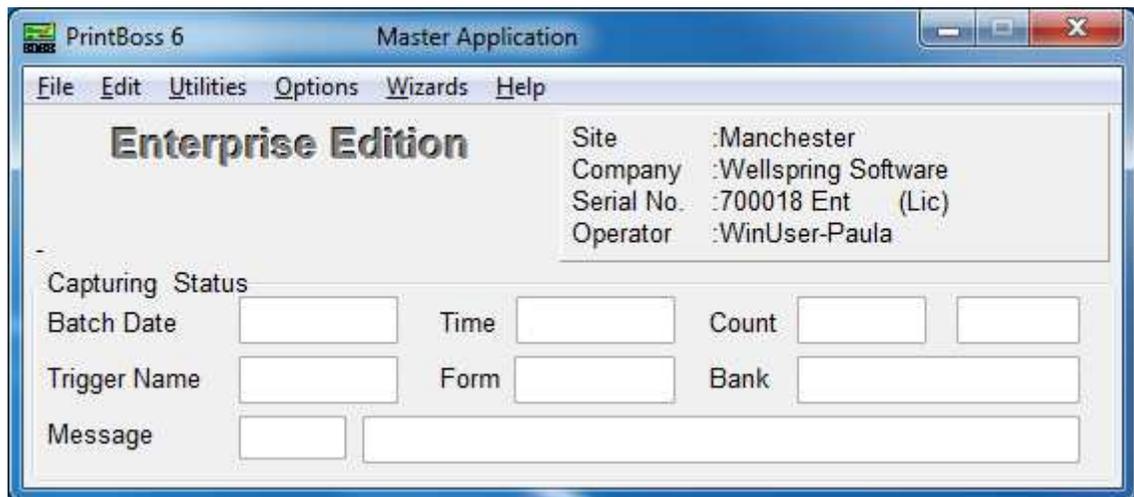




# PrintBoss

## User Manual



[www.wellspringsoftware.com](http://www.wellspringsoftware.com)

**ELECTRONIC COPY**

---

## **Wellspring Software, Inc.**

© **Copyright 2020 Wellspring Software, Inc.** All rights reserved. No part of this document may be copied, photocopied, reproduced, microfilmed, or otherwise duplicated on any medium without written consent of Wellspring Software, Inc.

The references to Windows in this manual refer to the Windows® operating system software produced by the Microsoft Corporation. Microsoft® Windows® is a trademark of the Microsoft Corporation.

Adagio® is a registered trademark of Softrak Systems Inc.

Intuit®, Quicken®, and QuickBooks® are trademarks and service marks of Intuit Inc., registered in the United States and other countries.

Sage Software, the Sage Software logos, and the Sage Software product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc., or its affiliated entities.

All product trade names referenced herein are trademarks of their respective companies. All rights reserved.

All other trademarks are the property of their respective owners.

**Disclaimer:** This manual is not intended as a replacement to the manuals supplied with the Host Accounting Software applications or programs. Any recommendations contained herein on hardware, software or any combination thereto are given in good faith based on the experience and knowledge of the authors. However, EXCEPT FOR THE WARRANTIES MADE BY THE MANUFACTURERS, ALL WARRANTIES ON THIS MANUAL OR THE PRODUCTS REFERENCED WITHIN THE MANUAL, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED HEREIN.

10/08/2020

**PrintBoss 6.10.3**

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>3</b>
<b>ABOUT THIS USER MANUAL</b> .....	<b>7</b>
SYMBOL KEY .....	7
MANUAL UPDATES.....	7
<b>INTRODUCTION</b> .....	<b>9</b>
PRINTBOSS PRODUCTS .....	9
SYSTEM REQUIREMENTS.....	10
PRINTER REQUIREMENTS.....	10
<b>INSTALLATION</b> .....	<b>11</b>
<b>SETUP</b> .....	<b>15</b>
STANDARD PRINTBOSS INTERFACES .....	15
PRINTER SETUP .....	16
CONFIGURATION .....	17
PRINTBOSS DRIVER SETTINGS .....	22
<i>ABOUT</i> PRINTBOSS .....	24
<b>THE PRINTBOSS PRINTER DRIVER</b> .....	<b>27</b>
PRINTBOSS 50.....	27
MANUAL INSTALLATION OF THE PRINTBOSS 50 DRIVER .....	27
<b>CITRIX OR TERMINAL SERVER INSTALLS</b> .....	<b>29</b>
WARNINGS.....	29
PRINTBOSS SETTINGS .....	30
PRINTER SELECTION .....	31
<b>SOFTWARE UPDATES</b> .....	<b>33</b>
AUTOMATED ONLINE UPDATES .....	33
OFFLINE MANUAL UPDATES.....	34
<b>BANK ACCOUNTS</b> .....	<b>35</b>
CREATE A BANK RECORD .....	35
COPY/TAG/PASTE.....	43
ADDING BANKS.....	44
BANK LIST MAINTENANCE .....	44
ADJUST MICR PLACEMENT .....	46
BANK SECURITY.....	47
<b>FORM FILES</b> .....	<b>51</b>
STANDARD FORM FILES.....	51
CREATE A NEW FORM FILE .....	51
MODIFY AN EXISTING FORM.....	53
MODIFY FROM THE DOCUMENT VIEW .....	54
INSERT AN OBJECT IN THE DOCUMENT VIEW .....	55
FORM EDITOR .....	57
ASSIGNMENTS .....	57
VARIABLES .....	59
FORM FILE COMMANDS .....	59
PRINTBOSS DEFAULT ASSIGNMENTS.....	73
MULTI-LINE VARIABLES .....	74
PRINTBOSS CONDITIONAL COMMANDS .....	74

DATE & TIME FORMAT MASKS.....	81
DELIMITING PARAMETERS.....	81
<b>#TEXT COMMAND.....</b>	<b>83</b>
EDIT #TEXT FROM A VIEW.....	83
FORM EDITOR.....	85
SUBSTITUTION FUNCTIONS.....	87
<b>SECURITY FEATURES.....</b>	<b>91</b>
SETTING UP SECURITY.....	91
ACCESSING SECURED AREAS.....	95
OTHER SECURITY OPTIONS.....	95
TEXT SECURITY.....	96
<b>SIGNATURE DISKS.....</b>	<b>97</b>
PRINTBOSS SIGNATURE CDs OR USB DRIVES.....	97
DUPLICATING PRINTBOSS SIGNATURE DISKS.....	97
ADDING A PASSWORD TO AN EXISTING PRINTBOSS SIGNATURE DISK.....	98
CREATING NON-ENCRYPTED SIGNATURE DISKS.....	99
ADDING A SIGNATURE TO A CHECK.....	99
USING PRINTBOSS SIGNATURE DISKS.....	102
<b>WORK/ARCHIVE FILES.....</b>	<b>103</b>
CONFIGURE WORK/ARCHIVE FILES.....	103
OPEN DOCUMENT WORK FILES /ARCHIVES.....	105
BROWSE WORK/ARCHIVE FILE SELECT.....	109
WORK FILE/ARCHIVE EDIT.....	109
<b>DEPOSIT SLIPS.....</b>	<b>111</b>
CREATING/EDITING DEPOSIT SLIPS.....	111
PRINTING DEPOSIT SLIPS.....	113
<b>E-MAILING.....</b>	<b>114</b>
SETUP.....	114
FORM SETUP FOR E-MAIL.....	123
E-MAILING.....	124
MANUAL E-MAIL.....	124
ASSIGNMENTS.....	125
VARIABLES.....	126
<b>FORM / BANK REQUEST LIST.....</b>	<b>127</b>
SETUP.....	127
CONFIGURATION.....	128
IMPLEMENTING REQUEST LIST FROM THE WORK FILE.....	129
REQUEST LIST PROCESS.....	132
<b>POSITIVE PAY.....</b>	<b>135</b>
SETUP IN PRINTBOSS.....	135
ENTERING ACCOUNT/ROUTING NUMBERS.....	137
OPERATION.....	138
COMMON SUBSTITUTION FUNCTIONS USED.....	138
<b>ACH SETUP.....</b>	<b>141</b>
BANK SETUP.....	141
PAYEE LIST SETUP.....	141
FORM SETUP.....	144
CREATING THE ACH FILE.....	147

<b>FTP .....</b>	<b>148</b>
SECURITY .....	148
FTP SETUP.....	148
BANK SETUP .....	149
FORM SETUP .....	150
MANUAL UPLOAD OF COMPLETED FILE .....	151
<b>WORKFLOW/DOCUMENT APPROVAL PROCESS.....</b>	<b>151</b>
<b>CUSTOM INTERFACES .....</b>	<b>153</b>
PRINTING TO PRINTBOSS PRINTER DRIVER .....	156
SETUP .....	156
<b>CAPTURING AND ASSIGNING TEXT.....</b>	<b>159</b>
METHOD 1: PRINTBOSS TRIGGER (USE OF PB#INFO ...)	159
METHOD 2: EXPLICIT VARIABLE ASSIGNMENT WITHIN THE ACCOUNTING SOFTWARE REPORT .....	160
METHOD 3: CAPTURED FROM THE PRINTED DOCUMENT BASED ON COORDINATES.....	160
EXAMINING ASSIGNED VARIABLES .....	161
<b>APPENDIX A: PRINTBOSS BANK LIST .....</b>	<b>163</b>
SAVED BANKS.....	172
<b>APPENDIX B: FORM EDITOR.....</b>	<b>173</b>
FORM EDITOR .....	173
FORM FILE COMMANDS.....	184
PRINTBOSS CONDITIONAL COMMANDS & PARAMETERS .....	191
<b>APPENDIX C: #TEXT FEATURES.....</b>	<b>195</b>
SUBSTITUTION FUNCTIONS TABLE .....	195
SUBSTITUTION FUNCTION DESCRIPTIONS .....	196
<b>APPENDIX D: SECURITY SETTINGS.....</b>	<b>203</b>
GENERAL SETTINGS .....	203
BASIC USER RIGHTS (STANDARD SECURITY MODE).....	204
SECURITY REQUIRED (ADVANCED SECURITY MODE) .....	204
ADVANCED USER RIGHTS (STANDARD SECURITY MODE).....	204
ADVANCED USER RIGHTS (ADVANCED SECURITY MODE) .....	204
<b>APPENDIX E: VARIABLES BY CATEGORY .....</b>	<b>205</b>
ACH VARIABLES .....	205
BANK VARIABLES .....	206
EMAIL AND SMTP VARIABLES .....	209
FORM VARIABLES .....	212
#ASSIGN SETDUPLICATEENABLED, ÷N÷.....	213
#ENDIF .....	213
THIS FEATURE CAN ONLY BE USED WITH PRINTER DRIVERS. IT DOES NOT WORK WITH THE INTERNAL PRINTBOSS PDF FILE CREATOR AS THIS OUTPUT IS NOT ACCESSED THROUGH A PRINTER DRIVER. ....	213
MISCELLANEOUS VARIABLES .....	213
PAYEE LIST VARIABLES.....	214
POSITIVE PAY SUBSTITUTION FUNCTIONS & VARIABLES.....	215
WORK FILE VARIABLES.....	217
<b>FAQS .....</b>	<b>219</b>
<b>TROUBLE SHOOTING .....</b>	<b>221</b>
SAGE 300 ERP .....	221
MICROSOFT DYNAMICS GP.....	222
QUICKBOOKS.....	222
NT/W2000/WXP WORKSTATIONS.....	222

W2003 SERVER .....	223
WINDOWS 7AND ABOVE OPERATING SYSTEMS .....	223
GENERAL.....	223
<b>GLOSSARY .....</b>	<b>225</b>

## ABOUT THIS USER MANUAL

This manual is a guide to the settings and options within the PrintBoss program. It applies to the current version of the software and does not cover features that may have only been relevant to older versions of the software. This manual also assumes that fairly recent versions of the Host Accounting Software are being used.

Documents viewed or printed from the *VIEW NOTES* button during PrintBoss installation are Host Accounting Software specific. These notes, referred to as *Installation Notes*, supplement this manual, as this manual is a generic guide for all interfaces.

## SYMBOL KEY

- ✓ Important items
- Ⓟ PrintBoss Enterprise Edition specific items
-  Refer to another section of this manual for more detail

## MANUAL UPDATES

Please check online at [www.WellspringSoftware.com](http://www.WellspringSoftware.com) for an updated version of this manual.



## INTRODUCTION

PrintBoss captures check runs, invoices, picking slips, and other accounting data printed from accounting software and combine it with digital forms (PrintBoss Form files). This allows the accounting documents to be printed on blank paper or, in the case of checks, on blank check stock.

PrintBoss eliminates the need for multiple part forms. The software creates a database to print the original and all copies to the specified location or destination (printer, e-mail, ACH, Positive Pay, PDF, etc.). Each copy can be printed with unique information including a legend (i.e. CUSTOMER FILE, ACCOUNTING FILE, etc.), a logo, or any other field available from the accounting software that might pertain to the specific copy of a document.

PrintBoss captures information from the Host Accounting Software in one of two ways:

- By printing directly from your accounting software to the PrintBoss Printer Driver and then printing to a Windows printer, or
- By printing from the accounting software to a file that PrintBoss can automatically capture and send to a Windows printer.

Printing to the PrintBoss printer is preferable to printing to a file if possible. Our standard specifications and forms determine the best method for printing and distributing files for several accounting packages.

## PRINTBOSS PRODUCTS

There are three PrintBoss editions:

- PrintBoss Select
- PrintBoss Standard
- PrintBoss Enterprise

The following is a brief description of each edition.

### PrintBoss Select

PrintBoss Select is designed exclusively to print checks and Deposit Slips for Intuit QuickBooks/Quicken ONLY. It is a faster, more efficient way of capturing check runs from QuickBooks/Quicken and accurately printing MICR lines. This is a limited edition of our standard PrintBoss and does not have the full feature set of the Standard or Enterprise products. Visit our web site for a list of features for this product at [http://www.wellspringsoftware.com/Marketing/Software\\_FB.aspx](http://www.wellspringsoftware.com/Marketing/Software_FB.aspx).

### PrintBoss Standard

PrintBoss is designed to capture check data and more from accounting packages. Some of the additional features of the standard edition of PrintBoss include:

- Archive copies
- Automatic selection of Bank Accounts

- Design custom forms with graphics
- Generate Positive Pay files
- Print to SMTP Email
- Print other accounting forms, such as Purchase Orders, Invoices, Picking Slips, and Deposit Slips. The available forms depend on the accounting package
- Use customized forms
- Work with Text Capture files

## PrintBoss Enterprise

PrintBoss Enterprise has all the features of the Select and Standard editions plus more. It is designed to accommodate special needs in capturing graphics from accounting packages and working with terminal servers. Enterprise is available as an upgrade from the Select and Standard PrintBoss editions through Wellspring Software, Inc. It also includes

- Dynamic Naming of documents
- Unlimited Bank Accounts
- Positive Pay file name can include date/time
- Create a library of pdf files named by any combination of date and company name, as well as other fields in the document
- Capture graphics send from host accounting system
- Password protect email attachment(s)
- Send outgoing email through Office 365 or Gmail in addition to SMTP
- Upload documents using FTPs or sFTP
- Approval Process for documents

Ⓟ Additional features that are only available in the Enterprise edition will be noted throughout this manual.

## SYSTEM REQUIREMENTS

PrintBoss is compatible with W2008 R2 Server, W2012R2 Servers, W2016 Server, Windows 8.1, and Windows 10 operating systems. It is also compatible with 64-bit versions of these operating systems. As a general rule, 64 MB of RAM should be available for use with PrintBoss. PrintBoss can be installed on a work station or a network. Please see the license agreement to determine the restrictions.

## PRINTER REQUIREMENTS

PrintBoss was designed to work with a Hewlett-Packard LaserJet printer. **ANY PRINTER USED WITH PRINTBOSS MUST BE 100% HP COMPATIBLE AND USE A PCL5E OR PCL6 DRIVER.** If there are driver options for the printer model, please use one of these choices. PrintBoss is not compatible with PostScript printers.

PrintBoss is guaranteed to work with **most** of the Hewlett-Packard LaserJet printers. Print speed requirements and budget should help determine the best Hewlett-Packard LaserJet model for your needs.

When considering a brand other than HP, determine if your bank requires MICR ink. If the bank does require this special magnetic ink (for reading the bank code on checks), make sure the brand and model of Laser printer you choose has MICR toner available. Not all models have MICR toner cartridges available in the market.

**NOTE:**

Printers other than Laser printers have a smaller printable area and may not be able to print full documents. This is particularly important for printing checks as models other than Lasers are often incapable of printing the MICR line. PrintBoss is not guaranteed to work with printers that are not Laser printers.

## INSTALLATION

PrintBoss can be installed locally on a single workstation (*Local Install*), or it can be installed to a shared network folder where multiple workstations access the one application (*Network Install*). Both mapped drive letters and UNC paths will work to identify the location of the PrintBoss Directory. We recommend PrintBoss is installed on a shared folder if there are multiple users so bank information, forms, and other information can be shared. After installing PrintBoss to the shared folder (*Network Install*), each additional workstation only needs the *Workstation Install* steps.

- ✓ **Unless the server is used as a workstation, installation to the server folder can be performed from a workstation.**
- ✓ **All PrintBoss users need FULL CONTROL of the PrintBoss Home directory. Simply having read and write permissions are not sufficient.**
- ✓ **When running the PrintBoss setup program on operating systems beginning with Windows 7, we suggest you right-click and choose the option ‘Run as Administrator.’**
- ✓ **If you have internet access, download the latest setup.exe from our web site. We no longer ship CDs to ensure you receive the most current version of our software.**



Citrix & Terminal Server installations are referenced in Chapter 6.

The following pages contain tables with step by step installation instructions for the 3 basic install types – local, network, and workstation.

STEP 1	LOCAL INSTALL	NETWORK INSTALL	WORKSTATION INSTALL
<p>Start the PrintBoss Installation</p>	<p>✓ <b>Log in as ADMINISTRATOR.</b></p> <p>Download Setup.exe from our website at <a href="http://www.wellspringsoftware.com">www.wellspringsoftware.com</a>. Roll your mouse over Support and choose Downloads.</p> <p>Run X:\setup.exe (where X: is the CD-ROM drive) or run the setup .exe file downloaded earlier.</p> <p>Select the Accounting Software to be used with PrintBoss. If the Accounting Software is not in the list, choose <i>Custom</i>.</p> <p>Select the directory where PrintBoss is to be installed. PrintBoss will default to C:\PrntBoss.</p> <p>Click on <i>Next</i>.</p>	<p>✓ <b>Log in as ADMINISTRATOR.</b></p> <p>Download Setup.exe from our website at <a href="http://www.wellspringsoftware.com">www.wellspringsoftware.com</a>. Roll your mouse over Support and choose Downloads.</p> <p>Run X:\setup.exe (where X: is the CD-ROM drive) or run the setup .exe file downloaded earlier.</p> <p>Select the Accounting Software to be used with PrintBoss. If the Accounting Software is not in the list, choose <i>Custom</i>.</p> <p>Select the directory where PrintBoss is to be installed. PrintBoss will default to C:\PrntBoss. Change this to X:\PrntBoss (where X is the shared network drive). PrintBoss may use either drive mappings or the UNC path.</p> <p>Click on <i>Next</i>.</p>	<p>✓ <b>Log in as ADMINISTRATOR.</b></p> <p>Run X:\PrntBoss\setup.exe (where X is the shared network drive).</p> <p>Select the Accounting Software to be used with PrintBoss. If the Accounting Software is not in the list, choose <i>Custom</i>.</p> <p>Select the directory for X:\PrntBoss (where PrintBoss is already installed).</p> <p>Choose the <i>Workstation/Printer Driver/Special Host Tasks</i> option from the active radio buttons.</p> <p>Click on <i>Next</i>.</p>

STEP 2	LOCAL INSTALL	NETWORK INSTALL	WORKSTATION INSTALL
<p>Registration &amp; Activation of the PrintBoss Software</p>	<p>Uncheck the 'Install as 30-day evaluation' if you demoed this copy of PrintBoss.</p> <p>Enter the Serial Number, Options, and Registration Code received by email.</p> <p>Enter the Company Name, contact, and site that should become permanent within the PrintBoss software.</p> <p>Confirm the information and save the registration.</p> <p>✓ <b>If the workstation has internet access, click on the <i>online activation</i> option.</b> If the workstation does not have internet access, choose to e-mail or fax the activation. PrintBoss will function for 30 days without activation (Evaluation Date).</p>	<p>Uncheck the 'Install as 30-day evaluation' if you demoed this copy of PrintBoss.</p> <p>Enter the Serial Number, Options, and Registration Code received by email.</p> <p>Enter the Company Name, contact, and site that should become permanent within the PrintBoss software.</p> <p>Confirm the information and save the registration.</p> <p>✓ <b>If the workstation has internet access, click on the <i>online activation</i> option.</b> If the workstation does not have internet access, choose to e-mail or fax the activation. PrintBoss will function for 30 days without activation (Evaluation Date).</p>	<p>This step is skipped. The software is already registered and activated.</p>

<b>STEP 3</b>	<b>LOCAL INSTALL</b>	<b>NETWORK INSTALL</b>	<b>WORKSTATION INSTALL</b>
Installation of Components	PrintBoss automatically selects the components that are needed. Leave the defaults.	PrintBoss automatically selects the components that are needed. Leave the defaults.	This step is skipped. The software is already installed.

<b>STEP 4</b>	<b>LOCAL INSTALL</b>	<b>NETWORK INSTALL</b>	<b>WORKSTATION INSTALL</b>
PrintBoss Settings Saved	PrintBoss automatically selects the registry that is needed. Typically, this is the Local and User Registry.	PrintBoss automatically selects the registry that is needed. Typically, this is the Local and User Registry.	PrintBoss automatically selects the registry that is needed. Typically, this is the Local and User Registry.

<b>STEP 5</b>	<b>LOCAL INSTALL</b>	<b>NETWORK INSTALL</b>	<b>WORKSTATION INSTALL</b>
View Notes	Click on the VIEW NOTES button.  ✓ <b>PRINT OUT THESE NOTES.</b> They will guide you through steps specific for the accounting software.	Click on the VIEW NOTES button.  ✓ <b>PRINT OUT THESE NOTES.</b> They will guide you through steps specific for the accounting software.	This step is skipped. The document has already been viewed and printed.

<b>STEP 6</b>	<b>LOCAL INSTALL</b>	<b>NETWORK INSTALL</b>	<b>WORKSTATION INSTALL</b>
Special Install Steps	If the SPECIAL INSTALL STEPS button is active, click on it.  Follow the instructions per the NOTES printed in Step 5 that are specific for the accounting software.	If the SPECIAL INSTALL STEPS button is active, click on it.  Follow the instructions per the NOTES printed in Step 5 that are specific for the accounting software.	If the accounting software is installed locally, then this step may be necessary.

<b>STEP 7</b>	<b>LOCAL INSTALL</b>	<b>NETWORK INSTALL</b>	<b>WORKSTATION INSTALL</b>
Install the PrintBoss Printer Driver	The installation automatically installs the PrintBoss 50 driver.  Click on Finish.  Restart the computer or restart the Print Spooler if the PrintBoss 50 driver was installed.	The installation automatically installs the PrintBoss 50 driver.  Click on Finish.  Restart the computer or restart the Print Spooler if the PrintBoss 50 driver was installed.	The installation automatically installs the PrintBoss 50 driver.  Click on Finish.  Restart the computer or restart the Print Spooler if the PrintBoss 50 driver was installed.

<b>STEP 8</b>	<b>LOCAL INSTALL</b>	<b>NETWORK INSTALL</b>	<b>WORKSTATION INSTALL</b>
Setup PrintBoss for the Accounting Software	Follow the <i>Installation Notes</i> to setup PrintBoss specifically for the Accounting Software.	Follow the <i>Installation Notes</i> to setup PrintBoss specifically for the Accounting Software.	This step is skipped. Setup is already complete.

<b>STEP 9</b>	<b>LOCAL INSTALL</b>	<b>NETWORK INSTALL</b>	<b>WORKSTATION INSTALL</b>
Setup Accounting Software for PrintBoss	Follow the <i>Installation Notes</i> to setup the Accounting Software to interface with PrintBoss.	Follow the <i>Installation Notes</i> to setup the Accounting Software to interface with PrintBoss.	Follow the <i>Installation Notes</i> to setup the Accounting Software to interface with PrintBoss.

<b>STEP 10</b>	<b>LOCAL INSTALL</b>	<b>NETWORK INSTALL</b>	<b>WORKSTATION INSTALL</b>
Check for PrintBoss Updates Online	<p>If the workstation has internet access, check for updates.</p> <p>Start the PrintBoss program (PB32 Program).</p> <p>Select HELP / ABOUT.</p> <p>Click on the button <b>CHECK FOR PRINTBOSS UPDATES ONLINE</b>.</p> <p>RUN the update. This update is accessible on the day PrintBoss is FIRST installed or if there is a current service contract.</p>	<p>If the workstation has internet access, check for updates.</p> <p>Start the PrintBoss program (PB32 Program).</p> <p>Select HELP / ABOUT.</p> <p>Click on the button <b>CHECK FOR PRINTBOSS UPDATES ONLINE</b>.</p> <p>RUN the update. This update is accessible on the day PrintBoss is FIRST installed or if there is a current service contract.</p>	This step is skipped. The software should already be updated.

### Activating PrintBoss from Installed Demo

A demo version of PrintBoss can be registered as a full version.

