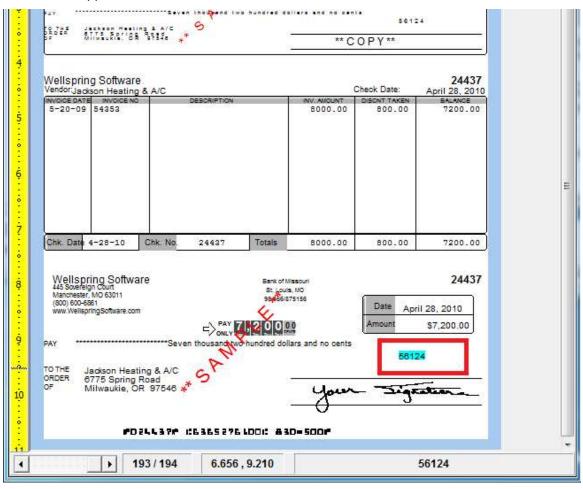
nches from Lei	ft 6.36	9	
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eresseere 11	-	Objects Line:999	

Change the "Text" field to be the name you gave the new field and put braces (aka squiggly brackets) around it. In the example CustAcct was used and therefore {CustAcct} is entered in the 'Text' field:

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Adjust the font properties and placement as desired. Click OK to confirm the changes.

The field will appear on the face of the check:



You can also 'drag & drop' to the proper location, if necessary.

When done, Close the View and SAVE the changes.