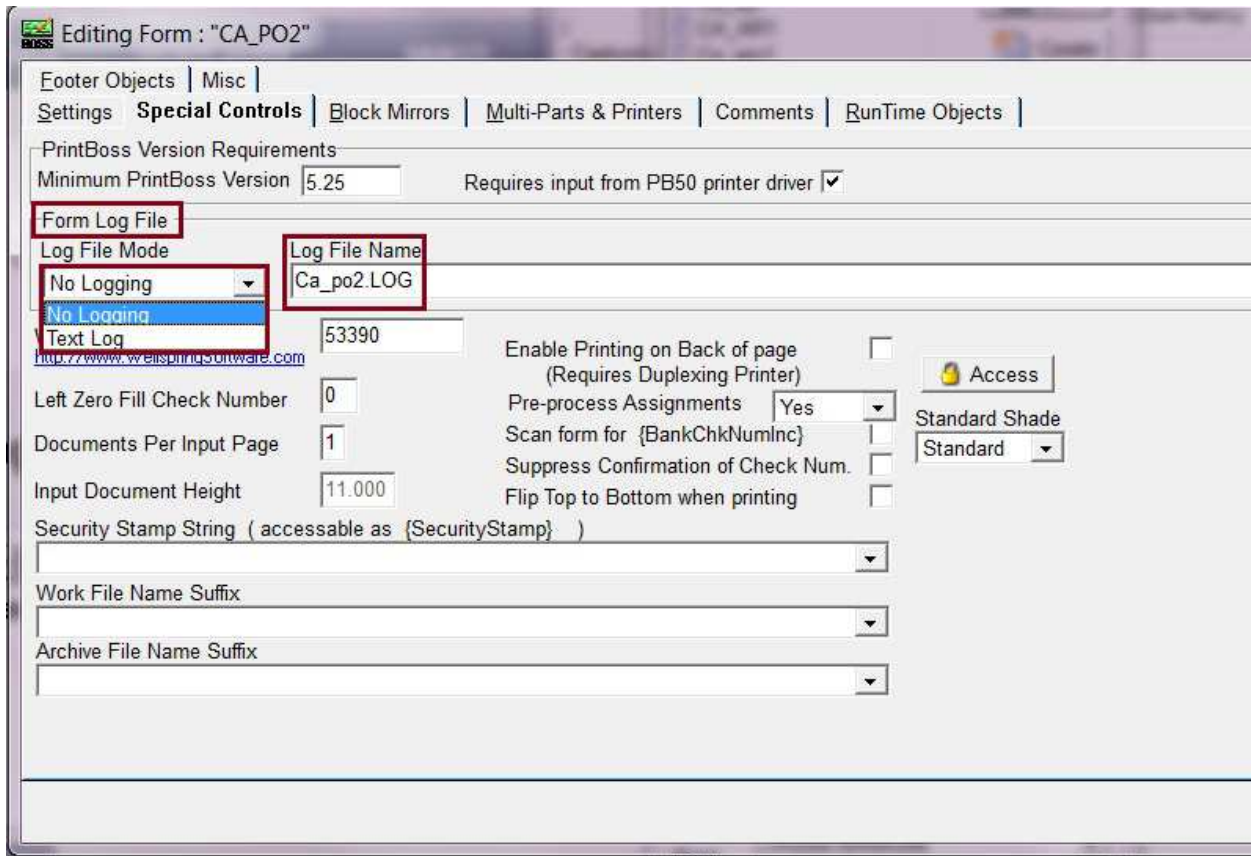


There are two ways to track use of a PrintBoss Form.

1. Use the Text Log feature on the Special Controls tab of the Form\Editor
2. Use the Positive Pay feature to create a .csv formatted list

Method #1: Text Log feature

Every PrintBoss form has an option to create a log file which tracks the use of the form. The Option is part of the Form\Edit screen on the Special Controls tab.