1. Navigate to the PrintBoss home directory and locate Setup.exe. The folder name may be 'PrntBoss'.
2. Double click on or run Setup.exe. You may need to run Setup.exe as Administrator.
3. Verify your Host Accounting System is listed at the top of the Destination Selection window. PrintBoss will automatically install forms necessary for the selected host.
4. Verify the home directory for this installation (usually a server location). The path can be a mapped drive or a UNC path.
5. Select **Registration/Activation Only** under the Install Type section.
6. Click the **Next** button.
7. Remove the **Demo** check mark at the top of the Registration window.
8. Fill in the fields.
9. Click **Next**.
10. Read the Software License Agreement and click **Next** to agree.
11. Select **Online Activation** as the Activation Method.
12. Click **Next**.
13. Click Finish. PrintBoss will verify the registration is successful.

## SETUP

PrintBoss is designed to send virtually any Windows program information through the PrintBoss printer driver. This allows the information printed by the PrintBoss program to include additional user specific data (e.g. Company Name and Address and Bank Name and Address). PrintBoss can also add a MICR line, logo and signatures.

## STANDARD PRINTBOSS INTERFACES

PrintBoss is shipped ready to interface with several software packages. Each standard interface has at least one check form made to fit the check stock that comes pre-bundled with PrintBoss. Some interfaces include additional forms. PrintBoss is capable of working with more than one Host Accounting Software program simultaneously.

- ✓ **All of the PrintBoss standard check forms are designed to place the check at the bottom of letter sized stock.**

### NOTE:

Our standard check forms place the check at the bottom for two reasons:

- Banks prefer the MICR edge to be the clean edge of the paper (easier for processing by equipment).
- Most of our standard forms provide a mini copy of both the check and advice on the top portion of the page. This very popular option often eliminates the need to make additional copies of checks for record keeping.

Settings specific to each interface are described in the PrintBoss installation program under the *VIEW NOTES* button. These document files are stored in the PrntBoss\Docs directory.

The list of our standard interfaces includes the following Windows based products:

**PrintBoss Select** - Checks & Deposit Slips; Unlimited bank accounts; Auto selection of bank account

#### Intuit Products:

QuickBooks by Intuit  
QuickBooks Enterprise  
QuickBooks Online

#### **PrintBoss & PrintBoss Enterprise**

#### Intuit Products:

QuickBooks by Intuit  
QuickBooks Enterprise  
QuickBooks Online

#### Microsoft Products:

Microsoft Dynamics AX (Axapta)

Microsoft Dynamics GP (fka Great Plains Business Solutions)  
Microsoft Dynamics NAV (Navision) (fka Attain)  
Microsoft Dynamics SL (fka Solomon)

**Other Products:**

21<sup>st</sup> Century Accounting “C21” by Hilbert Software  
21<sup>st</sup> Century US Payroll for Adagio by Hilbert Software  
Adagio by Softrak Systems  
CenterPoint by Red Wing  
HAB, Inc.  
Microsoft Dynamics AX (Axapta)  
Microsoft Dynamics GP (fka Great Plains Business Solutions)  
Microsoft Dynamics SL (fka Solomon)  
QuickBooks by Intuit  
QuickBooks Online by Intuit  
Quicken by Intuit  
Sage 50 – US Edition (fka Peachtree)  
Sage 50 – Canadian Edition (fka Simply)  
Sage 100 (fka MAS90 and 200)  
Sage 100 Contractor (fka Master Builder)  
Sage 100 Fund Accounting  
Sage 300 ERP (fka Accpac)  
Sage 300 Construction and Real Estate (fka Timberline Office)  
Sage 300 Trade Specialty (fka Timberline Enterprise)  
Sage 500 ERP (fka MAS 500)  
Sage BusinessVision Accounting  
Sage BusinessWorks Accounting  
Sage HRMS (fka Abra SQL HRMS}

Ⓟ PrintBoss Enterprise is often required for Custom Programming needs.

For more information on our standard interfaces, visit our website at [www.WellspringSoftware.com](http://www.WellspringSoftware.com).

## PRINTER SETUP

1. Open the PrintBoss Master Application.
2. Click on the **File** menu and select **Printer Setup**. The PrintBoss Printer Setup dialog opens.
3. Choose the default laser printer for documents printed through PrintBoss. **Do Not Select the PrintBoss printer itself (PrintBoss 50)**. The PrintBoss printer should only be selected by the accounting software.
  - a. Select **Use Windows Default** to use the Standard edition of PrintBoss on a terminal server.
  - b. Select a **Specific Printer** from the drop-down menu to specify a printer other than the Windows default to use with standard PrintBoss in environments other than a terminal server or to use with the Enterprise edition of PrintBoss on a terminal server.
4. Click **OK** when you are finished. The OK button is only available when changes are made to the printer setup.

Each workstation using PrintBoss can select a different default printer. This selection is saved locally on the workstation and will not change the selection on other workstations.

- ✓ **PrintBoss is very literal with printer names. If the printer name changes in any way, the PrintBoss program will consider the new name as a new/different printer.**

Ⓟ *Settings for Terminal Servers / Citrix Servers*

Often in a Terminal Server or Citrix environment, the printer name includes the session number or indicator. This results in multiple names for the same printer. Each name is only available in the specified session. Applications such as PrintBoss generate an error when the selected printer name is not available. PrintBoss Enterprise can define

the session indicators and truncate the printer name so the printer is recognized in all sessions. The other option is to save the printer choice in the PrintBoss Directory instead of the Terminal Server registry.

## CONFIGURATION

The Configuration screens provide additional options for working with various accounting applications. Select **OPTIONS / CONFIGURATION** from the PrintBoss Master Application window to view or change these options. Choose the settings recommended in the *Installation Notes* for your accounting software. A description of the settings on each tab follows.

### Settings

Most of these settings are automatically set for the accounting software. If multiple users are working with PrintBoss on a network, the *Work Files Private Folder Name* should be set to *WinUserName* globally for each workstation. See *Private Folder Names* below.

#### MICR OFFSET ADJUSTMENT

The location of the MICR line is calculated by PrintBoss based on the directives passed in the #MICR command. Typically, this placement is accurate for a check printed at the bottom of an 11" page. Sometimes there are small differences in alignment from printer to printer or between printer drivers. A separate adjustment can be made in the Configuration of PrintBoss to correct the alignment. Once the adjustment is made, it should not need to be changed unless the printer, printer driver, or operating system is changed. The adjustment of the MICR can be both vertical and horizontal. **This setting is global for all forms and is computer and printer driver specific.**

Select **OPTIONS / CONFIGURATION** from the PrintBoss Master Application window to access the adjustment settings. The adjustments may be completed with the help of the MICR Adjust Wizard or by manually adjusting the values.

##### MICR Adjust wizard

Click on the *MICR Adjust Wizard* button to open a step-by-step adjustment wizard. This method does not require a preprinted symbol on the back of the check and can be used with Canadian style checks. Follow the steps for the wizard to satisfactorily adjust the placement of the MICR. Click on *Finish* to exit the Wizard. Upon completion, the MICR Offset Adjustment values will be modified. **These values are in thousandths of an inch.**



See Chapter 8, *Bank Accounts*, for additional information about the MICR line.

#### NON-MICR OFFSET ADJUSTMENT

This setting adjusts the entire document, except the MICR line, to center documents on the page. The purpose of this setting is to adjust for small differences in printer driver margins and is not intended for significant shifts of form placement. The adjustment can be both vertical and horizontal. **This setting is global for all forms and is workstation and user specific.** You may need to adjust this setting if a new printer or new printer driver is used with PrintBoss.

Start by selecting the orientation of the page, either Portrait or Landscape. If the document needs to move Right or Down (Bottom), increase the corresponding Non-MICR offset. **The values are in thousandths of an inch.** The amount of the adjustment may vary from printer to printer. Decrease the MICR offset to shift the forms Left or Up (Top). Use negative numbers to move below zero.

#### PRIVATE FOLDER NAMES

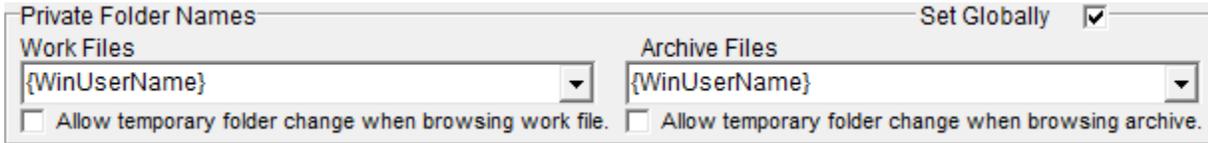
##### Work Files

Every time PrintBoss processes a document it creates a work file. The work files are specific to a Form. If the PrintBoss application is on a shared drive, each workstation should have a unique work file folder name to prevent accidentally overwriting files.

Click on the Work Files drop-down menu to change the selection from <COMMON> to something unique for each workstation. The {WinUserName} setting creates a folder using the Windows User Name of the person logged into the computer. You may also highlight the field and type a name. **DO NOT** put the arrows (<>) around the new

name. PrintBoss creates a work file folder using the name you specified and saves it in the PrintBoss *Work* folder located in the PrintBoss Directory folder.

Repeat this step on each workstation that will use PrintBoss, or check the *Set Globally* box.



Checking the *Set Globally* box changes the settings for the Private Folder Names of both the Work Files and Archive Files to {WinUserName}.

#### **Archive Files**

Archives works similarly to W is set on the Form and applies to all users.

When the *Set Globally* box is checked, this field will automatically be set to {WinUserName}. The folders generated by PrintBoss in the *Archives* subdirectory will automatically use the Window's system user name. This setting functions similar to Work Files. Otherwise, PrintBoss will save Archive Files in a Common folder.

#### **Set Globally**

This option, when checked, sets the Private Folder Names for both Work Files and Archive File for all users to {WinUserName}. This is required for Citrix or Terminal Server users. It also eliminates an extra step during the setup of each workstation.

#### **Allow temporary folder change when browsing work file or archive**

The default setting for browsing work files or archive files is to only display work files for the person logged into the workstation. Occasionally, a manager or Wellspring Software technician may need to review the work or archive files of other users. This option allows all work or archive files to be viewed from this workstation. This is faster than changing the configuration settings and returning to the work/archive file browse window.

### **FIX PB#INFO/ASSIGN SEGMENTING**

This feature should be checked for accounting systems that use crystal reports with the PrintBoss Trigger. We recommend this feature to always be checked as it does not interfere with the process when crystal reports are not used.

### **REQUEST LIST PRIVATE FILE**

This feature enables users to create unique Form/Bank Request Lists. The default value is <COMMON> so all users share the same list. If individual lists are created, the files are saved in the *ReqLists* subdirectory of the PrintBoss Home Directory.



See Chapter 18, *Form / Bank Request List*.

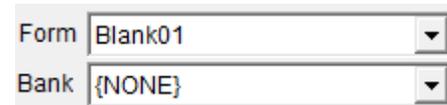
### **ENABLE PRINTBOSS WINDOWS PRINTER DRIVER PROCESSING**

This option must be checked to activate the PrintBoss printer driver interface method. The only time this option is not checked (other than at the direction of Wellspring Software technical support) is when the text file interface is the only method used. All of our current standard interfaces use the printer driver interface method. Only custom interfaces use the text file method.

#### **Always Capture Settings**

When the *Flag Trigger* option is selected on the *PrintBoss Driver Settings* window, this section will not be visible.

Set this option according to the *Installation Notes* for your accounting software. Set the FORM field to *Blank01* and the BANK field to *NONE* for interfaces that use the *Flag Trigger* method.



#### **Request List Determines Form/Bank**

Select this option when instructed by the *Installation Notes* for your accounting software. This option directs PrintBoss to use the entries in the Form/Bank Request List to determine the Form and Bank for a batch of documents. This option is overwritten by PB#INFO when it is selected. (See next paragraph).

### "PB#INFO" flag overrides above

This box should be checked when using accounting software that utilizes both the *Flag Trigger* and *Always Trigger* methods.

### **NT CAPTURE OFFSETS**

The default values typically place data onto the forms correctly. If the data from the accounting software is not lining up within the form correctly, uncheck the *Use Default Offset* box to change the values. **These values are in pixels.** Adjust the values in increments of at least 10. Click the *Defa.* button to reset these values to their default settings for this workstation. Positive values move data down on the form while negative values move data up. **This setting is workstation specific.**

### **WORKFLOW**

Select 'Enable Workflow/Approval Process' to use Workflow.

Select 'Launch PrintBoss Windows Tray Utility on Startup' to use Workflow.

## **Internal**

### **MISC LOCAL PROPERTIES**

#### Suppress warning that PrintBoss is the Windows Default Printer

The PrintBoss printer driver should not be the Window's default printer. If the PrintBoss printer is set as the Window's default printer, the PrintBoss program will generate a warning message. This option should not be checked. Only check this option in special circumstances.

#### Save Printer Settings

This setting is checked by default and allows the PrintBoss program to retain information about specific printers and trays.

#### Suppress dialogs when appropriate

Check one or all of the following options to stop PrintBoss from pop-up a window or flashing in the taskbar when it is processing documents: Print Dialog; Archive; E-mail.

#### Local Drive Letter for Signature Disks

By default, PrintBoss expects the signature disks to be in the A drive of the workstation. Choose the default drive letter appropriate for your workstation.

#### Remote Signature Read Delay (Seconds)

Enter an amount in seconds to delay PrintBoss from reading the signature code until the device is loaded by the OS.

#### Print Status Screen Position

This option allows the user to select the position of the Print Status window. The choices are Top Right, Screen Center, or Bottom Right. The default value is Screen Center.

#### TextCapt Hst Last Used Count

The default setting for this feature is set to 5. It is used for troubleshooting.

#### Minimize PrintBoss on startup

Check this box to minimize PrintBoss after it is opened.

### **MISC APPLICATION PROPERTIES**

#### When launched by Acct. Host, Terminate PrintBoss after Batch Print

Check this box to automatically close PrintBoss when it has been automatically opened by a print job. This will not close PrintBoss if the user manually opens the program.

#### Windows Print Job Limit

This setting allows PrintBoss to help ease the stress of a printer queue. This setting can be used to separate a single large batch into smaller print jobs by creating a pause between each job. The pause allows the first print job to begin processing before the second job is sent to the printer, minimizing the backlog in the printer memory.

### Print Jobs till Prompt to Continue

This feature is available when the *Windows Print Job Limit* has been modified. Enter a value greater than 0 to have PrintBoss prompt the user to send more print jobs to the printer. This feature is often used when printing large batches and provides a prompt to allow the user time to refill a paper tray.

### Delay Between Print Jobs

This feature is available when the *Windows Print Job Limit* has been modified. The value represents seconds and determines the length of the pause between each print job PrintBoss sends to the printer.

### Print Jobs received within these secs are treated as one batch

PrintBoss can be set to "wait" to combine all pages into a single batch for accounting software that sends each page as a separate print job. This only works when the *Append to Transfer File* option is checked on the PrintBoss Driver Settings window.

### Stop Before Print Job starts when invalid printer exists

PrintBoss will determine if a valid printer is selected before it starts the print job when this checkbox is selected.

### Default printer choice for new users (or Terminal Server Clients) is "use Win Default"

There are times when you want to set the printer for the PrintBoss Printer Setup for all users to use the Windows Default printer. This is especially true for users in a terminal server environment using Standard PrintBoss. This option will set this default for all new users. Select this immediately after the initial installation to apply to all users.

### Force form pre-read for each page (helps for multiple forms per batch)

Select this option when more than one PrintBoss Form is used within a single batch.

### Work/Archive File Compression ALWAYS (overrides each form's setting)

This option is only visible with Force form pre-read for each page is selected. Select this option to override the form's settings and always compress Work and Archive Files.

### ReqList Examines all pages for form ID within a batch (not just first page)

This option examines all pages in the batch to determine which Form should be used.

### DocRecip Length

This option determines the length of the DocRecip value. The default is 60 characters.

## GENERAL BANK

### Method of Matching of Bank Code

There are two different methods PrintBoss uses to match the *Bank Code* from the accounting software with the Bank Code in the PrintBoss Bank List (when a Bank Code is used). The most common method is *Enforce Exact Bank Code Match* and requires a character-by-character match for the entire string. The *Allow Partial Match of Bank Code that follows colon:* method looks for an exact match up to the colon (:) in the bank code and then any partial match after the colon.

### Allow for Selection when multiple Bank Codes match

Occasionally, there may be more than one account with the same bank code. Check this option to allow the user to select from a list of the matching bank codes. This is a good feature to select even if you don't expect to have matching bank codes to alert you in case a matching bank code has been inadvertently created. **This feature is required for Microsoft Great Plains Business Solutions products when there is more than one payroll account for the same company.**



See Chapter 8, *Bank Accounts*.

### Allow bank accounts to be AP and Payroll

Most accounting software will use the variables {ChkAcct};{CompName} to allow PrintBoss to choose the correct bank account for each check in a batch. Some accounting software do not print the checking account ID for payroll checks and PrintBoss may substitute the word Payroll for the checking account ID. When the same bank account is used for both AP and Payroll, PrintBoss may generate a list of bank codes every time Payroll is printed after AP or vice versa. Often the Bank Code gets renamed each time. Select this option to use one bank account for both AP and Payroll. PrintBoss will match the company name only for the Payroll checks. The *Enable "Payroll" alias name* must be selected on the Bank Record as well. The alias is only available when *Allow bank accounts to be AP and Payroll* is selected on the Internal tab of the Configuration window.

### Auto Populate Bank List with Unused Records

Select a value to automatically populate the Bank List in PrintBoss. The default is the number of bank records purchased. Ten bank records are provided with each PrintBoss license. This feature is often used with the unlimited bank module to limit the initial population of the bank list. The default for the unlimited bank module is 25.

### Change Bank Code Length

The default Bank Code length is 50 characters. PrintBoss versions prior to version 5.x default to 30. Occasionally, the accounting software sends a longer bank code. In these cases, the bank code length may be increased up to a maximum of 60 characters. If the bank code length is set to a longer value and then decreased, any bank codes that are longer than the new value will be truncated. This action cannot be undone. The bank code length may be changed back to a longer length, but the actual bank codes in PrintBoss need to be edited to match their original names.

### Req List Examines all pages for form ID within a batch (not just first page)

Some accounting software has the ability to send documents with different formats in the same print batch. Select this option to allow PrintBoss to match each document against the Form/Bank Request List to determine the correct Form and Bank for each document in the batch.

### Search Payee List using this method:

The default method is 'Standard Mode' and matches by Payee Name and ID. The other two choices are:

- Match on Payee
- Match on Payee ID

### Number of Payee Accounts Available

The default method is '3'. However, PrintBoss can use up to '9' Payee Accounts.

## Menus

### **ENABLE TOOL BAR**

Check this option to select the menu icons you want to appear as shortcuts on the Master Application window.

### **ENABLE MASTER MENU STATUS PANEL**

When this box is checked, the lower half of the Master Application window shows the *Capturing Status* dialog. This is a great feature for troubleshooting. When this box is not checked, the lower half of the Master Application window is suppressed. The value is checked by default.

### **ENABLE MASTER MENU STATUS TRAY (NORMALLY UNCHECKED)**

Select this option to display the Status Tray at the bottom of the PrintBoss Master Application window.

### **RESET WINDOW SIZES**

PrintBoss remembers the size and location of many of the windows in PrintBoss as a user naturally adjusts them. Click this button to reset all windows to their original default locations and sizes.

## Legacy

Most of the settings on this tab are being discontinued. They are included for special cases where legacy installs of PrintBoss have relied on these features.

### **SUPPRESS FORM'S COMMON PRINTER BY PROJECTING ONTO INDIVIDUAL COPIES (RECOMMENDED)**

Version 5.3 and later can *Suppress Form Printer* and assign the selected printer to individual copies on the Multi-Parts & Printers tab of the Form Editor. The old *Form Printer* choice has been replaced with *Default PrintBoss Printer* on the form's *Multi-Parts and Printers* tab.

### **SHOW "SCAN SCOPE STATUS" BUTTON ON PRINT SCREEN**

We recommend to use the 'Default' setting.

Select *Suppressed* is the same as 'Default'. PrintBoss hides this button on the PrintBoss Print Copies Dialog. The Default setting for new installs is to suppress this button.

Set this option to *Displayed* to display the Scan Scope Status button on the PrintBoss Print Copies Dialog. This button is used to scan the status of the documents defined in the Scope. For example, it might display 3/15 next to the Original copy, indicating 3 of the 15 documents have been processed.

### "STAY ON TOP" METHOD FOR DOCUMENT PRINTING WINDOWS

This option should typically remain at the *Default (Bring to front)* value. Click on the drop-down menu if you prefer a different method.

### VIRUS SCANNER ALLOWANCES

The Virus Scanner Allowances include options for *Alternate Workfile Delete Method* and *Millisecond Wait for files to open*. These options should only be used when instructed by a Wellspring Software support technician. The 'Alternate Workfile Delete Method' is checked by default and the Milliseconds are set to 100.

### HIDDEN FILES

The following features are hidden and require the assistance of a Wellspring Software technician.

#### Graphic Printing Module

This should be *Standard*.

#### Pitch Method used in printing when Pitch is specified

This remains *Precise Pitch*.

#### Include Host Blank Pages

This should remain unchecked.

#### Show "Current Bank" on Master

This is typically not checked and the bank list appears as a drop-down menu at the bottom of the Form Select window. When checked, the bank list appears as a drop-down menu on the Master Application screen of PrintBoss and the list will not appear at the bottom of the Form Select window.

#### Allow Fragmented PB#INFO line

This option should be selected when the *PB#INFO* line or *Trigger* gets fragmented and is selected by default. It must be checked for all Sage 300 ERP users.

#### Workaround for Novell bug

This should be checked for Novell clients/servers only.

## PRINTBOSS DRIVER SETTINGS

PrintBoss Driver Settings provide additional features for working with various host accounting applications. Select **OPTIONS / PRINTBOSS DRIVER SETTINGS** from the PrintBoss Master Application window to view or change these features. Choose the settings recommended in the *Installation Notes* for your accounting software. A description of the settings follows.

### PRINTBOSS DIRECTORY

PrintBoss uses files (such as Form Files, Bank Lists, and Work Files) that are installed in the PrintBoss directory or its descendants. This PrintBoss directory is referred to as the PrintBoss *Home Directory*. The location of this directory is saved in the Local User Registry on each workstation that runs PrintBoss. Select *About* under the *Help* menu in PrintBoss to verify the location of your Home Directory.

The location of the Home Directory can create some confusion. If the PrintBoss program is started from another location (as per the properties of the shortcut icon that starts PrintBoss), it will still use the Home Directory that was originally recorded. This typically occurs when PrintBoss is initially installed locally and then all files are moved to a network location. PrintBoss still looks at the local directory as its *Home*.

To change the Home Directory, choose **OPTIONS / PRINTBOSS DRIVER SETTINGS** and change the *PrintBoss Directory* accordingly. Restart PrintBoss for the change to take effect.

It is strongly recommended that the Home and EXE directories listed on the **HELP / ABOUT** window match. When PrintBoss is automatically loaded by a print job, the executable listed in the Home Directory is used regardless of any shortcut settings.

PrintBoss cannot use two different HOME directories at the same time.

## TRANSFER FILE SETTINGS

### Transfer Folder/File

The *Transfer Folder/File* option under Transfer File Settings should not be selected unless directed otherwise by a Wellspring Software, Inc., support technician. The transfer file is a temporary file that is generated by the PrintBoss printer driver and then renamed and finally deleted. The user must have permissions to create, rename, and delete this file in the Transfer folder. While the folder name is the same for all users, the actual file must be unique for each user or multiple users could overwrite each other's files. The default folder path and file name are {ComAppData\...\Transfer} \ {WinUserName}. This setting is the same for a Terminal Server or Citrix environment. Click *OK* when exiting this dialog.



There are other options for Terminal Server/Citrix environments. See Chapter 6, *Citrix or Terminal Server Installs*, for additional information.

### Use Driver Port

This option should remain unchecked unless directed otherwise by a Wellspring Software, Inc., support technician for troubleshooting.

### Append to Transfer File

This option should be checked for accounting software that sends each document as an individual print job. This allows PrintBoss to wait for additional documents to treat all of the documents as a single batch. Please see the *Installation Notes* specific to the accounting software to determine if this feature should be checked. If checked, the wait increment must be defined in seconds on the *Internal* tab of the Configuration window (OPTIONS / CONFIGURATION).

### Test Path

This option confirms the location specified for the Transfer File Settings exists.

### Driver Log

This setting should be set to *Never* unless directed by a Wellspring Software, Inc., support technician for troubleshooting.

### Load PB32.exe

This option should be checked to automatically load the PrintBoss program when a transfer file is received from your accounting software. This box should NOT be checked for Citrix or Terminal Server installations when the users only have access to "Published Applications" on a Windows 2003 server.



See Chapter 6, *Citrix or Terminal Server Installs*.

## PB 50 DRIVER SPECIAL SETTINGS

This section is unavailable by default and typically does not need to be edited. Check the *Allow Editing* box to access this option.

### Spool Dir

Users must have Read/Write permissions to this directory. The default setting is {ComAppData\...\Spool}. A button labeled *Test* confirms the actual path location. If sufficient permissions do not exist to this path and cannot be granted, there are several options.

- {PrintBoss' Transfer Folder} – This variable sets the PB 50 Driver Spool Directory to the same location indicated by the Transfer Folder/File (see Transfer File Settings). This only works if the Transfer File is set to the local computer.
- {Program Files Dir} – This variable sets the PB 50 Driver Spool Directory to the {Program Files Dir} of the machine where PrintBoss resides. This should NEVER point to a directory not physically on the hard disk of the workstation.
- {ComAppData\...\Spool} – This variable sets the PB 50 Driver Spool Directory to C:\ProgramData\Wellspring\Spool on operating systems beginning with Windows 7. This is the recommended setting for the Spool Dir.

PrintBoss will generate a reminder after clicking OK that changes to the driver spool will not take effect until the workstation is rebooted or the Print Spooler Service is restarted.

## CONFIGURATION SETTINGS SAVE LOCATION

This is set during installation to *Local\_User Registry (Standard)*.



See Chapter 3, Step 4 – *Installation*.

## CAPTURE MODE

### Capture Disabled

PrintBoss is deactivated when this option is selected.

### Flag Trigger Required

PrintBoss looks for PB#INFO (or PBZINFO) in the data. This string has no spaces and is case sensitive – all capital letters. The string specifies the PrintBoss form used to capture the data passed from your accounting software and possibly other requirements such as the appropriate bank record to use.



See Chapter 23, *Capturing and Assigning Text*.

### Always Capture

PrintBoss will attempt to process anything sent to the PrintBoss printer driver when this option is selected.

## MISC SETTINGS

### Suppress "No Flag in Document" warning

This option may be selected for accounting software that utilizes the PrintBoss Trigger or PB#INFO line to specify the appropriate form to use in PrintBoss. The warning that a document without the PrintBoss Trigger has been printed to the PrintBoss printer driver will not be generated when this option is selected. The document will simply be ignored. Nothing will print.

### Operate in ASP mode

This is only for Application Service Provider installations. ASP installations are NOT the same as Citrix or Terminal Server installations. Please contact Wellspring Software, Inc., for licensing and details when installing PrintBoss for an ASP.

### Printer List Settle Time

This allows the Windows Printers list to "settle" in an environment where printers are shared. This feature is especially helpful in Citrix or Terminal Server environments. The default value is 200.

### Print Job Delete Secs

This option should only be used when instructed by a Wellspring Software support technician.

### Render Method

The Render Method applies to the PrintBoss driver and only has an impact when the textcapt.hst file is created. For most accounting applications, this is set to Default. Original is sometimes used for Great Plains Dynamics and Special is sometimes used for Adagio. This option should only be used when instructed by a Wellspring Software support technician.

# ABOUT PRINTBOSS

Click on the HELP menu and select ABOUT to review system information for your PrintBoss program.

## CHECK FOR PRINTBOSS UPDATES ONLINE

This option allows a workstation that is connected to the internet to poll the Wellspring Software web site to check for a newer posted version of the software. If a newer version exists, options for updating are provided.

- ✓ **A current service contract is required to download an update.**
- ✓ **An update will not and cannot overwrite or delete the bank files or the forms currently being used.**
- ✓ **Updates should only be run when all other users have CLOSED the PrintBoss program.**

This option may be restricted by the security settings within PrintBoss.



See Chapter 11, *Security Features*.

### **VERSION INFO**

This section lists the version of the executable that is currently open. It also lists the version information for the PrintBoss printer driver installed on the workstation.

### **LICENSE**

This section lists license information including the serial number and site location. Please see your license agreement for more detail.

### **DIRECTORIES**

This section lists the directories for the PrintBoss program executable that is currently open and the *Home* directory indicated by the settings.

The Accounting Hosts listed include the accounting software selected during a PrintBoss Installation along with any additional accounting software setup within PrintBoss after the initial installation. Most editions of PrintBoss can be setup to work with multiple accounting software packages.



Please see *PrintBoss Directory* under *PrintBoss Driver Settings* earlier in this chapter.

### **LIST CURRENT USERS**

This button lists the current computers and users running this copy of PB32.exe.



## THE PRINTBOSS PRINTER DRIVER

The PrintBoss printer driver is the link between the accounting software and the PrintBoss application. The PrintBoss printer driver is designed to appear as a normal printer driver to the accounting software. However, this printer driver does not actually print anything. It simply passes the data printed by the accounting software to the PrintBoss application.

The PrintBoss printer driver should NOT be the Windows default printer, nor the accounting software's default printer. This printer driver should only be selected for printing documents intended to be formatted or processed by the PrintBoss application.

- ✓ **Do NOT rename or modify the properties of the PrintBoss printer driver.**

### PRINTBOSS 50

PrintBoss 50 is the newest PrintBoss printer driver. It is NOT a kernel mode printer driver. For this reason, it is the default driver to install on Windows 8, Windows 8.1, Windows 10, and 64-bit workstations, as well as Servers 2008, 2008R2, 2012, and 2016, Citrix servers, and Terminal Services environments.

- Ⓟ It is possible to pass graphics from the accounting software to the PrintBoss Form when using the PrintBoss 50 driver with PrintBoss Enterprise. This is only available with the Enterprise edition.

## MANUAL INSTALLATION OF THE PRINTBOSS 50 DRIVER

The driver is usually installed during installation. Occasionally, the printer driver needs to be installed or reinstalled manually.

1. Navigate to the Windows' Printers Control Panel.
2. Click on the **Add printer** wizard.
3. Choose to install a local printer.
4. DO NOT select *Plug & Play* to automatically detect a printer.
5. Select **nul: (Local Port)**.
6. Click **Next**.
7. When asked for the printer driver, click on the **Have Disk** button.
8. Browse to the **PrintBoss** directory.
9. Open the appropriate folder (**NT50**).
10. Select the **PB50Printer.inf** file from the folder.
11. Click **Open**.
12. Click **OK**.
13. Click **Next**.
14. Select **Replace the current driver** if asked this question.
15. DO NOT change the **Name** of the PrintBoss printer driver.
16. DO NOT **Share** the PrintBoss printer driver.

17. DO NOT set the PrintBoss driver as the **default** printer.
18. DO NOT print a test page.
19. Despite any Microsoft warnings about certificates or testing, complete the install of the printer driver.

## CITRIX OR TERMINAL SERVER INSTALLS

Citrix is a super-set of Terminal Services. For the remainder of this chapter, references to Terminal Server include Terminal Server and Citrix server. Their treatment and setup for PrintBoss are the same.

A Terminal Server is actually a PC that is connected to a LAN (Local Area Network). Clients that connect to the Terminal Server are running sessions on the Terminal Server and only the I/O (mostly keyboard, video, and mapped printers) is transmitted back and forth to the client stations. The functions are the same as if the user is actually sitting at the Terminal Server. As such, the PrintBoss printer driver must be installed on the Terminal Server and the PrintBoss Home folder located on the LAN server or, in unusual cases, on the Terminal Server if ONLY Terminal Server clients will be using PrintBoss. Since the PrintBoss Home folder is normally on the LAN server, only a workstation install is necessary on the Terminal Server.

The installation of PrintBoss is not much different than installation on any LAN workstation (see Chapter 3, *Installation*). The Setup.exe install program is run from an existing PrintBoss folder on the LAN. It is important to run the setup while logged in as the Terminal Server Administrator. If this is the first install on the LAN, choose a destination folder that will be accessible for all PrintBoss users, both LAN workstations and Terminal Server clients.

Within an accounting application, documents intended to be printed by PrintBoss should be sent to the PrintBoss 50 printer driver. The printer driver communicates with the PrintBoss application and will ultimately send the documents to the printer specified by each user from the PrintBoss application.

### NOTE:

The printer choices are saved by user on a Terminal Server.

- ✓ **Do NOT use PrintBoss with multiple operators using the same Windows User Name.**
- ✓ **Do NOT install PrintBoss in the Program Files folder W2008 servers and above.**

## WARNINGS

The Terminal Server may be setup 2 different ways to operate as a workstation. This setup has a significant impact on the settings in PrintBoss and how it is used.

### Desktop Terminal Server Session

This method defines a shortcut that starts the Terminal Server session without identifying a specific application. Once the session starts, the operator sees a Windows Desktop on the Terminal Server as if sitting at the Terminal Server. The desktop includes the Windows *Start* menu, quick launch, taskbar, and tool tray along with any icons on the desktop. When the operator starts an accounting application and that application initiates a call to PrintBoss, it automatically loads PrintBoss and runs the batch of documents. This process is the same as a standard workstation install of PrintBoss.

## Published Applications

This method identifies a specific application when the session is started. In fact, when the window opens, the only application running is that specific application and there may be no other buttons within the session window (i.e. no other application can be launched from the Terminal server). This is sometimes referred to as a Published Application. This method is often used for security reasons. Normally when a batch is printed to the PrintBoss printer driver, the driver loads the PrintBoss program (if it is not already running). In the case of a Published Application, the session does not always allow other applications to start.

The work around for this is to set PrintBoss to NOT load automatically which is the default setting. Open the PrintBoss program. Click on the OPTIONS menu and select PRINTBOSS DRIVER SETTINGS. Underneath the Transfer File Settings area there is a checkbox called *Load PB32.exe*. UNCHECK this option. In addition, select the Citrix setting that loads applications after printers are loaded or assigned. PrintBoss will open when a batch is sent to receive the documents.

### NOTE:

For Windows Servers 2008 and above, PrintBoss can be auto launched by the host accounting system. No changes need to be made to PrintBoss to accommodate Published Applications.

## PRINTBOSS SETTINGS

Many of these settings are the same as a standard PrintBoss installation.

### NOTE:

Log in to the Terminal Server as ADMINISTRATOR before installing PrintBoss. After completing the setup, individual users should be able to log in with all settings complete.

## Options / Configuration

### PRIVATE FOLDER NAMES

Check the *Set Globally* box in the upper right corner of this selection. This will set the work file and archive file private folder names to {WinUserName}.

### ENABLE PRINTBOSS WINDOWS PRINTER DRIVER PROCESSING

This option should be checked.

### ALWAYS CAPTURE SETTINGS

Set according to the *Installation Notes* for your accounting software.

### “PB#INFO” FLAG OVERRIDES ABOVE

This option should be checked.

## Options / PrintBoss Driver Settings

### PRINTBOSS DIRECTORY

This is the location of the PrintBoss directory, probably on the LAN server. Users will need FULL CONTROL of this directory.

### TRANSFER FILE SETTINGS

The recommended Transfer Folder/File Name for Terminal Servers is {ComAppData\...\Transfer}\{WinUserName}. This path determines the "All Users" location on the server and creates the Transfer folder under Wellspring\PrintBoss. It also MUST be in a location that is on the local hard drive of the Terminal Server. In some instances, Terminal Servers are configured so the local drive is a letter other than C:\. In this case it would be appropriate to use that letter, such as *M:\ProgramData\Wellspring\PrintBoss\Transfer*. This is a global setting for

all Terminal Server users on each Terminal Server box. The Transfer File MUST be {WinUserName} (or some other dynamic derivative) on a Terminal Server, otherwise Print Jobs will get mixed between users.

#### **APPEND TO TRANSFER FILE**

This option is checked only if required per the PrintBoss *Installation Notes* for the accounting software.

#### **LOAD PB32.EXE**

This should be checked for *Desktop* Terminal Server setups as well as *Published Applications* beginning with Server 2008.

#### **PB 50 DRIVER SPECIAL SETTINGS**

The default is {ComAppData}\...\Spool}.

Users need Read/Write/Modify permissions to this directory, but Full Control is preferred. Restart the Print Spooler (or restart your PC) once changes are made to this setting.

#### **CONFIGURATION SETTINGS SAVE LOCATION**

This should be set to *Local Registry & User Registry (Standard)*.

#### **CAPTURE MODE**

Either *Flag Trigger Required* or *Always Capture* should be selected, depending on the *Installation Notes* for the accounting software.

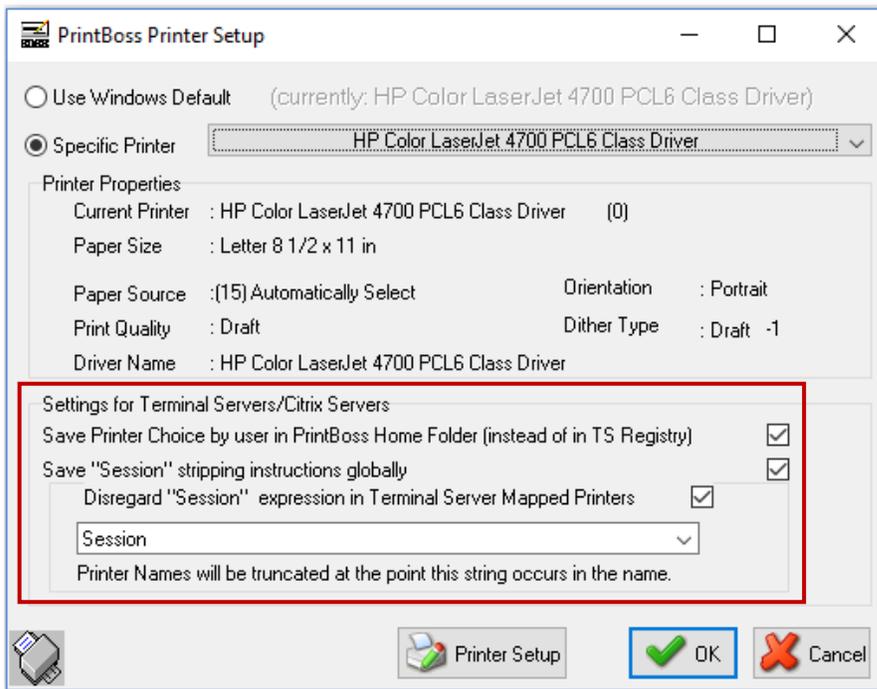
## **PRINTER SELECTION**

Once PrintBoss is installed, each user may select a default LaserJet printer as the destination for PrintBoss documents. Select FILE / PRINTER SETUP on the PrintBoss Master Application window.

The Windows' printer list often displays each printer with a session label. If a user logs in during one session, selects a printer with that session label, logs off, and then logs in at another time during a different session, the printer will have a different session label even though it is the same printer. PrintBoss will perceive the different label as a different printer. The original printer name will not be available and PrintBoss will generate an error message when opening the application. PrintBoss will then automatically select the Windows default printer.

A work around is to select the option *Use Windows Default* in the Printer Setup window. PrintBoss will select the default printer for the user's session.

- Ⓟ PrintBoss Enterprise users have an option to define the "label" for the session and have PrintBoss truncate this label or session "ID" when reviewing the list of printers. This eliminates the recognition conflict when the user logs into different sessions and allows the specific printer to be selected and retained for all sessions.



- The first checkbox saves these settings in the PrintBoss folder instead of the registry of the server.
- The 2<sup>nd</sup> checkbox saves this setting globally so it applies to all users.
- The 3<sup>rd</sup> checkbox enables the Session box to enter either Session or Redirected, depending on your setup.

## SOFTWARE UPDATES

PrintBoss Software can be updated with a valid service contract. This is the same service contract that allows you to call Wellspring Technical Support for help. There are basically two ways to update your software.

1. Online through our web update.
2. Offline after a file downloads from our web site.

## AUTOMATED ONLINE UPDATES

Online updates are automated for your convenience. Call your IT department if you have trouble performing live updates through your firewall.

1. Open the PrintBoss Master Application window.
2. Click on the **Help** menu and select **About**.
3. Click on the **List Current Users** button at the bottom right of the **About** window to ensure all users have closed PrintBoss except the person running the update.
4. Click on the **Check for PrintBoss updates Online** button at the top right of the **About** window.
  - a. This button is available for PrintBoss versions 5.x and above.
  - b. The About window also contains useful information about your version and the location of the PrintBoss Home directory.
5. Click **Yes** to continue.
6. Click **Run** on the File Download – Security Warning window.
7. Click **Continue** if you receive a user account security warning.
8. Click **Unblock** if you receive a Block warning.
9. Other warnings may appear based on your internet browser software or setup. Answer appropriately to continue with the live web update.
10. The PrintBoss Web Update window opens.
11. Click **Update License from Web** to refresh your license file.
  - a. PrintBoss will not allow you to continue when your License Date is expired.
  - b. Please call Wellspring Software to renew your Service Contract before your License Date expires.
12. Click **Continue with Update** if you have a valid License Date.
  - a. Please call Wellspring Software if you believe you have a current service contract and the License Date shows as expired.
13. The web will initiate 2 downloads.
  - a. The first download is the updated PrintBoss software.
  - b. The second download is the updated PrintBoss Help files.
14. PrintBoss will launch Setup.exe immediately after the Help file is downloaded and will automatically update your software.
15. Wait for the PrintBoss Setup/Update window. It should indicate PrintBoss has successfully updated. Press **OK**.

You can now open PrintBoss and begin using your updated software. Please call Wellspring Software Technical Support if you receive any errors during this process.

# OFFLINE MANUAL UPDATES

Offline updates are helpful when your firewall does not allow you to use the live update option. Even if you do not have internet access at work, you can use this method from any computer to download an updated version of PrintBoss and copy it to your local workstation at the office to initiate the update process.

1. Open a web browser and point it to [www.wellspringsoftware.com](http://www.wellspringsoftware.com). This opens the Wellspring Software web site.
2. Roll your mouse over the **Support** in the ribbon towards the top of the page and select Downloads.
3. Click on **setup.exe**, which is the first entry, and **Save** this file to your computer or removable media.
  - a. **DO NOT** click on PBUdate. This initiates a live web update and is available for PrintBoss versions prior to 5.0.
4. Copy the setup.exe file to the root of the PrintBoss folder if you did not download it from a computer with PrintBoss.
5. Double-click on **Setup.exe** and follow the prompts.
  - a. **Host Accounting System** – Select your current accounting system from the list if it is not displayed.
  - b. **Install PrintBoss into this directory** – Confirm this is the current location of your PrintBoss Home directory. This may be a server location or your local C:\ drive.
  - c. **Install Type** – Select **Update**.
6. Click **Next** to accept the License Agreement.
7. Click **Next** again. Select **'Start Install Steps special for this host'** to update crystal reports or package files for you accounting software.
8. Choose settings to complete the setup.
  - a. These settings are pulled from your current PrintBoss settings.
  - b. **Re-Install "Printer 50" Printer Driver on Finish** – The driver you are currently using should already be selected.
  - c. **Update "Desktop" icons calling PB32.exe** – Check this option.
  - d. **Update "Quick Launch" icons calling PB32.exe** – Check this option.
9. Click **Finish**. PrintBoss will complete the installation.
10. Click OK on the PrintBoss Setup/Update window. It should indicate PrintBoss has successfully updated.

You can now open PrintBoss and begin using your updated software. Please call Wellspring Software Technical Support if you receive any errors during this process.

## BANK ACCOUNTS

Bank Accounts, or Bank Records, are typically setup in PrintBoss after the application is installed and provide options to work with your accounting software. Additional records can be purchased as needed.

PrintBoss provides a database, or Bank List, that stores information used to print checks. Bank data is not pulled from the accounting software's database. The information stored can include the Bank Name, Bank Address, Bank MICR information, and Company Information for the account. The MICR information includes the bank routing number, account number, and check number format. Since PrintBoss can store multiple bank accounts, there is normally some data from the accounting software that PrintBoss can use to select the correct bank record when a check is printed through PrintBoss. Once the account is selected, PrintBoss can use any of the fields in the bank record as the source for commands. In particular, the #MICR command is used to print the MICR across the bottom of the check.

Initially, the Standard edition of PrintBoss provides 10 bank records for your convenience. More accounts can be added by purchasing and installing a Bank Module. Each module, or Bank Key, adds 5 blank bank records to the database in PrintBoss. When the number of purchased bank accounts reach 80 (14 modules), the number of available records becomes unlimited. Contact Wellspring Software to purchase additional Bank Modules or visit our web site.

See **Appendix A** for a more thorough description of the fields on the PrintBoss Bank Edit window.

Ⓟ PrintBoss Enterprise has unlimited bank records.

## CREATE A BANK RECORD

Fill in the fields that will be used for printing checks. Sample data is provided for many of the fields. If you do not want to use or display a field, make sure it is blank.

### NOTE:

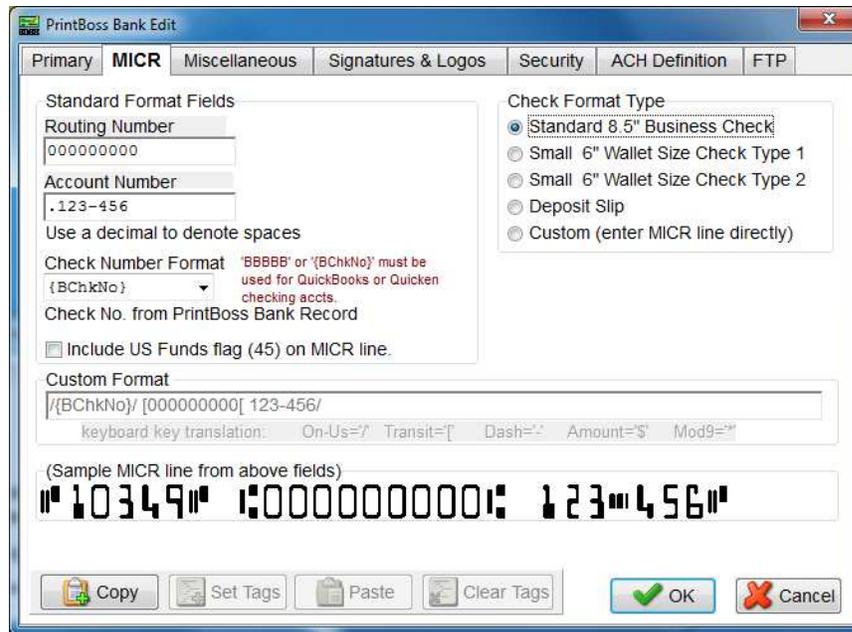
Beginning in PrintBoss version 5.71.1, PrintBoss includes *Wizards* to assist in setting up Bank information as well as Logo and Signature files.

1. Click on the **Edit** menu and select **Bank List** from the main PrintBoss window. The PrintBoss Bank List opens. Initially, the *Bank Code* for each record starts with *Unused*.
2. Select the first available record.
  - a. Select an Unused Bank if one is available.
  - b. Click the plus  button in the menu bar if you have unlimited banks and need to add a new record or if you rebuilt your table after deleting records.
3. Select the **PrintBoss Bank Edit** window.
  - a. Double-click on the record; OR
  - b. Click the **Edit Bank** button.
4. Enter data for the appropriate fields. The following steps include recommendations.
  - a. **Primary** tab:

- i. **Bank Code** – Required. This should match the checking account code used in your accounting software. Beginning with PrintBoss version 6.01.3, the default is 60 characters. Prior to version 6.01.3, this field is limited to 50 characters and can be updated to 60 characters.
- ii. **Bank Prompt** – PrintBoss will leave the Record number in this field if it is not changed. Enter a prompt that will help you identify this account. The field length is 25 characters.
- iii. **Bank Information** – Typically, the Name and Address1 fields are used. The Address1 field usually contains the city and state of the bank. The other fields in this section are often blank. Each field in the Bank Information section has a length of 40 characters.
- iv. **Company Information** – Fill in the fields to be printed on the check face. Unused fields must be empty to prevent them from printing.
  1. Name – The company name is entered when a logo is not used. The field length is 60 characters.
  2. 2<sup>nd</sup> Name – This field is available for a second name or d/b/a. This field is often blank. The field length is 60 characters.
  3. Address 1 – Enter the street address for the company. The field length is 40 characters for each address line.
  4. Address 2 – Enter the city, state, and zip or postal code for the company.
  5. Address 3 – Optional; may contain country, phone, fax, or email information.
  6. Address 4 – Optional; may contain country, phone, fax, or email information.
- v. **Fractional Code** – Enter the Transit number provided by the bank. Use the slash (/) symbol to represent the fraction symbol (–). The field length is 20 characters.
- vi. **Next Check Number** – This field is ignored unless you are using accounting software, such as QuickBooks, that does not print a check number to PrintBoss. If this is the case, enter the next check number from the check registry. PrintBoss will prompt the user to confirm or change this value at the beginning of each check batch. This field will NOT update the check registry in the accounting software. The field length is 10 characters.
- vii. **Confirm Check # at start of batch** – See the *Installation Notes* you printed for your accounting software. Typically, this is set to *Auto...*
- viii. **Include bank on Popup Bank Request List** – Optional. Typically, the word *Unused* is left at the beginning of the Bank Code for unused bank records and **Suppress if "Unused" in Bank Code** is selected from the drop-down menu. This will remove all unused bank records from the popup Bank Request List when a Bank Code match is not detected by PrintBoss.