Editing Form : "CA_PO2"

Footer Objects | Misc |

Settings | **Special Controls** | Block Mirrors | Multi-Parts & Printers | Comments | RunTime Objects |

PrintBoss Version Requirements

Minimum PrintBoss Version Requires input from PB50 printer driver

Form Log File

Log File Mode Log File Name

<http://www.wellspringsoftware.com>

Left Zero Fill Check Number Enable Printing on Back of page (Requires Duplexing Printer)

Documents Per Input Page Pre-process Assignments Standard Shade

Input Document Height Suppress Confirmation of Check Num. Standard

Flip Top to Bottom when printing

Security Stamp String (accessible as {SecurityStamp})

Work File Name Suffix

Archive File Name Suffix

LOG FILE MODE

This field is usually set to 'No Logging'. Change the setting to 'Text Log' to create a text file that will record each printing/processing action of a document page. Each line can include the following entries depending on the data coming from the accounting software:

- Current Date and Time
- Document Recipient
- Document Amount with two decimals
- PrintBoss Copy Type
- Operator\WinUser Name
- Printer Name

LOG FILE NAME

This field displays the name of the file created when the *Log File Mode* is set to *Text Log*. The default value writes to the root of the PrintBoss folder as 'form_name.LOG'. The default value may be changed.

Method #2: Create a .csv file using the Positive Pay feature

The PrintBoss Positive Pay feature can also be used to create a .csv formatted list of the use of a PrintBoss form. As PrintBoss generates a Positive Pay file for each check, for example, in the batch the .csv file is also created. The PrintBoss form must be edited prior to printing the batch to add a copy to enable this feature. The copy is designated as a Positive Pay file.

A sample Positive Pay script is included in the PrintBoss\PosPay folder which can be imported to any PrintBoss form. The script file name is: SampleCSVLogFile.ppp. The headings for the sample file are as follows:

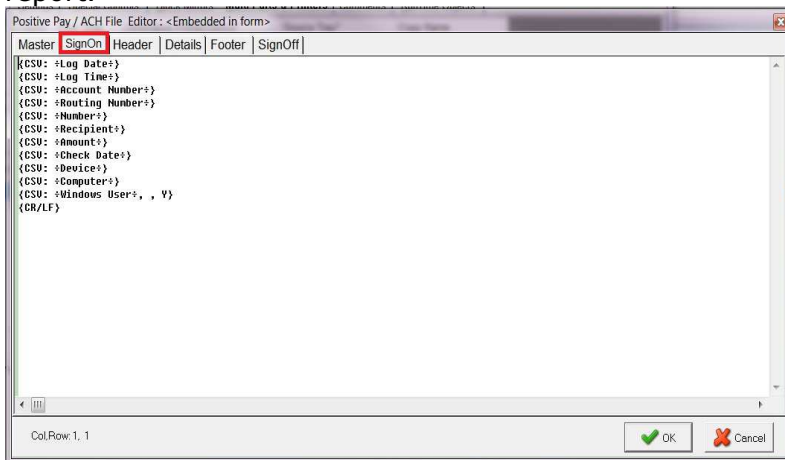
1. Log Date
2. Log Time
3. Account Number
4. Routing Number
5. Document Number
6. Recipient
7. Amount
8. Check Date
9. Device
10. Computer
11. Windows User