- ix. **Password Required at start of batch** – Optional. This feature provides the ability to limit the use of this bank record. If a password is entered, the ability to view or edit the bank record should be removed under Options/Security on the PrintBoss Master Application.
- x. **Account Auto Select Options** – Optional.
  - 1. **Always Confirm Auto Selection** – This feature is only available when the **Enforce Exact Bank Code Match** and **Allow for Selection when multiple Bank Codes match** options are selected at the bottom of the Options / Configuration / Internal tab in PrintBoss.
  - 2. **Enable "Payroll" alias name** – This feature is only available when **Allow bank account to be AP and Payroll** is selected at the bottom of the Options / Configuration / Internal tab in PrintBoss.

b. **MICR tab**



- i. **Routing Number** – Enter this value exactly as it is provided by your bank, including dashes. This field allows a maximum of 11 characters to allow for longer routing numbers with a dash.
  - ii. **Account Number** – Enter this value exactly as it is provided by your bank, including dashes. Use periods to represent spaces. Spaces, and not the periods, will display in the MICR Line. The maximum number of characters allowed is 20.
  - iii. **Check Number Format** – Select the value indicated by the *Installation Notes* printed for your accounting software. Most accounting packages use CChkNo. QuickBooks and Quicken use BBBB or BChkNo.
  - iv. **Include US Funds flag (45) on MICR line** – Select this option when the US Funds flag is required. This is typically for Canadian checks written on US Funds.
  - v. **Custom Format** – This field cannot be edited unless the *Custom* radio button under the *Check Format Type* section is selected. This is not recommended without the assistance of a Wellspring Software technician.
  - vi. **Sample MICR line** – This graphic displays how the MICR will look on the check or deposit slip.
  - vii. **Check Format Type** – Choose **Standard 8.5" Business Checks** for most applications.
- c. **Miscellaneous tab** (Optional)

PrintBoss Bank Edit

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

Miscellaneous Information	
Description	Values
1 Void	
2 Misc Field 2	
3 Misc Field 3	
4 Misc Field 4	
5 Misc Field 5	

Miscellaneous Flags	
Description	Values
1 2nd Signature Line	<input type="checkbox"/>
2 Misc Flag 2	<input type="checkbox"/>
3 Misc Flag 3	<input type="checkbox"/>
4 Misc Flag 4	<input type="checkbox"/>
5 Date/Amount Box	<input type="checkbox"/>

Special Items

Canadian Style Date/Amount

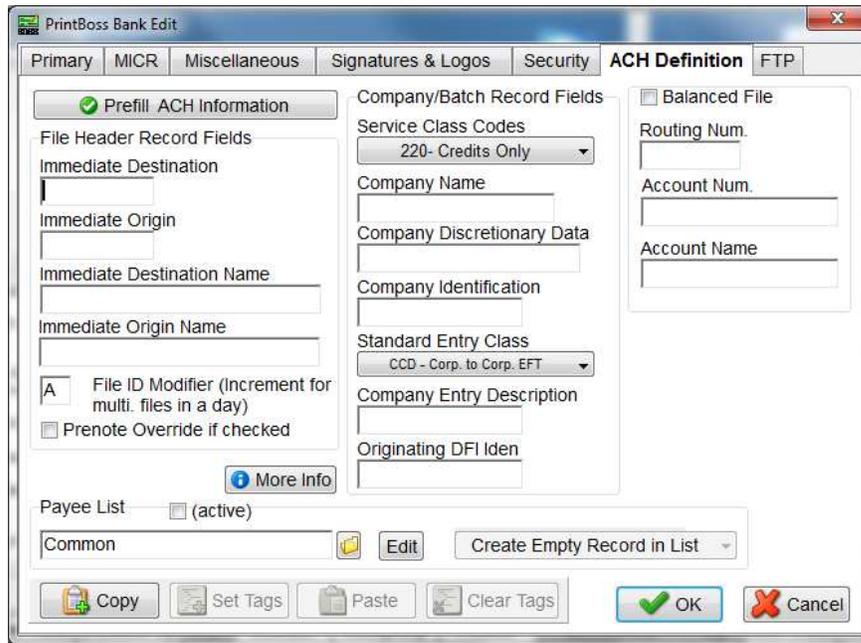
Enable Security Text on Check

Copy Set Tags Paste Clear Tags OK Cancel

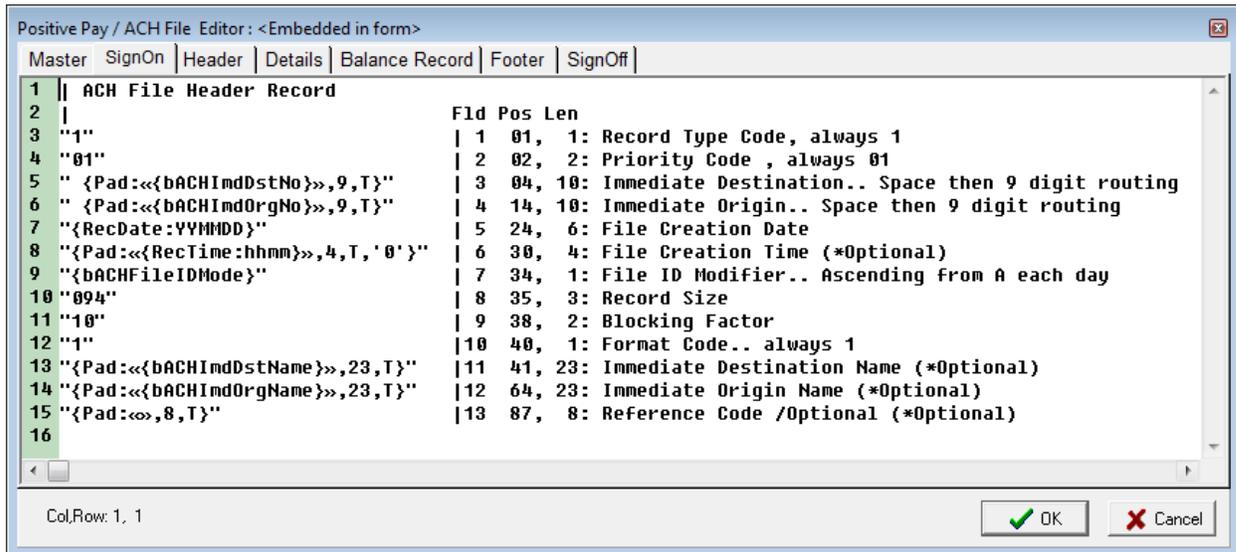
- i. **Miscellaneous Information** – Optional. These fields are available to accommodate special circumstances, such as adding Text to the check that is specific to this bank account. These fields are often used to hold EFT information as well. The Values field can contain a special value or text and can be added to the check or used in a Positive Pay or EFT file. The Description field can be edited to describe the item in the Values field. The field length for each value is 40 characters.
- ii. **Miscellaneous Flags**
  1. **2<sup>nd</sup> Signature Line** – Select this checkbox to add a second signature line to your checks for this bank record.
  2. **Miscellaneous Flags** – Optional. These fields are available to accommodate special circumstances and evaluate to True when checked. The Description field can be edited to describe the purpose of the flag.
  3. **Date/Amount Box** – Select this flag to use the older Date/Amount Box format instead of the newer Convenience Amount format. The newer format is often preferred by banks that scan the dollar amount.
- iii. **Canadian Style Date/Amount** – Select this checkbox if you want the style of the date and amount on the check to follow the CPA Standard 006 format.
- iv. **Enable Security Text on Check** – Remove this check box to remove the security text on the upper right section of the check face.
- d. **Signatures & Logos** tab (Optional)

Graphic Objects		File Name	Position	Options	Range Condition	Size		
			X	Y	Hi	Lo	Wdt / Ht	Percent
<b>Logo Properties</b>		wellspringLogo_be.25%.bmp	0.300	7.750	0.00	0.00	0.900	100
<b>Signature Properties</b>		SIG501.SIG	5.100	9.750	0.00	0.00	3.000	100
<b>Signature 2 Properties</b>			5.100	9.250	0.00	0.00	3.000	100

- i. **File Name** – Enter the file path and name, including the extension, or browse to select a Logo or Signature for the appropriate field. The graphic files associated with these file names should be stored in the Logos folder of the PrntBoss directory folder. These graphics are bank specific and will only print when this bank record is used. The field length is 40 characters.
  - ii. **Position** – Adjust the **X** (horizontal) and **Y** (vertical) positions for the graphic. These measurements are in inches from the left and top edge of the page, respectively.
  - iii. **Options** – Enter an option to apply to the graphic. For example, /Watermark adds a medium watermark to the graphic when the variable associated with this option is added to the form (see Appendix A).
  - iv. **Range Condition** – Add a high and low dollar amount to determine when a signature should print on a check. Example: Enter 10000 in the Lo field and 9999999 in the Hi field of Signature 2 to only print the signature file associated with this field when the check amount is greater than \$10,000 and less than \$10 million.
  - v. **Size** – Adjust the size of the Logo or Signature by inches (**Width and Height**) or **Percent**. You cannot use both at the same time. Percent is the preferred method as it maintains the aspect ratio of the Logo and Signature(s).
  - vi. **Align Address** – PrintBoss version 5.736 and above includes the options to align the address ‘Below’ the logo or to the ‘Right’ of the logo. This feature automatically works with newer PrintBoss Forms included with PrintBoss 6.0 and above.
- e. **Security** tab (Optional) – See *Bank Security* later in this chapter.
  - f. **ACH Definition** tab (Optional) – See *Ach Setup*, Chapter 20, for more information.



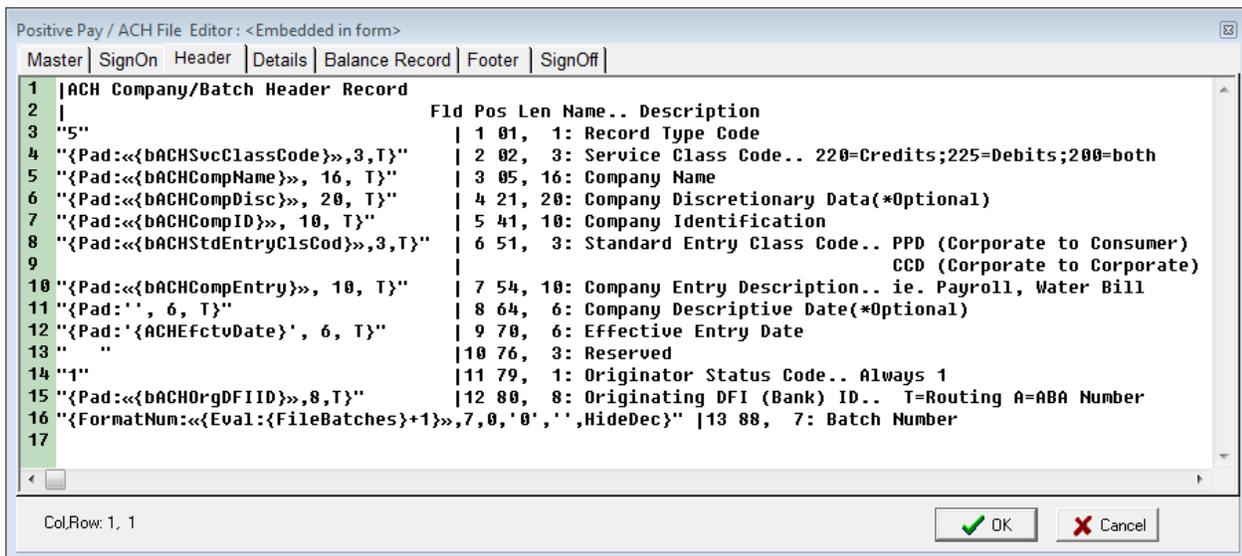
- i. **Prefill AHC Information** – Beginning with version 6.01.1, a prefill button has been added to prefill fields from the Primary and MICR tabs of the Bank Record. **NOTE:** This should not replace confirming this information with your bank, but does provide a quick way to test ACH.
- ii. **File Header Record Fields** - These are the fields referenced in the SignOn tab of the ACH File Editor.
  1. **Immediate Destination** – Enter the routing number for the ACH Operator that will receive the file. The field name is {bACHImdDstNo}. The field length is 9 characters, but can be adjusted to 10 with the help of a Wellspring Software technician.
  2. **Immediate Origin** – Enter the routing number for the ACH Operator that will send the file. Normally, this is the same value as the Immediate Destination unless the bank provides other instructions. The field name is {bACHImdOrgNo}. The field length is 9 characters, but can be adjusted to 10 with the help of a Wellspring Software technician.
  3. **Immediate Destination Name** – Enter the name of the ACH Operator, bank, or receiving point that will receive the ACH file. The field name is {bACHImdDstName} and may contain up to 23 characters.
  4. **Immediate Origin Name** – Enter the name of the ACH Operator, bank, or sending point that is sending the file. The field name is {bACHImdOrgName} and may contain up to 23 characters.
  5. **File ID Modifier** – This field starts with ‘A’ and should be manually incremented for each file printed in a single day. The field needs to be manually reset for a new day if more than one file was sent previously. The field name is {bACHFileIDMode} and is only 1 character in length,
  6. **Pre-Note Override if checked** – This field is a global override command that ignores the individual ‘Pre-Note’ settings in the Payee List records. This field should only be checked when testing ACH with the bank or when the first file is sent to the bank and should be removed after testing. New recipients can be pre-noted in the Payee List.
  7. The following is an image of the SignOn tab for the ACH File Spec where these fields are used:



iii. **Company/Batch Record Fields** – These are the fields referenced in the Header tab of the ACH File Editor.

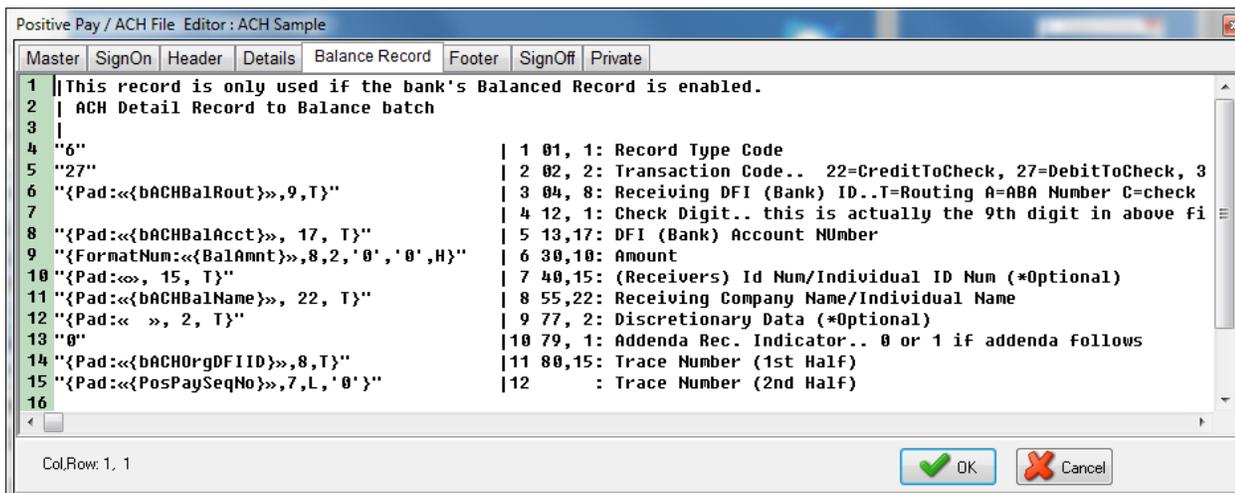
1. **Service Class Codes** – Select the appropriate Service Class Codes from the drop-down menu. The field name is {bACHSvcClassCode} and contains 3 characters. The choices are:
  - a. 200 – Mixed Credits
  - b. 200 – Mixed Debits
  - c. 220 – Credits Only
  - d. 225 – Debits Only
  - e. 280 – Automated

Mixed Credits or Debits are used with banks that require a Balanced File.
2. **Company Name** – Enter the Company Name as it appears on this bank account. This is typically a truncated version of the Immediate Origin Name entry. The field name is {bACHCompName} and has a length of 16 characters.
3. **Company Discretionary Data** – This is an optional field to enter one or more codes to identify this batch. This is for company use only. The field name is {bACHCompDisc} and contains 20 characters.
4. **Company Identification** – Enter a specific company identifier, usually “1” followed by the Employer Identification Number (EIN). The field name is {bACHCompID} and is 10 characters in length.
5. **Standard Entry Class** – Select the appropriate code from the drop-down menu. The field name is {bACHStdEntryClsCod} and contains 3 characters. The choices are:
  - a. CCD – Corporate to corporate EFT; used to pay vendors
  - b. PPD – Prearranged payment and deposit; used to pay employees or individuals
  - c. CTX – Corporate Entry Detail Record; A CTX file is only available as a customization.
6. **Company Entry Description** – Enter a description for this batch that will be communicated to the receiver, such as PAYROLL or PURCHASES. The designation is established by the company. The field name is {bACHCompEntry} and is 10 characters in length.
7. **Originating DFI Identification** – This value is typically the first 8 digits of the originating bank’s routing number. The field name is {bACHOrgDFIID} and contains 8 characters.
8. The following is an image of the Header tab for the ACH File Spec where these fields are used:



iv. **Balanced File** – Select this column when the bank requires a balancing entry for the credits (or debits) listed in the Detail section of the ACH file. The fields will then appear on the Balance Record tab of the ACH File Editor.

1. **Routing Number** – Enter the routing number with leading zeros as entered in the Originating DFI Identification field. The field name is {bACHBalRout} and can accommodate up to 8 characters. A check digit is added by PrintBoss per the ACH Rules to create a 9-character field.
2. **Account Number** – Enter the account number for this bank record. The field name is {bACHBalAcct} and can accommodate up to 17 characters.
3. **Account Name** – Enter the company name as it appears on this bank account. The field name is {bACHBalName} and includes 22 characters.
4. The following is an image of the Balance Record tab for the ACH File Spec where these fields are used:



v. **Payee List** – The Payee List determines which vendors or employees will receive payment through ACH (see the image at the beginning of page 38). This feature also provides fields to store the required ACH information used on the Details tab of the ACH File Editor. Alternatively, these fields may be assigned from data that is printed from the accounting system.

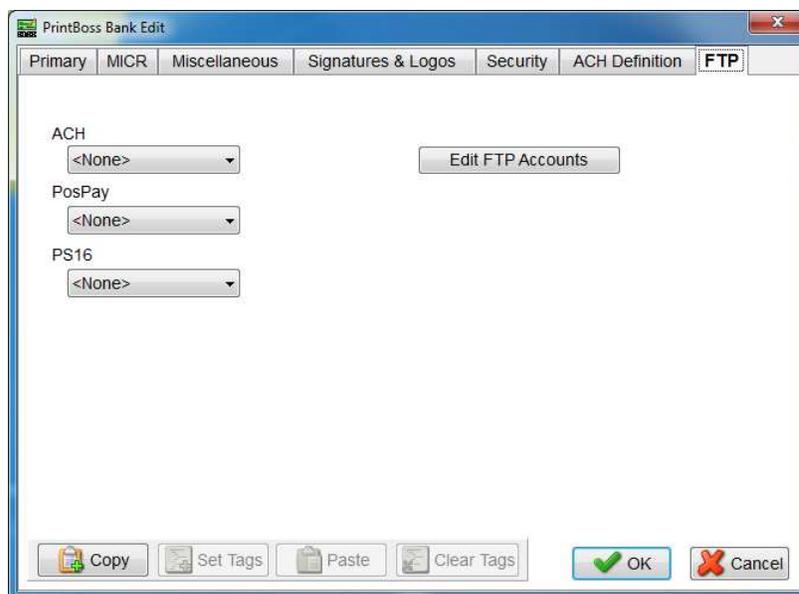
1. **(active)** – Select the Payee List check box to activate this feature.
2. **Browse button** – Select the folder “Browse” button to select the name of a Payee List. The Payee List is created under the Edit menu. Create a Payee List for this bank before activating this option.

3. **Add Record** – Click on the “add record” drop-down menu to choose how to treat new records when there is no current match for the payee name. The choices are:
  - a. **Create Empty Record in List** – Creates an empty record with only the {DocRecip} name from the check batch. The record will not be active in the Payee List.
  - b. **Ignore Payee** – This is the default beginning with PrintBoss version 6.01.3.
  - c. **Alert with option to Add/Ignore** – PrintBoss will prompt the user to Add or Ignore a record that does not have a match in the selected Payee List.
- vi. **More Info** – Click this button to view a list of fields that must be assigned from data printed from the accounting software or entered in the Payee List as well as optional fields to assign.

**NOTE: For more information on ACH, see Chapter 19.**

- g. **FTP tab (optional)** – See Chapter 21, *FTP*, for more information.

Ⓟ



- i. **ACH, PosPay, and PS16** – Select a predefined FTP account if you will be using FTP with any of these features. A separate FTP account can be selected for ACH, PosPay, and PS16 files.
  - ii. **Edit FTP Accounts** – This button provides access to the FTP Editor if the user has sufficient security to the FTP Editor.
5. Click **OK** to save changes to the information.

**NOTE:**

Changes made to Logos or Signatures in a bank record only apply to that bank record. If more than one bank record includes a logo or signature that requires an adjustment, the change needs to be made to each bank record.

## COPY/TAG/PASTE

Occasionally, it is beneficial to copy part or all of the information from one bank record to another. This is accomplished using the Copy/Set Tags / Paste / Clear Tags buttons at the bottom of the Bank Edit dialog as follows.

### COPY

1. Select the Bank Record you want to copy and click the **Edit Bank** button to open the Bank Edit dialog.

2. Click the **Copy** button. Almost all of the fields from the current bank (on all tabs) will be stored on an invisible clip board. These fields cannot be Paste at this point.
3. Proceed to Set Tags.

### SET TAGS

Start with the instructions for Copy above.

1. Open the destination or new Bank Record.
2. Click the **Set Tags** button to select all fields. Only fields that are tagged will be filled from the clip board. Tagged fields are displayed in yellow. Notice PrintBoss will not tag the Check Number Format, Check Format Type, or Custom Format fields on the MICR tab. There are a couple of fields on the Primary tab that are not highlighted as well.
3. Hold the **CTRL** key and **click** in a field to remove the tag. This will toggle off and on.
4. Proceed to Paste.

### PASTE

Start with the instructions for Set Tags above.

1. Click the **Paste** button after you are finished removing or adding tags to the Bank Record fields.
2. Proceed with Clear Tags.

### CLEAR TAGS

This button will turn off the highlight on all fields.

1. Hold the **CTRL** button and **click** on a field to clear the highlight from that specific field.
2. Click the **Clear Tags** button after you finish pasting fields. This will not clear the data in the fields.
3. Click **OK** when you are finished.

## ADDING BANKS

The Standard edition of PrintBoss includes 10 bank records. Additional bank records can be added by purchasing a Bank Module, previously called a *Bank Key*, from Wellspring Software. Each bank module adds 5 bank records.

There are two ways to activate additional Bank modules. Your computer must have internet access to use either of these methods. Please contact Wellspring Software if you do not have internet access.

- Ⓟ PrintBoss Enterprise includes unlimited bank records. Simply click on the plus (+) sign in the menu bar of the PrintBoss Bank List to add bank records. Beginning in version 6.01.4, PrintBoss automatically adds 5 bank records when there are no 'Unused' bank records.

There are two ways to activate additional Bank modules. The computer must have internet access to use either of these installation methods. Please contact Wellspring Software if you do not have internet access.

- Click UTILITIES from the main PrintBoss window and select INSTALL MODULES / BANK LIST MODULES / INSTALL BANK MODULES. Enter the codes provided with the bank module purchase.
- Or use the online installation method from any computer that has PrintBoss installed. Enter the following URL into your web browser [www.WellspringSoftware.com/downloads/demos.aspx](http://www.WellspringSoftware.com/downloads/demos.aspx). Click on the link for *PBBanks.exe* and select *Run* or *Save*.

## BANK LIST MAINTENANCE

PrintBoss has the ability to Import/Export bank lists beginning in version 5.31.1. The user must first login as Supervisor (Administrator) before using this feature.

### IMPORT BANK LIST

PrintBoss can import an Excel file saved as a \*.csv file.

1. Open Excel.
2. Enter the column labels in Row 1.

- a. The labels need to exactly match the name and order of the PrintBoss bank list.
- b. You do not need to enter labels for columns if you do not have data. PrintBoss will enter default values automatically.
3. Enter or import the Bank Records by row.
  - a. Do not leave blank rows.
  - b. You cannot import more bank records than licensed in PrintBoss.
4. Save Excel as a \*.csv file.
5. Open PrintBoss.
6. Login as Administrator.
  - a. Click on the File menu and choose User Log-In.
  - b. Enter the supervisor name and password. The defaults are:
    - i. Operator Name – Administrator or Supervisor.
    - ii. Password – ADMIN (This is the Master Password and may have been changed on the Security Settings window. It is case sensitive beginning in PrintBoss v.5.71.3).
7. Click on the **Edit** menu and select **Bank List**.
8. Click on the Tools button  to the left of the **Bank Code** label.
9. Select **Import**.
10. Navigate to the location of the \*.csv file.
11. Select the \*.csv file.
12. Click Open.

PrintBoss will populate the Bank List with this data.

### EXPORT BANK LIST

1. Open the PrintBoss Master Application window.
2. Login as Administrator.
  - a. Click on the File menu and choose User Log-In.
  - b. Enter the supervisor name and password. The defaults are:
    - i. Operator Name – Administrator or Supervisor.
    - ii. Password – ADMIN (This is the Master Password and may have been changed on the Security Settings window. It is case sensitive beginning in PrintBoss v.5.71.3).
  - c. Click OK to continue.
3. Click on the **Edit** menu and select **Bank List**.
4. Hold down the Shift or Ctrl key to select a range of bank records.
  - a. Shift allows you to select contiguous records.
  - b. Ctrl allows you to select non-contiguous records.
5. Right-click on the selected records and choose **Export**.
6. Click **Yes** to continue.
7. Enter a name and destination for the file.
8. Click **Save**.

### DELETE BANK LIST RECORDS

Single Bank Records can be deleted by selecting a record and clicking the minus  button in the menu bar or by right-clicking on a file and selecting delete. The selected record will always have the arrow  in the left column.

Multiple Bank Records can be deleted using the Shift or Ctrl keys to select a range of records. Ranges are highlighted in blue.

1. Open the PrintBoss Master Application window.
2. Click on the **Edit** menu and select **Bank List**.
3. Select a range of Bank Records. Use one of the following methods:
  - a. Click on the first record in the range. Hold the **Shift** key and click the last record in the range. The range will be highlighted in blue. This method works for contiguous records.

CHECKLANDLORD	Voucher Checks	Commerce Bank	Chesterfield, MD
Fifth/Third Bank: FMD, Inc.	Bellwether Voucher	Fifth/Third Bank	124 Manchester Bl...
BANK63:SIOPA SPORTS OF PITTSBUR...	FMD Payroll	Fifth/Third Bank	124 Manchester Bl...

- b. Click on the first record in the group. Hold the **CTRL** key and click each record you want to delete. The records in the range are highlighted in blue. This method works for non-contiguous records.

CHECKLANDLORD	Voucher Checks	Commerce Bank	Chesterfield, MO
PAYROLL: AURORA DIAGNOSTICS	Record 10	Commerce Bank	4200 Clayton Road
Checking: Castle Rock Construction	Voucher Checks	Commerce Bank	Chesterfield, MO
Fifth/Third Bank: FMD, Inc.	Bellwether Voucher	Fifth/Third Bank	124 Manchester Bl...
BANK63:SIOPA SPORTS OF PITTSBUR...	FMD Payroll	Fifth/Third Bank	124 Manchester Bl...

4. Right-click on one of the highlighted records and select **Delete**.

**NOTE:**

Be sure to right-click on a blue highlighted record before selecting delete. Otherwise, the wrong record will be deleted. In the example below, the record with the arrow will be deleted instead of the blue highlighted records.

CHECKLANDLORD	Voucher Checks	Commerce Bank	Chesterfield, MO
PAYROLL: AURORA DIAGNOSTICS	Record 10	Commerce Bank	4200 Clayton Road
Checking: Castle Rock Construction	Voucher Checks	Commerce Bank	Chesterfield, MO
▶ Fifth/Third Bank: FMD, Inc.	Bellwether Voucher	Fifth/Third Bank	124 Manchester Bl...
BANK63:SIOPA SPORTS OF PITTSBUR...	FMD Payroll	Fifth/Third Bank	124 Manchester Bl...

**REBUILD TABLE**

The Bank List table will automatically try to Rebuild after records are deleted. This can only take place when no other users have PrintBoss open. When the table does not rebuild, the total number of records in the list does not update to reflect the true number of records. You can Rebuild the table manually when everyone is out of PrintBoss.

1. Open the PrintBoss Master Application window.
2. Click on the **Edit** menu and select **Bank List**.
3. Left click on the Tools button  to the left of the **Bank Code** label.
4. Select Rebuild Table.

PrintBoss will provide a confirmation window before rebuilding the table.

**SORT BANK LIST RECORDS**

There are two ways to sort records in the Bank List:

1. Click on the drop-down menu in the menu bar and choose a sort order.
  - a. **Natural Order** – The order the records were originally numbered (Unused Bank01, Unused Bank02, etc.) or imported.
  - b. **Bank Code Order** – This is an alpha-numeric field.
  - c. **Bank Prompt Order** – This is an alpha-numeric field.
  - d. **Bank Name Order** – This is an alpha-numeric field.
  - e. **Company Name Order** – This is an alpha numeric field.
2. Click on one of the darker gray labels to sort by that label. These labels match the last four choices in the drop-down menu.

Numbers appear before letters. PrintBoss adds a yellow highlight to the selected Sort column. This sort selection is retained when closing PrintBoss.

**ADJUST MICR PLACEMENT**

The location of the MICR line is calculated by PrintBoss based on the directives passed in the #MICR command. Typically, this placement is accurate for a check printed at the bottom of an 11" page. Sometimes there are small differences in alignment from printer to printer. A separate adjustment can be made in the Configuration of PrintBoss to correct the alignment. Once this is made, it should not need to be changed unless the printer, printer driver, or operating system is changed.

The MICR Offset Adjustment is set in PrintBoss both vertically and horizontally. **This setting is global for all forms and is workstation and printer specific.**

Select **OPTIONS / CONFIGURATION** from the PrintBoss Master Application window to access the adjustment settings. The adjustments may be completed with the help of the MICR Adjust Wizard or by manually adjusting the values. It is best to use the values calculated by the MICR Adjust Wizard.

### MICR ADJUST WIZARD

Click on the *MICR Adjust Wizard* button to open a step-by-step adjustment wizard. This method can be used with US and Canadian style checks. Follow the steps for the wizard to satisfactorily adjust the placement of the MICR. Click on *Finish* to exit the Wizard. Upon completion, the MICR Offset Adjustment values will be modified.

### MANUAL MICR PLACEMENT ADJUSTMENT

An alternative method is to manually adjust the settings. This method is seldom used as checks no longer come with the Transit character symbol on the back of the check as shown on the right.

Adjust the horizontal (Left/Right) and vertical (Top/Bottom) alignments independently of each other so the laser printed "Transit Character" overlays the Transit Character preprinted on the back of the check stock. (Hold printed copy up to the light to see if it is properly aligned). This adjustment may be completed with the help of the MICR Adjust Wizard or by manually adjusting the values.

These measurements are in thousandths of an inch to allow for very accurate placement. Start with larger numbers such as increments of 50 to be able to see the initial adjustment, then fine tune with smaller values. Decrease the MICR offset to shift the forms Left or Up. Once the value reaches 0, decrease into negative numbers if further adjustment is needed.



MICR adjustment settings are saved locally on the workstation. If PrintBoss is running from a shared drive, settings on each workstation can be adjusted without impacting the other workstations.

### MICR PLACEMENT RANGE

As each piece of paper runs through the printer with slight variations, no two pages will print exactly the same. For this reason, a range of placement is acceptable according to the American Banking Association and the Canadian Payments Association.

## BANK SECURITY

Security can be added to each Bank Record to define the users who may access the Bank Record. This process starts with enabling bank security.

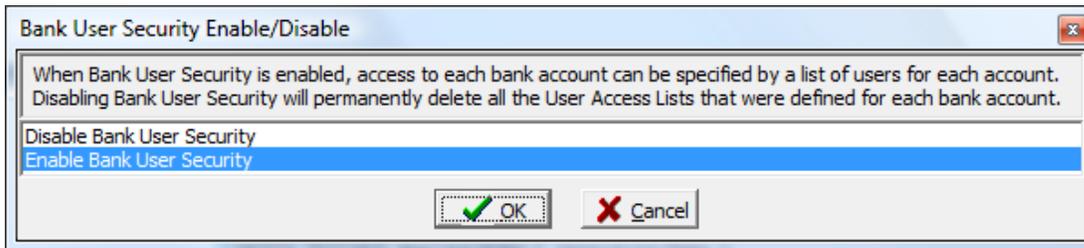
### SETUP GENERAL SECURITY (OPTIONAL)

Click on the **Options** menu on the PrintBoss Master Application window and choose **Security**.

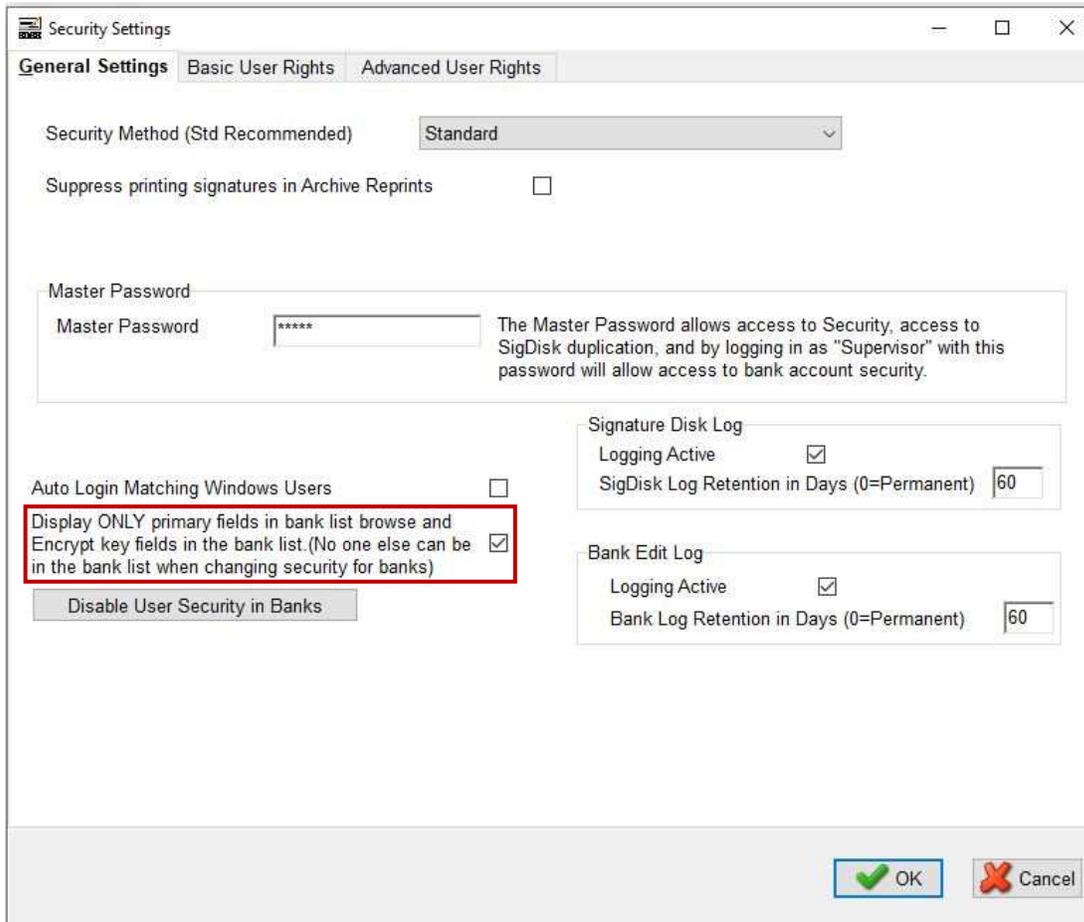
1. Enter your **Master Password**. The default Master Password is **ADMIN**. The password is case sensitive beginning with PrintBoss version 5.71.3. If this has been changed, contact your Administrator. See Chapter 11, *Security Features*, for more information.



2. Click **OK**. The Security Settings window opens.
3. Click on the **Enable User Security in Banks** button at the bottom of the **General Settings** tab.
4. Select **Enable Bank User Security** and click **OK**. The name of the bank security button changes to **Disable User Security in Banks**.



5. Select the **Display ONLY primary fields in bank list browse...** option to hide sensitive information on the Bank List and encrypt key fields.



6. Click **OK** to exit the Security Settings window.

Once the bank security is enabled, log into PrintBoss as the Administrator.

**NOTE:**

It is not mandatory to create user accounts on the Security Settings window. Bank records can be secured by entering the Windows Users names on the Bank Edit *Security* tab as described below. This only applies to Bank Security.

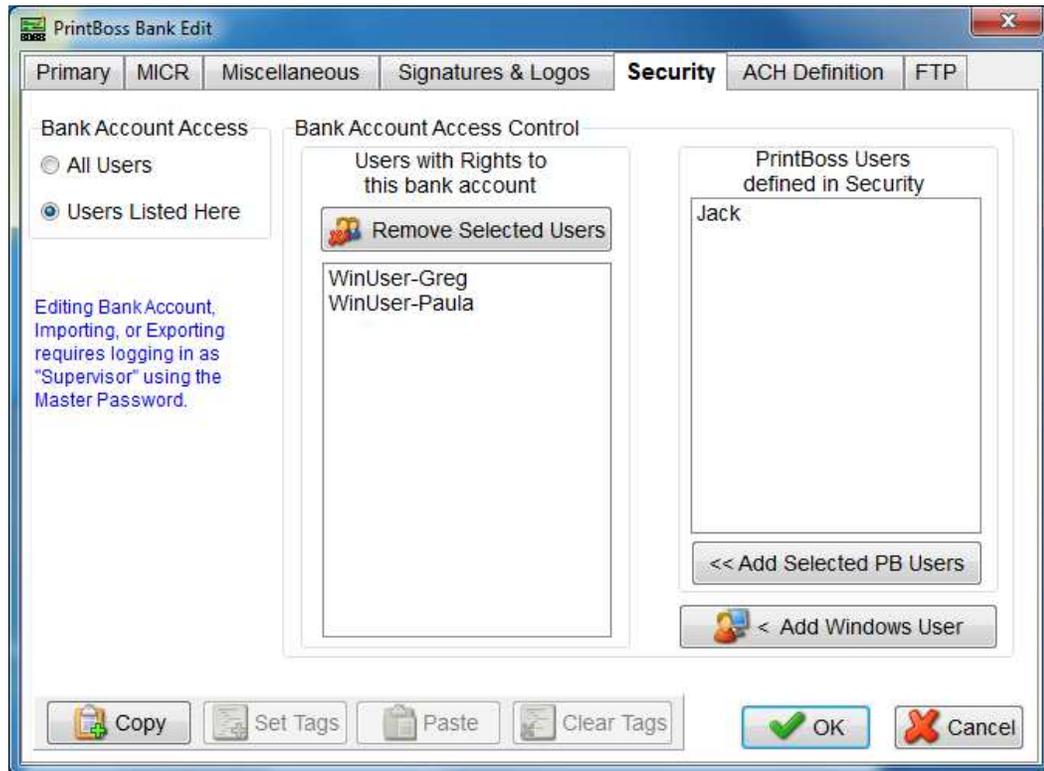
**LOG-IN AS ADMINISTRATOR**

1. From the PrintBoss Master Application, click on the **File** menu and choose **User Log-In**.
2. Enter the **Operator Name** for the Administrator/Supervisor (the default is Administrator).
3. Enter the **Master Password** (the default is ADMIN). The password is case sensitive beginning with PrintBoss version 5.71.3. The log-in window will close after a successful log-in.

Next, add security to a Bank Record.

## SETUP BANK SECURITY

1. Click on the **Edit** menu and choose **Bank List**.
2. Select a bank and click the **Edit Bank** button.
3. Select the **Security** tab.
4. Click the **Users Listed Here** radio button.



5. There are two methods for adding names to your security list:
  - a. **PrintBoss Defined Users**
    - i. The far-right column lists the users defined in PrintBoss Security as described under *Setup General Security* above.
    - ii. Select one or more name(s) from the right column and click the **Add Selected PB Users** button. The name(s) will move to the left column.
  - b. **Windows Users**
    - i. Click on the **Add Windows Users** button at the bottom of the right column. The PrintBoss 'Add Windows User Addition' window opens.
    - ii. Enter the WinUserName of the person who should have access to this Bank Record.
    - iii. Click **OK** when you are finished making changes to this bank record.
6. Click **Close** when you are finished with the bank list.

Only people in the *Users with Rights to this bank account* list will be able to open or edit this Bank Record.



## FORM FILES

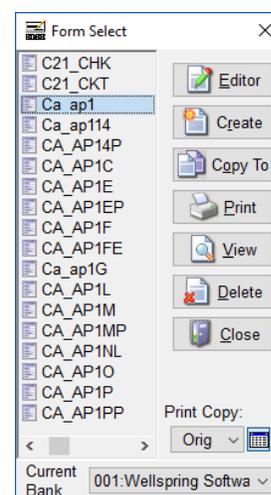
When PrintBoss captures a file or a print job from the accounting software, the PrintBoss Form File (.PBF) is the conductor that controls if and how all the data will be used. This includes:

- Add background graphics and text to the form
- Place data from the PrintBoss Bank Record
- Select and place graphic/logo/signature files
- Reformat using data passed by the accounting software
- Add conditions
- Manage copies

## STANDARD FORM FILES

Standard check form files are provided for several accounting software packages in order to expedite the installation and use of PrintBoss. These forms are installed automatically during the PrintBoss setup process based on the *Host Accounting Software* selected on the first installation screen. Additional forms can be added by running setup again and selecting a different Host Accounting Software at the top of the window and then selecting the *Add Different Accounting Host Files* radio button.

A list of accounting software supported by standard forms can be found in Appendix B of this manual as well as on the Support Documents page of our web site. Click the Host Accounting Software folder and select the PrintBoss Product Compatibility List to view this information.



## CREATE A NEW FORM FILE

PrintBoss allows you to create new custom forms in addition to the standard forms included with PrintBoss. A form is created to work with the specific data layout received from the accounting software.



Please see the *Installation Notes* specific for the accounting software or Chapter 22, *Custom Interfaces*.

1. Open the PrintBoss Master Application window.
2. Click the **Edit** menu at the top of the screen and select **Form Files** to display the *Form Select* window (shown at right). The list is already populated with the standard forms available for your specific accounting software. As you add different accounting host files, additional forms will be added to the list.
3. There are two ways to create a new form
  - a. Click the **Create** button to create a new form with all the appropriate PrintBoss structure minus the design scripts (the Object tabs are blank).
  - b. Select an existing form close to your needs and select the **Copy To** button. This method is described further in the **Modify an Existing Form** section later in this chapter.

4. Select your new form and click the **Editor** button. The Editing Form dialog opens. This dialog, also known as the Form Editor, contains several tabs and many options that are described in more detail in Appendix B of this manual. The following are a few common options to review:

a. **Settings** tab

- i. **Description** – Enter a brief description of your new form. It is helpful to include the name of your accounting software, the function, and a number if you have other forms for the same function. Ex: QB\_Chk4 w/CND opt. for QuickBooks check form 4 with Canadian option.
- ii. **Text / Image Capture Mode** – This is an Enterprise feature that allows the form to capture Graphics and Text from the host accounting system. The default is to only capture text.
- iii. **Form Width, Length** – Choose a paper size. The default is 8.5 by 11.0, Letter, Portrait.
- iv. **Copies** – Enter the number of copies you want to print in addition to the original form. These copies are defined on the Multi-Parts & Printers tab.
- v. **Auto-Archiving Completed Records** – Select your archiving option. The default is **Overwrite Work File at Start of Batch**.



b. **Special Controls** tab

- i. **Pre-process Assignments** – Select this option when you have a command in one of the Objects tabs that needs to be processed before the other commands. The current version of PrintBoss will generate a warning when this option is required.
- ii. **Archive File Name Suffix** – When Auto-Archiving is set to Archive on the Settings tab, add an Archive File Name Suffix to archive by Year, i.e. {YY} or {YYYY}, or Year and Month, i.e. {YYMM}, etc.

c. **Programming** – There are several tabs that allow scripts to format a PrintBoss Form. A brief description of each follows.

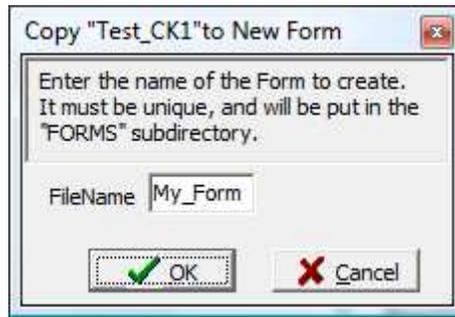
- i. **Design Time** – This tab is no longer used. It is only available for legacy installs.
- ii. **RunTime Objects** tab – Enter assignments (#Assign commands), grids (#Grid), text labels for grids (#Text), Company Address information (#Text), and Bank information (#Text) in this object script. The MICR Line (#MICR) is often placed here as well. RunTime Objects are processed before the other object scripts, so these items will be placed on the form before other items.
- iii. **Footer Objects** tab – Enter signature lines (# Line commands), signatures (#PIC), logos (#PIC), and miscellaneous text (#Text) in this object script. Conditions may be placed on these objects. These items are placed on the form after the RunTime Objects are processed.

- iv. **Proprietary** – This tab may also hold scripts. The scripts on the proprietary tab process along with the Footer objects tab. Often this is used by PrintBoss technicians to separate scripts for special purposes
  - v. **Page Back** – This tab is used to print information on the back of the page when duplexing is set on your printer and selected in PrintBoss.
- d. **Multi-Parts & Printers** tab
- i. **Copies** – The copies you selected on the Settings tab will be displayed in this column.
  - ii. **Print Time** – Select when you want the copy to print. The default is **Immediate**.
  - iii. **Destination Printer/Device** – Select a destination printer if it is different from the printer set as the default for PrintBoss. Other options for the copy may also be selected, such as:
    - 1. Positive Pay
    - 2. PDF
    - 3. Email
  - iv. **Source Tray** – Select a source tray for the copy based on the selected printer. Files can be selected if the Copy is set to <Positive Pay File>.
  - v. **Copy Name** – Enter a name for the copy. This is optional, though the Copy Name may be used in a script.
- e. **Block Mirrors** tab
- i. **Enable any mirrored blocks** – Select this option to create a copy of a section, such as the check and advice, and display that copy at a specified location on the page. The default is to select the advice and check beginning at 4.1 inches from the top of the page and extending to 10.400 inches, and then display a mirrored copy beginning at 0.2 inches from the top section of the page with a height of 3.800 inches. It may be helpful to view a standard check form as an example of this display.
- f. **Comments** tab – Enter the date this form was created and document modifications made to this form after the initial creation.
- g. **Misc** – This tab provides the option of importing a jpg or bmp file to embed in the PrintBoss form. Use the embedded image with a #PIC command on the RunTime Objects tab to place the embedded image on the form. The source graphic is not needed once the image is embedded in the form. This tab also includes special treatment of key fields during the creation of the PrintBoss Work File. These fall into the following two categories.
- i. **Key Flds Re-Calc Forward** – This section provides options that allow PrintBoss to carry forward or re-calculate values from selected fields under special circumstances. This area is primarily for use by a Wellspring Software Technician.
  - ii. **Key Flds Re-Calc Backwards** – This section provides options that allow PrintBoss to process documents backwards immediately after they are processed forward for the purpose of counting or calculating values from the end of a group or file. This area is primarily for use by a Wellspring Software Technician.
- h. **PDF** tab – This tab is only available when **PDF** is selected as a copy on the **Multi-Parts & Printers** tab. This PDF feature has no connection to the PDF created by the Email feature.
5. Click **OK** to save changes made on the Form Editor.

## MODIFY AN EXISTING FORM

It is often advisable to start with an existing form that is similar to your needs. This form can be copied to a new name and modified.

1. Open the PrintBoss Master Application window.
2. Click the **Edit** menu at the top of the window and select **Form Files** to display the *Form Select* window.
3. Select the form to be copied, click the **Copy To** button, and enter a new **File Name**. The file name cannot exceed 8 characters.



4. Click **OK** to create the new copied form file.
5. Select your new form and click the **Editor** button to modify the form.
6. Click **OK** to save changes made on the Form Editor.

Details describing the options on the Form Editor can be found in Appendix B of this manual.

**NOTE:**

Be alert to properties of the original form that may impact the final results of the modified form, such as #RegionMove commands and font overrides that may not be apparent when viewing a form.

## MODIFY FROM THE DOCUMENT VIEW

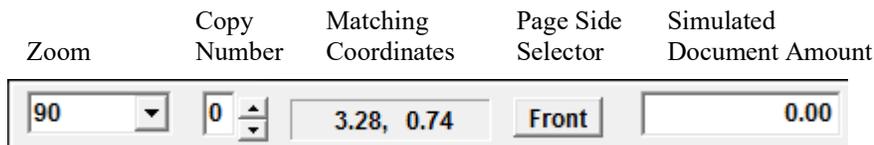
Both the *Form Editor* and the *Document View* can be used to modify a form whether it is a copy or a new form. Many users find the Document View more convenient for editing since the objects can be viewed immediately, though certain elements are not accessible through the View.

1. Open the PrintBoss Master Application window.
2. Click the **Edit** menu at the top of the window and select **Form Files**.
3. Select your form, and then select a bank record from the drop-down menu at the bottom of the Form list. This will display fields from the bank record. Click **View**. This opens the **View of Form** window. Clarity will depend on the monitor's size and resolution.
4. Double click on an object to edit its properties.
5. Click **OK** on the Properties window to save your changes.
6. Right click anywhere on the form to **Insert** a new object.
7. Click **Close** and select **Yes** to save changes to this form.

Across the top and down the left edge of the View are rulers to indicate coordinates on the page. As you move the cursor over the document, slight line indicators mark the matching coordinates on the rulers and a field above the ruler displays the numeric coordinates. The coordinates are measured in inches from the top left corner of the page.

A light blue border around the edge of the document indicates the margins or unprintable area of the page. This area adjusts according to the LaserJet printer selected within the PrintBoss program and the orientation of the form.

Above the ruler to the far left is a drop-down menu to adjust the view's magnification. This is similar to a zoom.



The Copy Number to the right of the Magnification Percentage allows you to select different copies associated with this form. Zero represents the original document. Use the up arrow to navigate to additional copies if there are multiple copies set for this form. The down arrow navigates back towards the original. Any conditional items based on copy number will be reflected in the View when the copy is selected. Copies are set and defined on the Form Editor, typically on the Footer Objects or RunTime Objects tab.

The button to the right of Matching Coordinates appears when duplex printing is selected on the Special Controls tab of the Form Editor. This button indicates whether the view is of the *Front* or *Back* of the page. Click on the button to toggle between sides.

The Dollar Value field is located to the right to the Page Side Selector (or Matching Coordinates when duplex printing is not selected) and is used for testing objects that only appear based on a conditional Amount or an Amount Range. Initially, the dollar value is set to 0.00. Enter an amount to test the AmntRange condition when it is used.



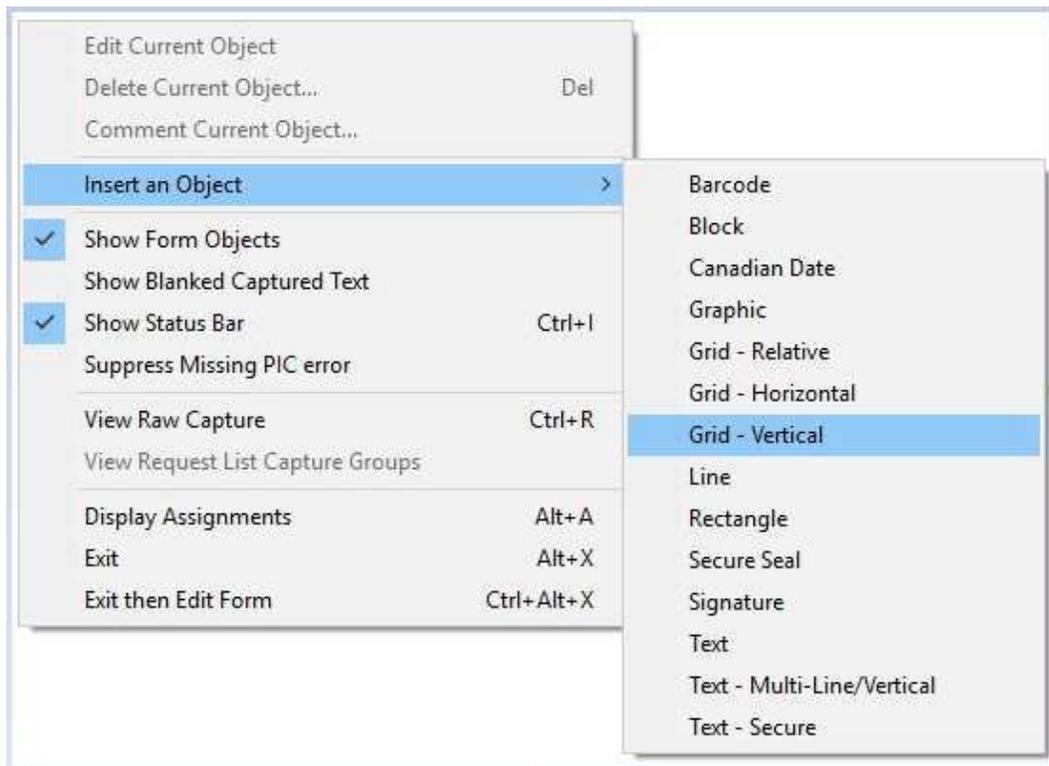
Please see *PrintBoss Conditional Commands* at the end of this chapter for more information.