SETUP IN PRINTBOSS

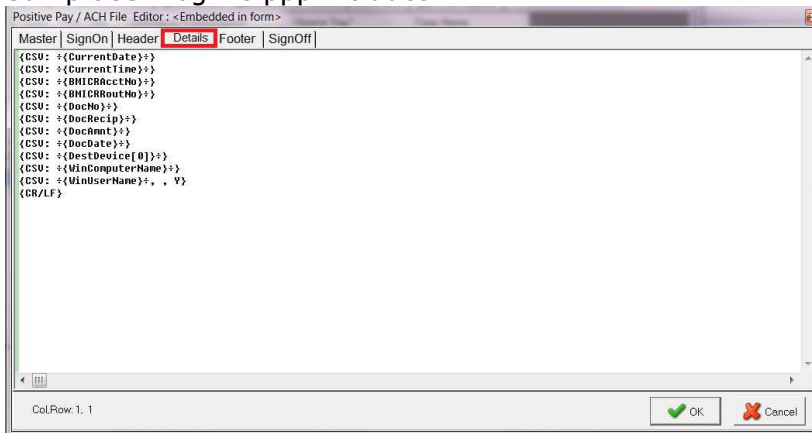
1. Open the PrintBoss Master Application.
2. Click on the **Edit** menu and select **Form Files**.
3. Highlight the appropriate form and click the **Editor** button.
4. Increase the number of **Copies** by 1 on the **Settings** tab.
5. Click on the **Multi-Parts & Printers** tab and select **Positive Pay File** as the **Destination** for the new copy. A page symbol will appear in the column to the right of the Destination column.
6. It is usually easier to start with an existing Positive Pay spec and modify it to meet the specifications of the current bank. Click on the **Source Tray** and select SampleCSVLogFile.
7. Click on the page symbol to open the Positive Pay Editor.
8. Enter a **File Name** and path for the destination of this Positive Pay file. The Enterprise version of PrintBoss allows macro characters to be used in the file name

to create a dynamic file name when a batch of checks is printed. Variables assigned in the form can be used as well.

9. Select **Confirm Path/File name at runtime**.
10. Choose **Append Overwrite Method**. The default is **Overwrite existing File**. The choices are:
 - a. Overwrite existing File
 - b. Append to existing File
 - c. Prompt for Overwrite, Append, Cancel
11. You may select the **Omit records with zero amount** option. This usually eliminates direct deposit checks from the Positive Pay file.
12. The **Comments** field is optional and for your use.
13. For SampleCSVLogFile.ppp the **SignOn** tab is used to create column labels for the report.



14. The **Details** tab contains the scripting of the variables to populate the .csv file. ons. This section is always required for a Positive Pay file. Here is what SampleCSVLogFile.ppp includes:



15. **Export** this Positive Pay file to a new name when you are finished so the sample is not replaced. PrintBoss will save the file with a .ppp extension in the PosPay folder at the root of the PrintBoss home directory.
16. Click **OK** at the bottom of the Positive Pay Editor to save the changes and close the window.
17. Click **OK** on the Editing Form window.

NOTE:

The following are tips for the Header, Details, and Footer sections.

- Each line is usually treated as a field with the content enclosed in quotes.
- Often it is helpful to add comments to the end of a line, starting the comment with the pipe character (|). The pipe character is the Shift and \ keys on your keyboard.
- Substitution functions are available with PrintBoss. Right click on any Positive Pay tab except Master and select the plus sign next to **Positive Pay Fields** to view a list of available substitution functions. PrintBoss evaluates each function and substitutes the resulting value in place of the function including the braces that surround the function. Functions can be nested within other functions. Use caution. Confusion may occur with delimiting the functions and parameters. Sometimes it is preferable to create a value from a series of steps with delimiters to eliminate confusion and make the command clearer. See Chapter 10, *#Text Command – Substitute Function Description*, for an example.
- Most sections usually end with a Carriage Return/Line Feed. This is represented with the expression {CR/LF}.
- Often there are fields relative to a bank account that need to be entered into the Positive Pay file. It is helpful to make use of the miscellaneous 1 through 5 fields in the PrintBoss bank record and reference the information using the variable names {BMisc1} ... {BMisc5}.

OPERATION

Once the Positive Pay file is configured, it is treated as another printer. Select the **Multi-Parts & Printers** tab in the Form Editor to set the Print Time to print Immediate or as a Batch.

The work file may also be used to reprint or test print portions of the file. Be sure to check **Allow Reprints** as well as the copy marked **Positive Pay** when reprinting checks that were previously printed.

NOTE:

The **Printed** column in the Browse list of the work file indicates the status of the printed documents. Positive Pay copies display the letter O (for pOsitive pay) when printing is successful. The capital O turns into a small case "o" when the copy has been reprinted.

It is important that the form's **Auto Archiving** method on the Settings tab is NOT set to *Overwrite at start of batch* when the Positive Pay copy's Print Time on the Multi-Parts & Printers tab of the Form Editor is set to *Batch*. You could potentially overwrite a work file before the Positive Pay copies have been printed to a file.