**NOTE:**

All items inserted through the View will be placed at the bottom of the *Footer Objects* tab of the form. The location of these objects can only be adjusted in the Form Editor. Location and order can affect how the objects appear on a page.

## INSERT AN OBJECT IN THE DOCUMENT VIEW

Right click anywhere on **View of Form** to access the following options:



### EDIT CURRENT OBJECT

This option opens the Properties dialog for the selected (highlighted) item in the View.

### DELETE CURRENT OBJECT

This option deletes the selected (highlighted) object from all copies and accounts that use this form. A prompt will confirm deletion or allow the user to cancel.

### COMMENT CURRENT OBJECT

This option *comments* the selected object in the View without actually deleting it. An object cannot be viewed when it is commented. The command will remain on the objects tab of the Form Editor with a pipe symbol (|) at the beginning of the line so it is not processed. A prompt will confirm this action or allow the user to cancel.

### INSERT AN OBJECT

This option adds an object by opening the appropriate Properties dialog. A brief description of the use of each object follows.

Object	Description
Barcode	Changes data into a barcode. See #Barcode for more information.
Block	Inserts a block on the document. Rectangle (#RECT) is more commonly used.
Canadian Date	Formats the document date value according to the Canadian CPA 006 standard format.
Graphic	Inserts a #PIC object to place a graphic file, such as a logo, on the document. PrintBoss reads .jpg and .bmp file types.
Grid – relative	Inserts a #GRID object with a standard 4-column advice format. Both Horizontal and Vertical lines can be added to the grid.
Grid – horizontal	Inserts a #HGRID object. A #HGrid only draws horizontal lines within the box. #GRID is more commonly used.
Grid – vertical	Inserts a #VGRID object. A #VGrid only draws vertical lines within the box. #GRID is more commonly used.
https:/	Enter a URL after the https:/ and print the file to a PDF. The URL will be active when the recipient receives it. If the PDF is attached separately to an email, the URL will work as well. For example: https://www.wellspringsoftware.com
Line	Inserts a horizontal line, such as a signature line, on the document. Second signature lines are usually selected from the Misc tab of a Bank Record rather than inserting a new line. This object can also be used to draw vertical lines.
Rectangle	Inserts a rectangle. Rectangles are often used with Security Back patterns to hide sensitive information, such as social security numbers.
Secure Seal	Inserts an encrypted seal containing information from the check file used as verification by the bank. The bank must have appropriate technology to decipher the encrypted seal.
Signature	Inserts a #PIC object to print an electronic signature file.
Text	Inserts a #Text object to print static text or text referenced by a variable.
Text – Multi-Line / Vertical	Inserts a #VText command. This is most frequently used to place the words ‘Pay To The Order Of’ vertically on a check.
Text – secure	Displays check amount in blocks or with a pattern and is used to protect against fraudulent changes of the check amount.

### SHOW FORM OBJECTS

This option displays the objects from the PrintBoss Form File in addition to the captured text from the accounting software when it is selected (check marked).

### SHOW BLANKED CAPTURED TEXT

This reveals the raw data captured from the accounting software that has been hidden with a PrintBoss command such as #Assign, #RegionMove, or #BlockMove. This option is only useful when editing a work file or archive file.

### SHOW INFO PANEL

This option opens a panel at the bottom of the View displaying the order and coordinates of both objects and captured data shown in the form. Either click on the desired object or data or use the slider bar to move quickly through objects and data in the order they were placed on the form. The next field displays the order of the item, such as item 47 of 225. The ‘Matching Coordinates’ field displays the coordinates of the selected item. The last field displays the text or description of the item.

Slider	Order	Matching Coordinates	Description
	47 / 225	0.250 , 2.013	Check

### VIEW RAW CAPTURE

This option strips out all of the PrintBoss form elements and reveals only the data from the accounting software in its original format. This option is only useful when editing a form from the work file or archive file.

## VIEW REQUEST LIST CAPTURE GROUPS

This option opens the Form / Bank Request List Manager and displays the request list entries. Edit or create the request list entries while viewing raw data from a work file to capture coordinates and values. This option is only available while using View Raw Capture. Not all forms use the Form / Bank Request List.



See Chapter 18, *Form Bank / Request List*.

## DISPLAY ASSIGNMENTS

This option opens the form Assignments window containing a list of all available variable assignments for this form.



See #Assign in the commands section later in this chapter.

## EXIT

Exit the view of this form. If changes have been made, you will be prompted to save or abandon changes prior to exiting.

## EXIT THEN EDIT FORM

This option leaves the View of the form and automatically opens the Editor. You will be prompted to save or abandon changes prior to opening the Editor if changes have been made in the View of the form. This is helpful to quickly move from viewing a work file to working in the Form Editor.

# FORM EDITOR

The Form Editor has several tabs and options for customizing forms or handling special needs. There are two ways to access the Form Editor after opening the PrintBoss Master Application:

1. Click on the **Edit** menu and select **Form Files**. Then highlight a form and click the **Editor** button.
2. Right click anywhere on a View and choose **Exit then Edit Form**. PrintBoss will notify you to save changes before continuing if applicable.

The primary tabs that appear when you open the Editor include:

Settings	Comments	Misc
Special Controls	Design Time Objects*	
Block Mirrors	RunTime Objects	
Multi-Parts & Printers	Footer Objects	

\* Design Time Objects only appears in older PrintBoss Forms. It does not appear in the Wellspring Software's currently distributed form files. It was primarily used for backward compatibility.

Other tabs may appear depending on the settings selected in the Form Editor. These include:

Setting	Location	Tab
Duplex Printing	Special Controls tab	Page Back Objects
PDF copy	Multi-Parts & Printers tab	PDF
Positive Pay copy *	Multi-Parts & Printers tab	Positive Pay / ACH File Editor
Check box under Access	Special Controls tab	Proprietary

\* The PDF and Positive Pay features are Destinations set for a copy on the Multi-Parts & Printers tab of the Form Editor, though Positive Pay opens in a new window rather than as a tab.

A detailed description of the Form Editor is in Appendix B of this manual.

# ASSIGNMENTS

Assignments can be either Static or Dynamic. An explanation of these choices follows.

## Static Assignments

Assign static values to a variable such as DocMisc or EmailCC to set a single value for ALL instances of this variable in the Form. For example, the office manager may need an email copy of all invoices sent by email. The invoice form may contain an entry similar to the following:

```
#Assign EmailCC, "bob@yourcompany.com"
```

A File path and name may also be assigned in PrintBoss version 5.73.5 and above. For example:

```
#Assign DocMisc, "L:\PDF\{DocRecip}\*.*)"
```

These assignments should be entered near the top of the Footer Objects tab as they contain variables that may have been assigned on the RunTime Objects tab or need to be processed before other items on the Footer Objects tab.

The file path example can be used to create a shortcut in the DocMisc or DocMisc2 fields of the PrintBoss Work File to access all files at the listed path. The \* is a wildcard to display all files regardless of the name or file type. A question mark '?' can be used for a single letter. The DocMisc and DocMisc2 fields are limited to 60 characters based on the resolved path.

## Dynamic Assignments

Dynamic assignments are the heart of automating PrintBoss features. There are 2 ways to create a dynamic assignment. Use one method or the other, not both.

### INCLUDE IN SOURCE REPORT

Modify the *PrintBossMisc* or *PrintBossMisc2* formula fields to represent a variable in the source report if there is a PrintBoss Trigger. We recommend PrintBossMisc2 be used for E-mail when using this method. The source report is typically crystal reports, though other report writers can be used.

### PICKED OFF OF CAPTURED REPORT BY PRINTBOSS

This method requires the desired field is displayed somewhere on the source report. PrintBoss can capture this information and blank it out (if desired).

1. Print a document to PrintBoss containing the desired field, such as E-mail address.
  2. Click on the **File** menu and select **Open Document Work Files** on the PrintBoss Master Application.
  3. Select the appropriate form and click **Browse**.
  4. Select a document and click **View**.
  5. Right-click anywhere in the View and select **View Raw Capture**.
  6. Locate the desired field, such as email address, on the page. Double click on the text to open the **Captured Text Command Properties** dialog.
  7. Select the **Click to Assign to Variable** bar at the top right of the dialog.
  8. Change the **Variable Name** from ReNameMe to **EMailTo** or the desired variable name. See Appendix E for a list of variables currently used in PrintBoss. Other names can be assigned, but do not have an existing function within PrintBoss.
  9. Check the following fields:
    - a. Add together fields in horizontal range
    - b. Capture Raw Text Objects Only
    - c. Left Trim
    - d. Right Trim
    - e. Blank Out After Capture (optional – hides the value, such as email address. On the printed document)
- ✓ **Some reporting engines (such as the latest Crystal Reports) tend to break up text fields. A good practice is to click on the +/- button that follows the *Horizontal* field so it becomes *to*. Set the ending coordinate far enough to the right to pick up the entire field, such as a long email address.**
10. Click **OK**. PrintBoss adds this assignment to the top of the RunTime Objects in the Form.
  11. Right-click on the page and click on **View Raw Capture** to return to the formatted document.

- Click **Close** to exit the View and select **Yes** to save these changes.



See Chapter 23, *Capturing and Assigning Text*, for more information.

## VARIABLES

There are several variables that may be Assigned in a Form File to define values for various PrintBoss functions. A list of all predefined variables and their purpose is included in Appendix E of this manual.

## FORM FILE COMMANDS

PrintBoss Form Files combine data from the accounting software, the PrintBoss bank record, as well as graphics and text to create a final document. The most common commands used to accomplish this task are described in this section. See Appendix B for a list of the remaining commands.

### NOTE:

Type the # symbol followed by the command in the appropriate Object tab. Then double click on the text to open a dialog box displaying the parameters and options for the specific command.

### #Assign

**#Assign 'VarName', 'Value' [, CaptXRange, CaptYRange [, Options]]**

There are several different assign commands:

- #Assign
- #AssignLines
- #AssignmentsBlock
- #Assigns

Use the #Assign command to assign a single value to a variable name. The other assign commands can be found in Appendix B of this manual and assign multiple values.

#Assign uses two methods to assign a value. The first method is to enter a static value in the *Variable Value* parameter field. The command can be placed in any Object tab when using this method. If an assignment occurs more than once, the last assignment created is always the current one. Assignments are processed in the order they appear in the Objects tab.

The second method is to specify coordinates to capture value(s) from the data supplied by the accounting software. The #Assign command **MUST** be in the RunTime Objects tab when using this method. The assigned variable should only be referenced in the Footer, Proprietary, or Page Back Objects since the value is not supplied until the accounting software data is evaluated between the RunTime and Footer sections. Set the *Pre-process Assignments* box on the Special Controls tab of the PrintBoss form to 'Special' when an assignment needs to be referenced in the RunTime Objects tab. This method is useful for repositioning or reformatting captured data passed by the accounting software. It can also be used to assign the DocNo, DocAmnt, DocRecip, DocDate, DocMisc, DocMisc2, and DocPayeeID fields in the work file as well as adding conditional elements. One of the options for this command blanks out the original location of the data after it is captured.

All captured variables can be used in #Text commands, as components of conditional statements, and as components of loops and counters. In addition, they can be used in positive pay scripts, e-mails, and as parts of dynamic file names for PDFs and Positive Pay files. The dynamic file name feature is only available in the Enterprise edition of PrintBoss.



The following is a description of the parameters for the #Assign command.

### VARNAME

The *Variable Name* can be a variable expected by PrintBoss, such as DocNo, or any arbitrary name.

## VALUE

Only enter a static *Variable Value* when the CaptXRange and CaptYRange (Capture Coordinates) are not passed to PrintBoss. If CaptXRange and CaptYRange are passed, this parameter is usually left blank. When both the *Variable Value* and Capture Coordinates exist, PrintBoss will only use the Variable Value when no value is returned for the Capture Coordinates. For example:

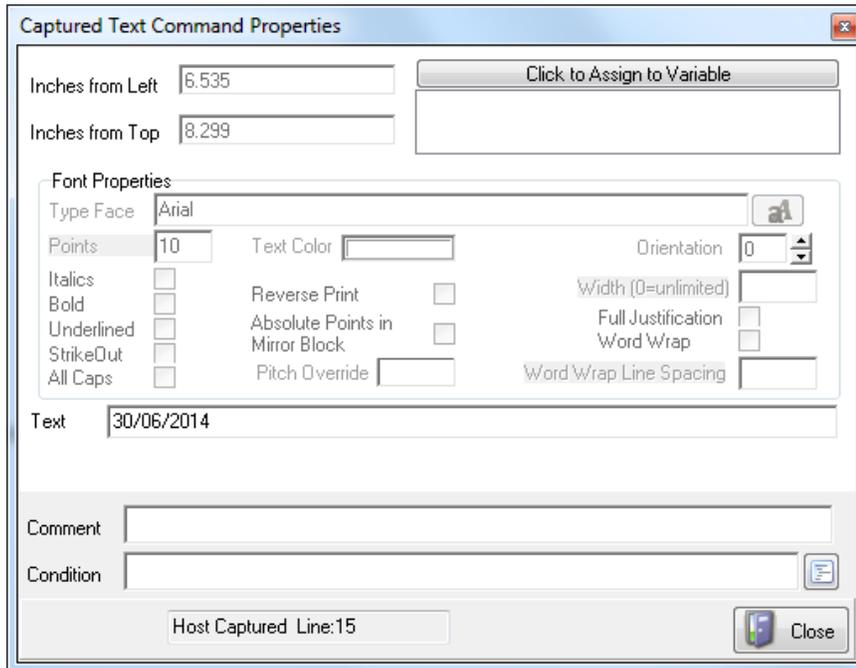
#Assign "EmailTo", "[Support@WellspringSoftware.com](mailto:Support@WellspringSoftware.com)" – where EmailTo is the *Variable Name* and the email address is the *Variable Value*. No coordinates are assigned.

#Assign "DocNo", "", 7.100, 0.65 – where DocNo is the *Variable Name*, the *Variable Value* is blank, CaptXRange is 7.100, and CaptYRange is 0.65.

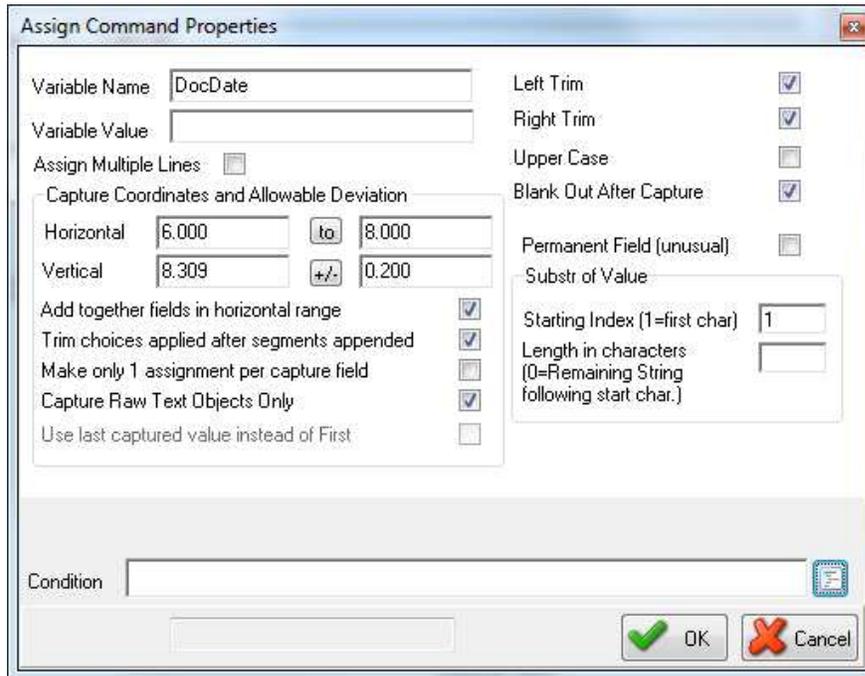
## CAPXRANGE, CAPYRANGE

These are the coordinates of the captured data. You can determine the coordinates for a captured field through the work file.

1. Open the PrintBoss Master Application.
2. Click on the **File** menu in PrintBoss and select **Open Document Work Files**.
3. Select the desired work file and click the **Browse** button.
4. Select a document and click the **View** button .
5. Right click anywhere on the View and choose **View Raw Capture**.
6. Double click on the object you want to capture. The Captured Text Command Properties dialog opens.



7. The beginning of the capture ranges is displayed as **Inches from Left (X)** and **Inches from Top (Y)**.
8. Select the **Click to Assign to Variable** button to capture these coordinates. The Assign Command Properties dialog opens.



9. Replace 'ReNameMe' with the desired **Variable Name**.
10. The **Capture Coordinates** ranges are predefined from the selected data. You may adjust the +/- values or click on the +/- button and change it to a *to* range.
11. Select the desired options, such as **Blank Out After Capture**.
12. Click **OK** on the Assign Command Properties dialog to save changes.
13. Click **Close** on the Text Command Properties.
14. Close the View and select **Yes** to save the assignments.

**NOTE:**

Capture ranges can be entered as inches with a decimal or thousandths of an inch with no decimal.

#Assign 'DocNo', ", 7.100, .65

Or #Assign 'DocNo', ", 7100, 650

The default is to use the decimal. Often the location may vary slightly based on the length of the string. You can assign a range using a dash:

#Assign 'DocNo', ", 7.00-7.200, .65

Alternatively, a slash represents a Plus or Minus (+/-) amount:

#Assign 'DocNo', ", 7.100/.1, .65

The #Assign command is usually entered by clicking on the *Click to Assign to Variable* button on the Captured Text Command Properties dialog mentioned above. This naturally pulls in all the coordinates and places the new command at the top of the RunTime Objects tab.

The following lists the most common options that may be used with the #Assign command.

**OPTIONS**

Option	Description
<b>1</b>	Make only 1 assignment per capture field. This option is valuable when there are several capture fields close together that may overlap with this assignment range.
<b>A</b>	Add together fields in the horizontal range specified by the CaptXRange.
<b>B</b>	Blanks out the entire field after the assignment is captured. This prevents the data from displaying in an unwanted location on the document.
<b>L</b>	Left trim the captured field (eliminates any blank characters to the left of the captured field).

<b>R</b>	Right trim the captured field (eliminates any blank characters to the right of the captured field).
<b>S</b>	Trim choices applied after Segments appended.
<b>W</b>	Capture raw text objects only. This option only captures items from their original location – not items moved with a #RegionMove or #Block command that might share the same coordinates. This option is checked by default and should be used whenever assigning data captured from the accounting software.
<b>Z</b>	Use last captured value instead of first.



See Chapter 23, *Capturing and Assigning Text*.

## #Barcode

### #Barcode X, Y, Barcode Height, Options, "Barcode Value"

This command is used to print a Barcode.

The top left corner, center, or top right corner is defined with the X and Y coordinates. The Barcode Height is also assigned.

The following Symbologies can be specified as options.

Symbology	Character Type
Code 3 of 9	alphanumeric
UPC Version A	numeric only
UPC Version E	numeric only
Postnet Code	numeric only
Interleaved 2 of 5	numeric only
Codabar	numeric only
Code 93	alphanumeric

The option of /SC prints the text characters below the barcode. This option is a check box in the Barcode Command Properties dialog.

The Barcode Value can be either a variable that references captured text or specific characters. For example:

```
#Barcode 6.7C, 1.000, 0.850, /SYM:C39, "{DocNo}"
```

```
#Barcode 6.7, 1.000, 1.000, /SYM:PNT, "34580"
```

The first example centers the Barcode at 6.7 inches horizontally and 1 inch down from the top with a height of 0.85 inches. The symbology is Code 3 of 9 and the variable DocNo defines the Barcode. The second example starts at

6.7 horizontally and 1 inch down from the top with a height of 1 inch. The symbology is Postnet Code and the Barcode value is 34580.

## #Block

### #Block X1, Y1, X2, Y2, Fill [, Options]

The Block command is used to place a block on the document. The top left and bottom right corners are defined. By default, a black rectangle is drawn on the form. Options include fill patterns, corner radius, and shaded edges (often used for the top legend row of a table). **This command has been replaced by #Rect.**

#### X1, Y1

These coordinates represent the location of the top left corner of the block in inches from the left and top edge of the paper. Coordinates can be entered in thousandths of an inch.

#### X2, Y2

These coordinates represent the location of bottom right corner of the block.

#### OPTIONS

Option	Description
/OLWnnn	Outline in black with nnn thickness
/Rnnn	Corner Radius of nnn inches. For example, /R.1 is a 1/10" radius
/STnnn	Shade Top nnn inches
/SLnnn	Shade Left nnn inches
/SBnnn	Shad Bottom nnn inches
/SRnnn	Shade Right nnn inches
/SHDnnn	Shadow extends <b>nnn</b> inches from block

The following example prints a white box near the top of the page outlined in black with rounded corners.

```
#Block 3.25, .3, 4.75w, 1.0h, W_, /R.1
```

#### FILLER

Filler	Description
T	Clear
W	White (prints Opaque)
S	Shade
B	Black
G/ or G0 ...G9	Gray scale shading from lightest to darkest
P1 or PH	Horizontal Line Pattern
P2 or PV	Vertical Line Pattern
P3 or PB	Backward Diagonal Pattern
P4 or PF	Forward Diagonal Pattern
P5 or PR	cRrosshatch Pattern
P6 or PA	diAgonal Crosshatch Pattern
Color	The color codes are too numerous to list. The codes display as numeric strings, for example 0255 is red

#### NOTE:

Adding an underline following the fill descriptor will outline the block with a black line.

## #BlockMove

**#BlockMove X1, Y1, X2, Y2 [, DestX, DestY [, DestX2, DestY2]]**

This command is used to move or remove whole blocks of text captured from the accounting software. This operates the same as the #RegionMove command, except this sets X (or horizontal) boundaries while RegionMove includes the entire width of the page.

Every text object included in the BlockMove needs to have its beginning coordinates inside the block. If only the beginning character of a long string occurs inside the block, the entire string will be treated as part of the block.

- ✓ **This command must only be placed near the top of the RunTime Objects section. #Block and #RegionMove commands normally need to be processed prior to all other commands except #Assign.**

BlockMove Command Properties

Block Source Dimensions

Inches from left  Width

Inches from top  Height

Show Block(s) as light red (source) and dark red (dest) blocks in view.

Block Move Mode

Delete all text occurring in above block

Move all text, same size, to a block with top corner

Move all text, and shrink/expand to fit in this block

Show the Base Text

Block Destination Dimensions

Inches from left  Width

Inches from top  Height

Comment

Condition

Un-Dragable Runtime Objects Line:9

OK Cancel

### X1, Y1

These coordinates define the top left corner of the block to be moved or removed.

### X2, Y2

These coordinates define the bottom right corner of the block to be moved or removed.

### DESTX, DESTY

These coordinates define the top left corner of the destination. When these parameters are not provided, the text objects inside the block are removed (deleted).

### DESTX2, DESTY2

These coordinates define the bottom right corner of the destination. The source block will be stretched or reduced to fit this destination block. When these parameters are not provided, the destination block will be the same size as the source.

## #CanadianDate

**#CanadianDate X, Y, Font Size, "date", "Mask" [, Color [, Frame [, DateInMask [, SuppressLegends]]]]**

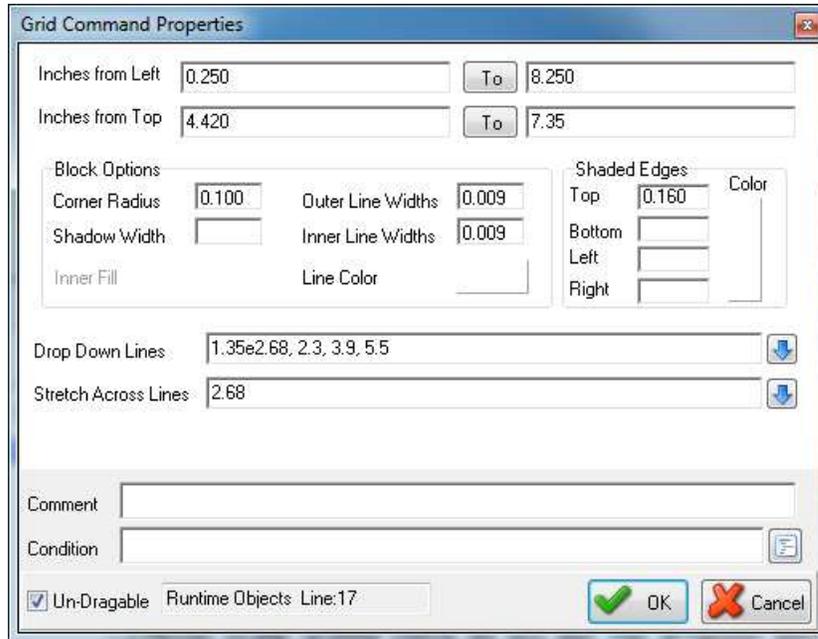
This command formats a date in the style required by the Canadian Payments Association for their image ready standard called the "CPA Standard 006". This command places a letter under each numeral in the date indicating the part of the date it represents. A frame may be selected to appear around or behind the numerals in place of the shading. The word "Date" automatically prints to the left of the formatted date.

The Canadian Date command is automatically triggered by the *Canadian Style Date/Amount* flag on the *Miscellaneous* tab of the *Bank Edit* dialog for most standard PrintBoss forms.

## #Grid

### #Grid X1, Y1, X2, Y2[, Options]

The Grid command creates a frame and draws horizontal and vertical lines within the frame. The coordinates for each line are relative to the frame. Options provide further modifications with corner radius, shadow, edge shading, and line color. In most cases, #Grid is more effective than #HGrid or #VGrid commands since all the lines within the Grid are relative to its top left corner, allowing it to be easily moved or dragged. Use this command to create the advice grid and the Date/Amount grid on a check or the grid for an invoice or packing slip.



#### **X1, Y1**

These are the coordinates for the top left corner of the frame in inches from the left and top edge of the paper. The coordinates may be entered in thousandths of an inch.

#### **X2, Y2**

These are the coordinates for the bottom right corner of the frame.

#### **XA, XB...XZ**

This parameter represents any number of lines drawn vertically down the frame. Each line is defined as the distance in inches from the left edge of the **frame**.

#### **YA, YB...YZ**

This parameter represents any number of lines drawn horizontally across the frame. Each line is defined as the distance in inches from the top edge of the **frame**.

#### **OPTIONS**

##### Corner Radius

/Rnnn where nnn is the radius size. For example, /R.1 is a corner radius of 1/10<sup>th</sup> of an inch.

##### Shaded Edges

/STnnn (Shade Top), /SLnnn (Shade Left), /SBnnn (Shade Bottom) or /SRnnn (Shade Right) where nnn is the width of the edge shade in inches.

### ShadowWidth

/SHDnnn where nnn is the width of the shadow in inches.

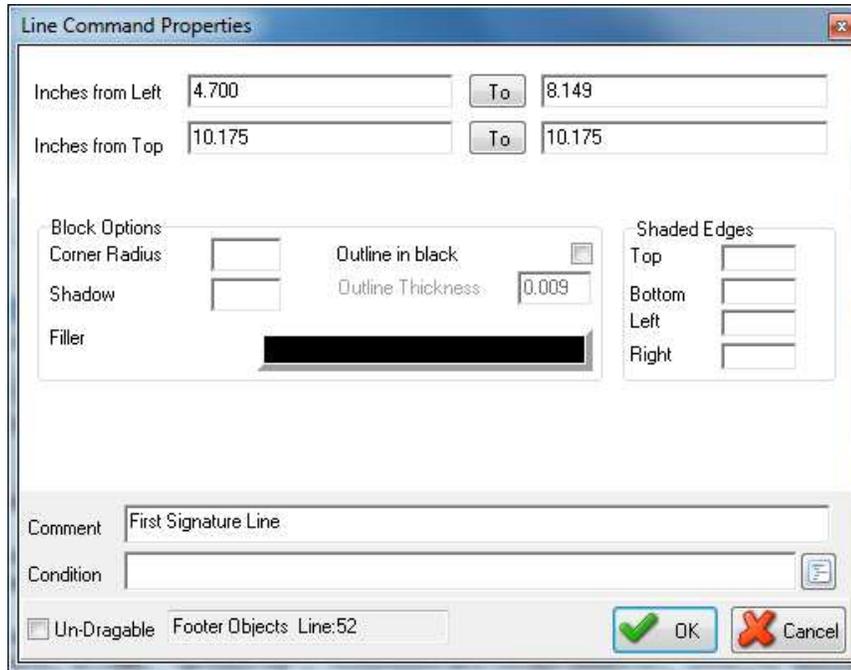
### Line Color

/OLC followed by a number representing a color. The color number can be 4 to 8 digits.

## #Line

### #Line X1, Y1, X2, Y2[, Fill [, Options]]

The #Line command functions the same as the #Block command and is often used to draw signature lines on checks. A vertical line has identical X1 and X2 coordinates. A horizontal line has identical Y1 and Y2 coordinates. The Y coordinates are labeled as *Inches from Top* on the Line Command Properties dialog.



## #MICR

### #MICR "MICR string" [, Options [, X [, Y]]]

This command prints the special MICR line at the bottom of a check. Normally, the location is completely calculated by PrintBoss based on the length of the form and position of the check. Options may be used to select middle or top check stock, or use the X and Y to explicitly place the MICR. The MICR string is most often pulled from the Bank List by using the following line in RunTime Objects:

```
#MICR "{BMICR}"
```

### MICR STRING

This string must be entered accurately. Each character (including blank spaces) must be entered exactly as it appears on an existing check. There are three characters that appear on the MICR line of a check that cannot be reproduced with any computer keyboard key. Therefore, we have assigned replacement characters for the MICR line characters listed in the following table:

Symbol	Description	Represented By	Alternate Chars
⋮	Transit		: A
	On Us	/	< C
	Dash	-	= D
⋮	Amount	\$	; B

Select the 'Translate ABCD to '\$/-' on the MICR Command Properties dialog if using the 4<sup>th</sup> column in the table above.

The left portion of the MICR line is the Check Number. Since this changes from check to check, a variable can be entered instead of typing a specific number. The available variables are:

{BChkNo}	=	Check number pulled from bank record with no leading zeros
BBBBBB	=	6-digit check number pulled from bank record – left zero filled
BBBBBBBB	=	8-digit check number pulled from bank record – left zero filled
{CChkNo}	=	Check number captured from accounting software with no leading zeros
CCCCCC	=	6-digit check number captured from accounting software – left zero filled
CCCCCCCC	=	8-digit check number captured from accounting software – left zero filled

The following illustrates a common MICR string. Periods are used to represent spaces.

{CChkNo}/ [123456789] .123-12345/

## OPTIONS

### I

Places the MICR line for a top check (3.5" check).

### B

This option places the MICR Line for a bottom check relative to the bottom of the form. This is the default value.

### Mnnnn

M places the MICR Line relative to a check section (i.e. perforation) that ends n.nnn inches from the top of the page. For example, an 11" page perforated into sections of 3.5, 3.5, and 4.0, with a check in the middle would be M:7.00. An 11" page perforated into sections of 3.67, 3.67, 3.67, with a check in the middle would be M:7.333.

### N

No check number segment of the MICR line is printed. This is used for deposit slips.

### BR or Include in Mirror Blocks

This option includes the MICR Line in the check copy (mirrored block) section usually located at the top of the page. The length of the Block Mirrors on the Form Editor may need to be adjusted to include the MICR Line in the source block. The MICR Line will display at full size and not reduced since the characters are not standard text.

### Optional Explicit X and Y

This is optional and is rarely used since PrintBoss automatically places a line. If the X is 0 or blank, PrintBoss will place the line relative to the placement of the Routing Number section of the MICR line. When a value for X is passed, the line is explicitly positioned according to the value of X. The same is true for Y. The vertical placement is relative to the bottom of the form when there is no value for Y.

### NOTE:

It is best to adjust the placement of the MICR line via the MICR Offset Adjustment fields in the Configuration Settings of PrintBoss. The settings in Configuration are workstation and user specific. Adjusting the placement in the form impacts all users.

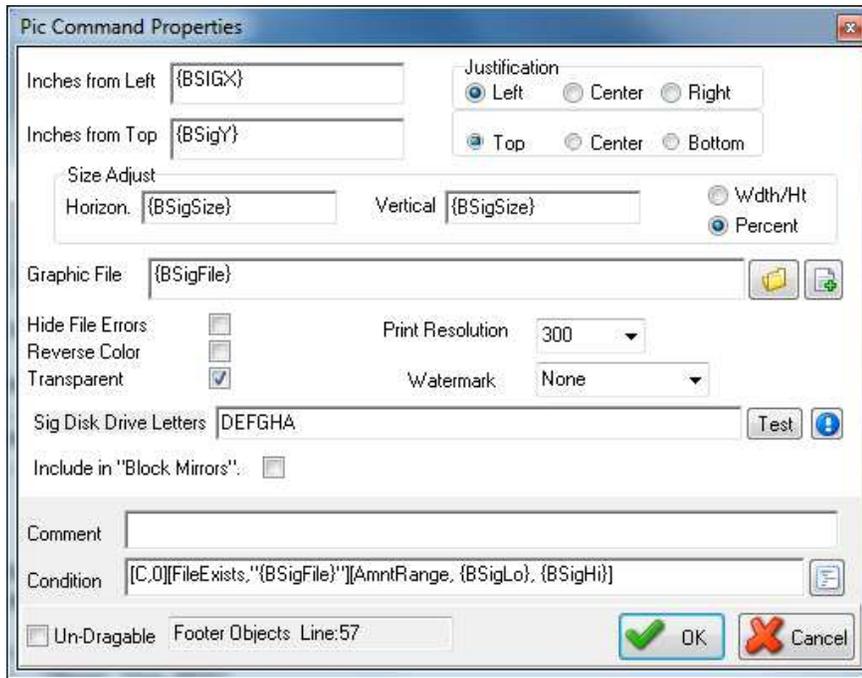
## #PIC

### #PIC X, Y, "GraphicFileName" [, Options [, SigDiskDrive]]

This command prints a graphic file at the location specified by the coordinates. It will accept graphic files with the formats of BMP, PCX, JPG, or SIG (Wellspring Software encoded signature file). Graphics can be added using variables, file paths, or as embedded files.

### NOTE:

MICR toner is only available in black. If the bank requires MICR ink, all logos printed with the checks will print monochromatic regardless of any color used in the graphic file.



## X, Y

These coordinates represent the location of the left top corner of the graphic, in inches, from the left top edge of the paper. Coordinates may be entered in thousandths of an inch. Variables referencing fields in the Bank Record may also be used (see graphic above for an example).

## GRAPHICFILENAME

This is the name of the graphic file to print. If no path is provided, PrintBoss will look in the *Logos* folder of the PrintBoss *Home* directory. The file extension must be used to help PrintBoss determine the file type. The graphic file may also be added from the *Embedded File Select* list on the Misc tab of the Form Editor.

## OPTIONS

Any of the following options can be selected:

Option	Description
/600	Forces image to be printed in 600 dpi instead of the default 300
/REV	Reverse prints black to white and white to black
/HideErr	Does not report file read access errors if they occur
/MIR	Includes the graphic in the Block Mirror
Size:nnn	Adjusts the size according to this percentage (100=full size, 50=half size, etc.)
SizeX:nnn	Adjusts the horizontal size to the specified value in inches.
SizeY:nnn	Adjusts the vertical size to the specified value in inches.
Transparent	Removes the background of the graphic if it is full white.
Watermark	Prints graphic with gray instead of black
Watermark:n	Same as Watermark except <i>n</i> is replaced by B, M, or L for Bold, Medium, or Light. The value is medium by default. The character > follows B, M, or L for Fine Bold, Medium, or Light.

## SIG DISK DRIVE LETTERS

PrintBoss checks the listed drive(s) for a security disk when a .sig file is selected. A default drive letter can be assigned under Options/Configuration on the Internal tab. A series of drive letters may be entered and each specified drive will be scanned until the target sig media is found. Commas are not necessary between drive letters (ex: DEFG). Citrix or Terminal Services paths may be used. Each path must be followed by a semi-colon (Ex:

\\TSClient\D; or \\Client\F; or \\Client\F\$;). The media may be a CD or USB flash drive when PrintBoss is used locally. CD's do not work on Terminal or Citrix Servers.

## #PrinterOverride

### PrinterOverride "Name of Windows Printer Driver"

The PrinterOverride command overrides the printer set on the Multi-Parts & Printers tab of the PrintBoss form, including the default printer. This command assigns a specific Windows printer and often includes conditions. For example:

```
#[C,1][Inu, "St. Louis", ÷{Location}÷]PrinterOverride "HP Color LaserJet 4700 PCL 6"
```

This example assigns a specific printer only for Copy 1 when the string "St. Louis" is in the Location variable. This command can also be used in #IF/#ElseIF/#EndIf commands.

Enter the exact printer's name as it appears in the Windows printer list. Double click on the #PrinterOverride command to select the printer's name from a drop-down menu to ensure an exact match.

## #ProcessPage

### #ProcessPage [Parameter]

The page (or copy) will process when the parameter evaluates to True and skip when it evaluates to False. Often #ProcessPage will specify the document copy in the condition. For example:

```
#[Copy, 4]ProcessPage [!Empty, {EmailTo}]
```

PrintBoss will only examine this condition on the 4<sup>th</sup> copy and process the page if the variable *EmailTo* does not resolve to an empty value.

### NOTE:

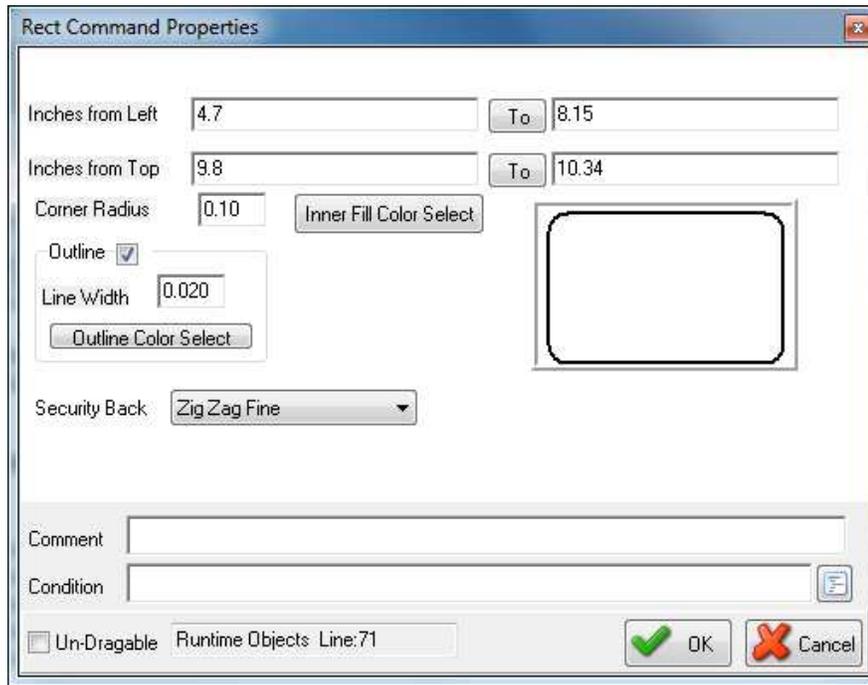
The *Pre-process Assignments* option MUST be selected on the Special Controls tab of the Form Editor to use the #ProcessPage command (EDIT / FORM FILES / <highlight form> / EDITOR / SPECIAL CONTROLS). We recommend selecting *Special* from the list.

## #Rect

### #Rect X1, Y1, X2, Y2 [, corner radius[, outline width[, fill of line[, color background[, pattern]]]]]

This command generates a rectangle with control over the size, thickness, and fill of the shape. This is often used to create a patterned rectangle behind a text object to prevent fraudulent changes to a document. A selection of patterns is provided for your use. The most common is the zigzag pattern.

This command is also used for *Negative Printing*. Either the Vertical Fade or Horizontal Fade under the 'Security Back' drop-down menu is the best choice to use for the background. Overlay white lettering with a separate #Text command.



### CORNER RADIUS

This parameter defines the shape of the corners. No radius is a 90-degree corner. Larger values equate to softer edges.

### OUTLINE WIDTH

Outline width, or Line Width, defines the width of the rectangle outline.

### OUTLINE COLOR SELECT

A fill may be defined if the line has a discernible width.

### INNER FILL COLOR SELECT

Define a background color for the shape. The background color, or *Inner Fill Color Select*, is behind the security pattern in the center of the rectangle. The default is black.

### SECURITY BACK

There are several options for the Security Back in the center of the rectangle:

- |                         |                         |
|-------------------------|-------------------------|
| 0 = none                | 1=vertical fade         |
| 2= horizontal fade      | 3= zig zag fine         |
| 4 = zig zag medium      | 5 = zig zag course      |
| 6 = half circles fine   | 7 = half circles medium |
| 8 = half circles course |                         |

For example:

#Rect 4.7, 9.8, 8.15, 10.34, 0.10, 0.020, B, W, 3 (shown in the graphic above)

The object masks the signature as:



## #RegionMove

**#RegionMove StartRegion, EndRegion [, StartDestRegion [, EndDestRegion]]**

This command is used to move or delete whole regions of text captured from the accounting software. Moved regions can be compressed or expanded proportionately by entering both a start and ending destination.

This operates the same as the #BlockMove command with the exception that the horizontal boundaries are the left and right edges of the page. For example, if the accounting software prints a check with an advice at the top of an 11" page, the #RegionMove can move the advice to the center of the page. If the accounting software is passing two advice sections, use this command to delete one of the advices in order to use the PrintBoss Block Mirror with its compression feature to print the secondary advice section.

### NOTE:

This command must only be placed in the RunTime Objects section of the Form. This command, along with the #BlockMove command, should be used prior to other commands except #Assign.

RegionMove Command Properties

Block Source Dimensions

Inches from top 4.200 Height 3.200

Show Block(s) as light red (source) and dark red (dest) blocks in view.

Block Move Mode

Delete all text occurring in above block

Move all text, same size, to a block with top corner

Move all text, and shrink/expand to fit in this block

Show the Base Text

Block Destination Dimensions

Inches from top 4.15 Height

Comment

Condition

Un-Dragable Runtime Objects Line:9

OK Cancel

### STARTREGION

This parameter is also known as the *Block Source Dimensions* and defines the start of the region in inches from the top of the page.

### ENDREGION

Define the end of the source region in inches from the top of the page. This can be either a 'To' value with the StartRegion as the 'From' value, or click on 'To' to change the value to 'Height'.

### SHOW BLOCKS

This option shows the area of the block as light red (source) and dark red (destination) in the Form or Work File view.

### BLOCK MOVE MODE

This section determines the action for the RegionMove as follows:

- Delete all text occurring in the defined region
- Move all text, same size, to a block with a top corner defined in the Destination section
- Move all text and shrink or expand the text to fit in the destination
- Show the Base Text will display the original text in addition to the Region Move text

## STARTDESTREGION

This parameter is also known as the *Block Destination Dimensions* and defines the start of the destination of the selected region in inches from the top of the page. The text within the region will be deleted if this parameter is not defined.

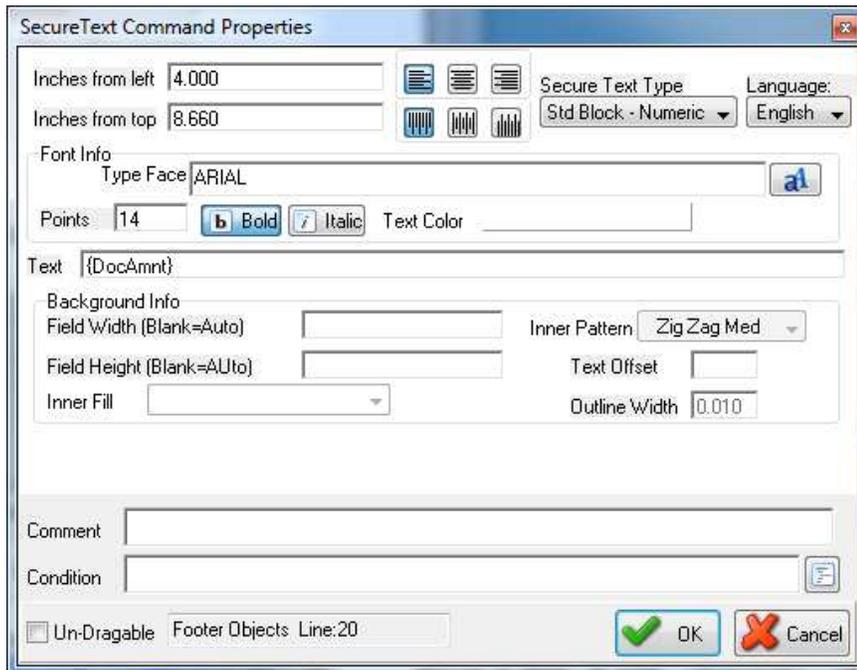
## ENDDESTREGION

Define the end of the destination of the selected region in inches from the top of the page. The source region will proportionately fit between the destination start and end when this parameter is defined. Otherwise, the region will be moved at its original size.

## #SecureText

**#SecureText X, Y, "<Font>/<Size>/<Style>/<Color>", "<Text>" [, Options]**

This command is used to protect against fraudulent changes on a document. All current PrintBoss check forms include this security feature.



There are two options for the Secure Text Type: Custom and Standard Block-Numeric.

## CUSTOM

This option can be used with both alpha and numeric text. It includes a patterned rectangle behind the text. There are a few patterns to choose from, but the default is ZigZagMed. The rectangle automatically sizes to fit the text.



## STANDARD BLOCK-NUMERIC

As the name implies, this option can only be used with numeric amounts and is specifically used for the amount of a check. It is nearly impossible to modify the printed check amount with this option.



*Enlarged for better viewing*

## TEXT

Normally a variable is entered in the Text field to dynamically update the check amount information for each check in the batch.

## #Text



See Chapter 10, *#Text Command*.

## #VText

### #VText Xc, Y, Font/Size, Spacing, <Text>

This command prints text on incrementing lines. Each line may be a single character or it may be a phrase in a multi-line text object. One common use is on invoices, credit notes, etc. for the *Sold To* and *Ship To* labels in the address boxes. For example:

```
#VText 4.50c, 2.15, Arial/10, 0.130, "SHIP TO"
```

The screenshot shows the 'VText Command Properties' dialog box. The 'Inches from Left' field is set to 4.50, and 'Inches from Top' is set to 2.15. Under 'Font Properties', the 'Type Face' is 'Arial' and 'Points' is '10'. The 'Text' field contains 'SHIP TO'. The 'Distance between lines' is set to 0.130. The 'Comment' and 'Condition' fields are empty. The 'OK' button is highlighted with a green checkmark, and the 'Cancel' button is highlighted with a red X. The 'Runtime Objects Line:25' field is at the bottom left.

This command centers the characters at 4.50 inches from the left edge of the page. The top of the first character starts at 2.15 inches down from the top edge of the page. The top of each character thereafter is 0.13 inches below the top of the previous character.

Another common use is to print a captured address assigned to a multi-line variable called {Address}.

```
#VText 1.05, 8.1, Arial/10, .15, "{Address}"
```

Several lines of text can be entered into the VText command separated by commas to indicate line returns. Be sure to use a delimiter such as quotes around the series of text.

```
#VText 1.040, 8.245, Arial/10, 0.180, "Pay, To The, Order Of"
```



See the *Multi-Line Variables* section later in this chapter for more information.

## PRINTBOSS DEFAULT ASSIGNMENTS

A few variables should always be assigned. They are stored in the PrintBoss work file database enabling helpful sorting and locating of records and are often used in conditions within a form. These variables are:

- **DocAmnt**
- **DocDate**
- **DocNo**
- **DocRecip**

These will automatically be assigned when a PrintBoss Flag Trigger exists in the document (PB#INFO ...). The Flag Trigger may also include DocMisc and DocMisc2. Otherwise, be sure to capture and assign these variables using the #Assign command.



See Chapter 23, *Capturing and Assigning Text*.

**NOTE:**

The {CChkNo} variable is automatically assigned the value of the {DocNo} variable when the Check Number Format on the MICR tab of the bank record begins with C. Similarly, the {BChkNo} variable is automatically assigned when the Check Number Format begins with B.

## MULTI-LINE VARIABLES

Normally an assigned or captured variable is a single line of text. Assignments made using “#Assigns” may contain multiple lines of text with each line separated by a Carriage Return / Line Feed. A few commands accept and process multi-line variables as multiple lines, such as the #VText command. A few standard variables, such as EMailBody, EmailTo, EmailCC, and EmailBCC, also accept multiple lines.

A particular line of a Multi-Line Variable may be referenced by appending a line number enclosed in square brackets as part of the variable reference. For example, the following assignment can be used to capture an unknown number of address lines:

```
#Assigns AddressLines, 1.0-1.2, 8.0-9.5, BW
```

The third line can be printed as follows:

```
#Text 1, 1, Arial/12, "The third line of the address is: {AddressLines [3]} "
```

The zero element returns the total number of elements. Continuing with this example, the following loop prints all the address lines:

```
#Assign LastLineY, 7.9
#For n= 1 to {AddressLines [0]}
    #Text 1, {LastLineY+.18}, "Arial/12", "Address Line {n} = {AddressLines [{n}]}"
#Next n
```

## PRINTBOSS CONDITIONAL COMMANDS

Each PrintBoss command can be executed based on a condition that is evaluated at the time the line is processed. For example, a logo may be printed based on the existence of a logo file name in the bank record, or a second signature line on a check may only be printed if the check amount exceeds \$1,000.00. The conditional statement is one or more condition expressions with each expression enclosed in brackets [ ]. The condition statement is inserted between the # character and the command name (for example: *#[Copy, 1]Text ...*).

In addition to conditions for commands, several commands accept Conditional Parameters, such as the #ProcessPage [<condition>] command. The conditional parameter is simply a conditional statement that follows the same rules but is used after the command. It is often helpful to enclose a Conditional Parameter in a delimiter, especially if the conditional statement has multiple condition expressions.

A conditional statement is comprised of a series of condition expressions chained together with an assumed AND or a symbol for OR. Normally, a conditional statement is only one condition expression.

Each condition expression begins with a condition operator followed by a comma and as many parameters as defined by the operator.

More than one condition can be entered by chaining together the bracketed condition expressions. Multiple conditions are considered to be joined by *AND* unless the *OR* '||' symbols are added. All *AND* expressions must be true for the condition to be true.

**Ex:** #[Copy,12][AmntRange, 0, 200]Text 1,1, Arial/12, "Prints on Copy 1 and 2 if amount is less than 200"

#[!Copy,0][Flagged, {BFlag2}]Text 1,1, Arial/12, "Prints on all Copies but 0 if banks Flag 2 is checked"

**ANY CONDITION PRECEDED BY AN EXCLAMATION MARK (!) HAS REVERSED LOGIC.**

A double pipe symbol may be inserted between conditions to represent *OR* with the next condition. Parentheses cannot be used with conditions.

**Ex:** #[Inu, "Jones", "{Comp}"]|[Inu, "ABC", "{Comp}"]Text 1,1, Arial/12, "Jones or ABC in Company Name"

Very complex conditions may require several lines that create variables in stages and then those variables can be used within other conditional statements.

The following is a list of the most common conditional commands and their descriptions. See Appendix B for a list of the remaining commands.

**NOTE:**

Although it is helpful for people to see the condition names spelled out completely, only as many characters as is needed to make the condition unique are required. For example, *Fi* is enough to register as the *FileExists* condition, or *As* is enough to register as the *Assigned* condition, or *E* as the *Empty* condition.



**=, 'String1', 'String2',**

This command returns a value of true if String1 is identical to String2 up to the length of String2. For example, comparing "12345" with "123" is true, but "123" compared to "12345" is false.

The Compare Options include:

Option	Description
E	Exact match rather than stopping at the number of characters in String2
U	Converts all characters to upper case before comparing – Not Case Sensitive
T or R	Right trim both strings before comparing
A or B	Trim Both (or All) sides of each string before comparing

The following example prints the words "No Charge" if the value of the variable {Dept} is equal to "Accounting" and is not case sensitive:

#[=U,' Accounting', {Dept}]Text 1,2.1, 'Arial/12', 'No Charge'

The following is a list of examples showing the effect of the Compare Options:

[=, "12345", "123"]	true
[=, "123", "12345"]	false
[=E, "12345", "123"]	false
[=, "123", "123 "]	false
[=T, "123", "123 "]	true
[=, "ABC", "abc"]	false
[=U, "ABC", "abc"]	true

**=e, =eu, =u**

**=e, 'String1', 'String2'**

Same as = condition with a Compare Option of "e", "eu" or "u" (see the table above under the = condition). The letter 'e' requires an 'Exact' match and the letter 'u' is not case sensitive.

**==**

**==, 'NumericValue1', 'NumericValue2'**

Returns true if NumericValue1 is EQUAL to NumericValue2. The numeric values of the items are compared. For example: 0 == 0.00 is true.

**<>**

**<>, 'NumericValue1', 'NumericValue2'**

Returns true if NumericValue1 is NOT EQUAL to NumericValue2. The numeric values of the items are compared. For example: 1 <> 0.00 is true.

**<=**

**<=, 'NumericValue1', 'NumericValue2'**

Returns true if NumericValue1 is LESS THAN OR EQUAL TO NumericValue2.

**>=**

**>=, 'NumericValue1', 'NumericValue2'**

Returns true if NumericValue1 is GREATER THAN OR EQUAL TO NumericValue2.

**<**

**<, 'NumericValue1', 'NumericValue2'**

Returns true if NumericValue1 is LESS THAN NumericValue2.

**>**

**>, 'NumericValue1', 'NumericValue2'**

Returns true if NumericValue1 is GREATER THAN NumericValue2.

**AmntRange**

**AmntRange, 'LoRange', 'HiRange' [, TestAmount]**

Returns true if the Test Amount falls on or within the specified range. {DocAmnt} is used as the test amount when the Test Amount is omitted. There is no upper limit when the HiRange is omitted or set to 0.

The following examples print a second signature line on checks with a {DocAmnt} of \$1000.00 or above. The first expression makes use of the exclamation mark "!" to reverse the logic and the second drops the HiRange parameter to remove the upper limit.

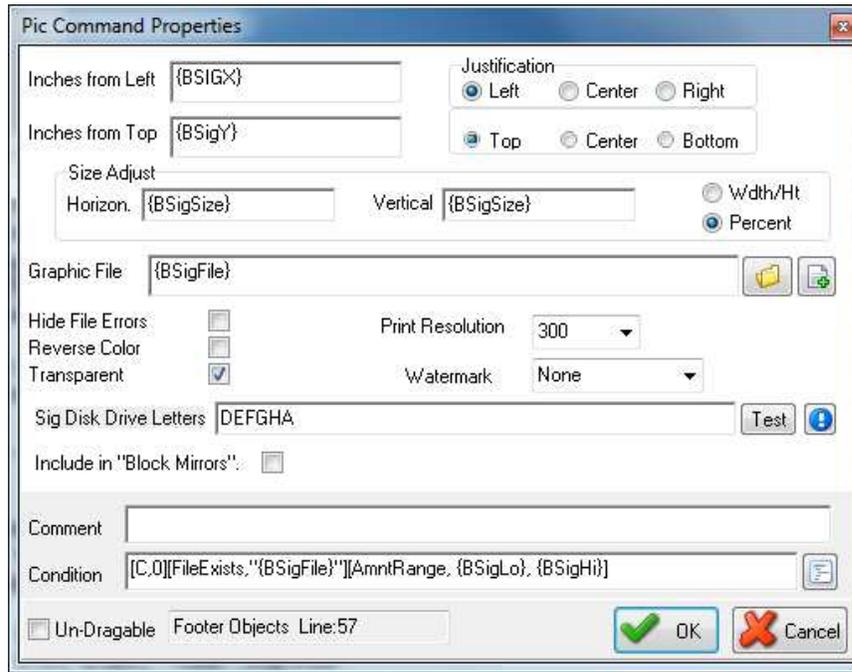
`#!AmntRange, 0.1, 999.99]Line 4.7, 9.7, 8.15, 9.7`

`#[AmntRange, 1000, ]Line 4.7, 9.7, 8.15, 9.7`

The following example prints the second signature line when it is flagged in the bank record and the amount is at least \$0.01:

`#[Flagged, {BFlag1}][AmntRange, 0.01, 0, {ChkAmnt}]Line 4.7, 9.5, 8.149, 9.5, B, ,`

Another common use is to put a condition on a signature to determine when it prints. The following example will not print a signature when the check amount {DocAmnt} is below \$0.01 and above \$49,999.99.



Notice the condition was entered directly in the Pic Command Properties dialogue. The button at the end of the Condition field opens a list of the available conditions and their parameters. The condition can be tested in the Form File's View by entering an amount in the Simulated Document Amount field at the top of the View.

## Assigned

### Assigned, '<Name of assigned variable to test>'

Returns true if the variable is explicitly assigned (i.e. #Assign 'EmailTo', "support@wellspringsoftware.com") or assigned through capture coordinates (#Assign 'EmailTo', ' ', 1.5, 4.5). PB#INFO can also be used to assign the variable. DO NOT include braces around the variable name. Note the value of a variable can be blank, but the variable is still considered assigned.

The following example prints the company logo when CompName is assigned.

```
#[Assigned, 'CompName']PIC 0.30, 7.8, 'CompLogo.bmp'
```

## Captured

### Captured, '<Name of assigned variable to test>'

Returns true if the variable captured raw data from the accounting software. This is different than the Assigned conditional command. Before a variable can be captured, a command must assign a variable name and define the coordinates used to capture a value. If the raw data never has a text object that falls within those coordinates, then NO data is Captured, but it is Assigned. DO NOT include braces around the variable name.

## CHRCount

{CHRCount: ±{mystr}±,','} OR  
 {CHRCount:'one|two|three|four|',','}

This function counts the number of a specified characters in the string. This is useful for determining how many entries occur in a comma delimited string.

## Copy

### Copy, 'String of Digits'

Returns true if the form copy number is included in the string of digits, where 0 represents the original copy and 1 through 7 represents copies 1 through 7. Specify each copy number when more than one copy is to be considered. Separators are not required, but any character may be used to separate multiple copy numbers except an asterisk.

If an asterisk (\*) appears after a character, the object is only printed in the mirrored block section. This is useful with the BLOCK command that draws a frame on 11" checks. The block should not be printed on the original, but it is nice to have a frame printed on the mirrored block on the top tear off copy.



See Block Mirror tab earlier in this chapter.

If a *B* appears after the copy number, the object only prints in the body of the document. It will not appear in the mirrored block section.

#### NOTE:

If no condition operator is specified inside of the condition braces, the COPY operator is assumed.

Examples:

Conditional Command	Description
#[Copy, 23]TEXT 5.00, 9.00, "TM/8", "Duplicate Copy"	Prints 'Duplicate Copy' on copies 2 and 3
#[COPY, 0*123]Block .250, 7.6, 8.25, 10.5, /R.1	Prints a frame on the mirrored block for copies 1, 2, and 3
#[0*123]Block .250, 7.6, 8.25, 10.5, /R.1	Prints a frame on the mirrored block for copies 1, 2, and 3
#[Copy, 1]TEXT 4.5, 10.5, '5', 'Customer File Copy'	Prints 'Customer File Copy' on copy 1
#[!C,0]Text 4.4, 10.4, "Arial/14", "*** COPY ***"	Prints <b>COPY</b> on all copies except the original

## Dates=, DATES>, DATES<

Dates=, '<Date1>', '<Date2>'

These conditional commands return true if date1 and date2 compare as indicated by the =, >, or < signs. If date2 is omitted, then the current date is assumed to be date2.

The Windows' ShortDateFormat is the assumed format for the dates. An alternate format can be specified by appending a semicolon followed by a mask to the date string. For example:

[Dates=, "4/2/16; m/d/y"] This statement evaluates to true when the current date is Apr 2, 2016.

## Empty

### Empty, 'StringToTest'

This returns true if the StringToTest is empty. Use this conditional command with the exclamation mark to reverse the condition. For example:

#[!Empty, ÷{BMisc1}÷]Text 0.3000, 8.200, 'Arial/8', ÷{BMisc1}÷ This command prints the text specified in the Bank Misc1 field when BMisc1 is not empty.

#[!Empty, ÷{Memo}÷]Text 8.137R, 8.813, 'Arial/9', ÷MEMO: {Memo}÷ This command prints the contents of the Memo field when it is not empty. The Memo field is an assigned field.

## False

### False

This indicates the expression is FALSE and is often helpful in debugging conditional statements.

## FileExists

### FileExists, 'FileName','DriveLetters'

This returns true if the file specified by the FileName exists. It is often used with logos and signatures. PrintBoss will look in the Logos folder under the PrintBoss' Home directory when no path is specified. The following example will print the logo file when it exists:

```
#[File, 'Logo.BMP']PIC .4, 7.9, 'Logo.BMP'
```

This conditional command is most commonly used when logos are added directly to the Form File instead of through the Bank Record.

In PrintBoss version 6.0.3, FileExists was expanded to include drive letters in addition to a path. However, PrintBoss does not state which drive letter provided the match.

```
#[FileExists, 'sig1.jpg', 'cflhQ']Text 1.5, 1.5, 'Arial/7', 'Sig 1 Exists'
```

```
#[FileExists, 'l:\sig2.jpg']Text 1.5, 1.6, 'Arial/7', 'Sig 2 Exists'
```

This builds a list of signatures available. More examples are provided below:

```
#Text 1.5, {lastliney+.53}, 'Arial/7', Number of Sigs: {eval: {SigsAvailable[0]}-1}
```

```
#For N = 1 to {eval: {SigsAvailable[0]}-1}
```

```
#Text 1.5, {lastliney+.13}, 'Arial/7', {N}: {SigsAvailable[{N}]}
```

```
#Next N
```

```
#Assign Sig1, {SigsAvailable[1]}
```

```
#Assign Sig2, {SigsAvailable[2]}
```

```
#Text 1.5, {lastliney+.53}, 'Arial/7', Using these signatures:
```

```
#Text 1.5, {lastliney+.13}, 'Arial/7', {Sig1}
```

```
#Text 1.5, {lastliney+.13}, 'Arial/7', {Sig2}
```

```
#Text 1.5, {lastliney+.53}, 'Arial/7', ÷{FileList: 'C:\utilities\*.*.!', ''} ÷
```

PrintBoss also added a File Location function.

```
{Filelocation:\sig1.jpg,CDLQF}
```

## FileLocation

### Location, 'FileName','DriveLetters'

**{Filelocation:\sig1.jpg,CDLQF}**

PrintBoss added a File Location function in 6.03. After the colon, enter the filename and drive letters. PrintBoss will return the file on the first path it finds.

```
{Filelocation:\sig1.jpg,CDLQF}
```

The function will search the drive letters you provided and stops after the first find. If you have the same file on D: and F: it will return the D:\sig1.jpg file as passed using the above line.

NOTE: Disk I/O functionality is time intensive. If you have a number of signatures to test, the batch will take longer.

## Flagged

### Flagged, 'StringToTest'

This returns true if the StringToTest begins with any of these characters: Y, y, T, t (as in Yes or True). It is often used with the 5 bank variable fields called {BFlag1} ... {BFlag5}, though it will work testing any string that can return one yes or true value.

```
#[Flagged, {BFlag1}]Line 4.7, 9.6, 8.149, 9.6, " This command prints a second signature line when the BFlag1 field is checked (flagged). The description for the BFlag1 field is 2nd Signature Line and it is located on the Miscellaneous tab of the PrintBoss Bank Edit window.
```



See Chapter 8, Bank Accounts.

### In

#### In, 'StringFragment', 'StringToSearchIn'

This returns true if the StringFragment exists anywhere in StringToSearch. This search is CASE SENSITIVE. The following example whites out the dollar amounts when an exact match of the word *Packing* occurs anywhere in the assigned variable *DocDesc*:

```
#[In, 'Packing', '{DocDesc}']Block 6.5, 4.5, 8.25, 9.2, W
```

### Inu

#### Inu, 'StringFragment', 'StringToSearchIn'

This returns true if the StringFragment exists anywhere in StringToSearch. This search is NOT case sensitive. The following example whites out the dollar amounts when the word *Packing* occurs anywhere in the assigned variable *DocDesc*, regardless of case:

```
#[Inu, 'PACKING', '{DocDesc}']Block 6.5, 4.5, 8.25, 9.2, W
```

### True

True

The condition is TRUE. This is often used in debugging conditional statements.

### Type

#### Type, 'Source Abbreviations'

This returns true when the document Type appears in the Source Abbreviation list and is useful when certain documents are to print only for specific types of source files.

Source Abbreviation	Description
W	Work Files
A	Archive Files
S	Samples in Utilities
F	Form Editor

The following is an example of disabling a signature from printing when processing archive files:

```
#[Type, WSF]SIG 4.7, 9.8, 'Your_Sig.SIG'
```

Shorten the conditional command with the reverse exclamation mark:

```
#[!Type, A]SIG 4.7, 9.8, 'Your_Sig.SIG'
```

### View Only

This condition sets an object to View, but not to print. This condition can be used to test the contents of a variable prior to printing.

# DATE & TIME FORMAT MASKS

Many commands and functions allow the use of date format masks to define how a date is expressed or interpreted. In most cases, the date format is defined in the Windows Regional Settings for the Short Date if a date mask is not specified. Here is a list of the mask symbols:

Mask	Description
d	Displays the day as a number without a leading zero (1 - 31).
dd	Displays the day as a number with a leading zero (01 - 31).
ddd	Displays the day as a three-character abbreviation (Sun - Sat) using the strings given by the ShortDayNames global variable.
dddd	Displays the day as a full name (Sunday - Saturday) using the strings given by the LongDayNames global variable.
dddddd	Displays the date using Windows' ShortDateFormat (no other symbol would be used with these 5 ds).
ddddddd	Displays the date using Windows' LongDateFormat (no other symbol would be used with these 6 ds).
m	Displays the month as a number without a leading zero (1 - 12). If the m specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mm	Displays the month as a number with a leading zero (01 - 12). If the mm specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mmm	Displays the month as a three-character abbreviation (Jan - Dec) using the strings given by the ShortMonthNames global variable.
mmmm	Displays the month as a full name (January - December) using the strings given by the LongMonthNames global variable.
y or yy	Displays the year as a two-digit number (00 - 99).
yyyy	Displays the year as a four-digit number (0000 - 9999).
j	The Julian date displays the day of the year as a number without a leading zero (1 - 365).
jjj	The Julian date displays the day of the year as a number with leading zeros (001 - 365).
h	Displays hours without a leading zero 0 - 24 (0 - 12).
hh	Displays 2-digit hours with a leading zero 00 - 24 (or 00-12).
n	Displays minutes without a leading zero 0 - 59. Note that within a time expression, m will be interpreted as minutes as well.
nn	Displays minutes with a leading zero 00 -59. Note that within a time expression, mm will be interpreted as minutes as well.
s	Displays seconds without a leading zero 0 - 59.
ss	Displays seconds with a leading zero 00 - 59.
t	Forces 12-hour clock with <i>a</i> or <i>p</i> in place of t.
T	Forces 12-hour clock with <i>A</i> or <i>P</i> in place of T.
tt	Forces 12-hour clock with <i>am</i> or <i>pm</i> in place of tt.
TT	Forces 12-hour clock with <i>AM</i> or <i>PM</i> in place of TT.

## DELIMITING PARAMETERS

Most PrintBoss commands require parameters. Each parameter in a list of parameters is always separated with a comma. If no delimiter is used to enclose a parameter, PrintBoss will trim leading and trailing spaces. In the following example, the final parameter will only be 8 characters long: "Test 123".

#Text 4, 5, Arial/12, Test 123

Often it is necessary or safer to delimit parameters in case there may be a comma within the parameter or if you want to retain leading and trailing spaces. This is especially true when you are delimiting variables like an address, where you can't be sure of the contents in the evaluated variable. Suppose the above #Text command includes 2 leading and 2 trailing spaces. The final parameter should be 12 characters long. This can be fixed with delimiters.

#Text 4, 5, Arial/12, " Test 123 "

The choice of delimiters is very important. If the {CompName} variable in the following line resolves to *O'Neil Decorating, Inc* and the delimiter chosen is a single quote, a problem would occur.

#Text 4, 5, Arial/12, '{CompName}' This expression evaluates to O.

The CompName would stop at O due to the apostrophe in the name. A different delimiter needs to be used.

#Text 4, 5, Arial/12, «{CompName}» This expression evaluates to O'Neil Decorating, Inc.

PrintBoss recognizes the following characters as delimiters. Delimiters are always used in pairs, though different pairs may be used in the same expression:

Delimiter	Description
'	Single quote (apostrophe)
"	Double quote (Shift + apostrophe)
~	Tilde (Shift + graves above left Tab key)
[ ]	Starting and ending square brackets
÷	Divide symbol entered in PrintBoss editors by pressing CTRL + Apostrophe
« »	Double arrows entered in PrintBoss editors by pressing CTRL + Comma for left arrows and CTRL + Period for right arrows

The last two choices are the safest since they are extremely unlikely to occur in a text string. A commonly used short cut is to omit the trailing delimiter if the parameter being delimited is at the end of a line.

## #TEXT COMMAND

The #Text command has many options and can be qualified in different ways that are unique compared to all other commands. Therefore, this command has a single chapter to explain the different options. This chapter is divided into three sections. The first section details the #Text command as accessed from the View of a form and the second section details the command when editing the textual scripts available in the Form Editor (normally in the *Run Time Objects* or *Footer Objects* sections). The third section describes Substitution Functions that can be used by either edit method.

### EDIT #TEXT FROM A VIEW

To edit, insert, or delete text, it is often easier to use the document View of a Form File.

1. Click on the **Edit** menu and select **Form Files** from the PrintBoss Master Application.
2. Select the desired form and click the **View** button . The View of the form opens. Clarity will depend on the monitor's size and resolution. This view only displays items generated in PrintBoss. Data from the accounting system is not available in the form View.



See Chapter 9, *Form Files* – Modify from the Document View, for information on the layout of the View window.

#### DATA PRESENT

The form is void of accounting data when viewed from the Form File. Bank account information displays depending on the form and based on the bank record selected from the drop-down list at the bottom of the *Form Select* window. Close the view, select a new account from the drop-down menu, and click *View* again to display information from a specific bank account.

- ✓ **Any editing saved to a form in the View affects all bank accounts – not just the bank currently viewed.**

Other elements in the View consist of text, grid, and other objects used to create the Form File and are generated by PrintBoss. This often includes logos, company information, bank information, signature lines, labels, and the format for the MICR line at the bottom of a check.

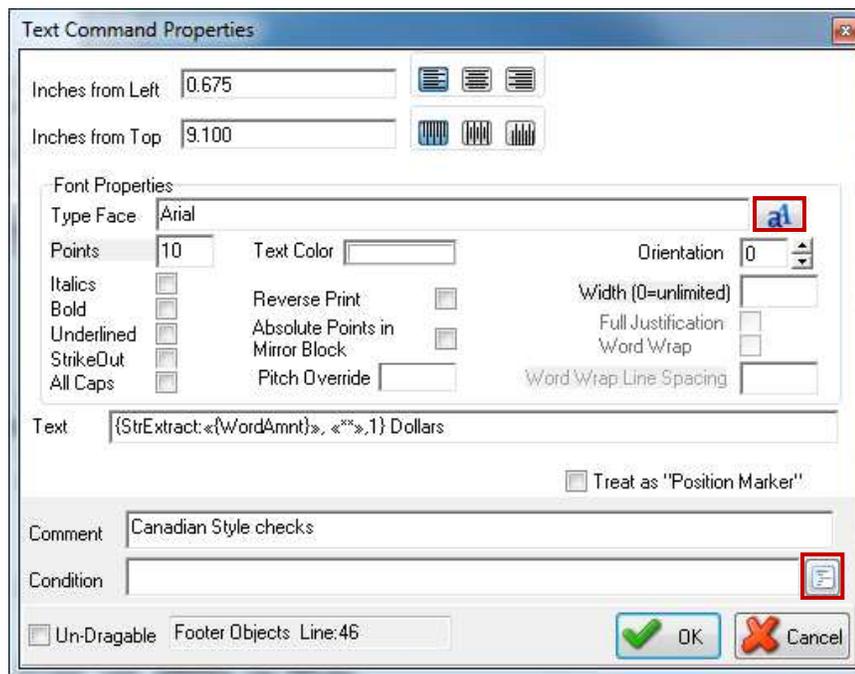
#### DELETE TEXT

Deleting text or objects from the View removes that object from ALL documents that use this form. Click once on the text object to select it. The text will be highlighted. Right click and select *Delete Current Object*. PrintBoss will prompt you for a confirmation. The change is not permanent until you *Close* the view and confirm the changes should be *Saved*.

- ✓ **Deleting text from the view will delete it for all copies and accounts that use this document.**

## EDIT TEXT

There are two ways to select text in the form: 1) double click on the text or 2) click once to highlight, then right click and choose *Edit Current Object*. A dialog box opens with properties specific to this text item. Variable names appear in the *Text* field enclosed in braces { } if the form text is the value of a variable. This is common with bank and company information.



Adjust the coordinates listed in the upper left area of the dialog box to change the placement of the text. These coordinates are in INCHES and measure from the left edge of the paper to the edge of the text, depending on justification (Left, Center, Right), and from the top edge of the paper to the edge of the text, depending on justification (Top, Middle, Bottom). The default justification is left and top. You may also drag text to the desired location without opening the Text Command Properties.

### NOTE:

Text may be dragged to change its location unless there is a variable in the *Left* or *Top* fields, such as {LastLineX} or {LastLineY+.15}. The {CompAdsLeft} variable adjusts the left edge of the company address objects when a logo appears on the form. The distance from the left is specified by a #Assign command.

The text dialog opens after text is dragged to verify the new location. Click *OK* to accept the change.

Click on the button to the right of the *Type Face* field with 'aA' on the button to change the style of the font and browse to any font available on your system. You may also type the name of a font. Adjust the point size and style of the font as desired. Available font properties include:

- Italics
- Bold
- Underlined
- Strikeout
- All Caps
- Color (If you do not have a color printer, the text will appear on the paper in a shade of gray)
- Reverse Print
- Mirroring
- Pitch Override for fixed pitched fonts only (Courier, Line Printer, Letter Gothic)
- Orientation
- Width
- Full Justification (Available when a Width is entered)
- Word Wrap (Available when a Width is entered)

- Work Wrap Line Spacing (Available when Word Wrap is selected)

A condition may be added to the text using the *Condition* field near the bottom of the dialog. Type the condition or choose one from the selector button to the right of the *Condition* field. Add "&&" after the condition to add another condition or enclose each condition with brackets [ ] and the 'And' is implied. It is often best to edit complex conditions in the Form Editor.



Please see Chapter 9, *Form Files*, for more detail on conditional commands.

### INSERT TEXT

1. Right click anywhere in the View.
2. Select **Insert an Object**.
3. Click **Text**.

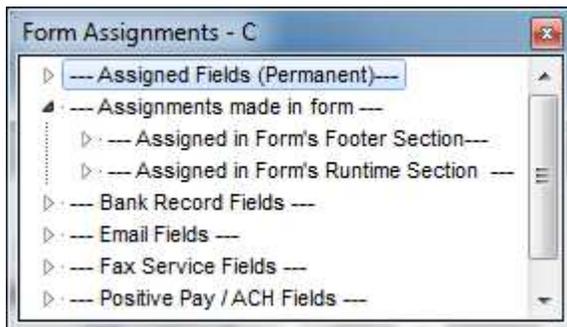
The Text Command Properties dialog opens with the coordinates of the point where you right clicked. Type your text in the *Text* field or enter a variable name in braces { }. Typically, the variable names are assigned in the RunTime Objects tab or through a PrintBoss PB#INFO trigger. Change the text properties as needed.

#### NOTE:

Objects inserted from the View are placed on the last line of the Footer Objects tab of the Form File (or the *Back Objects* tab if viewing the back of the form). Placements in other tabs or changes of order for proper formatting need to be made in the Form Editor.

It may be convenient to view a list of available variables when inserting a new Text field.

1. Close any open windows except *View*.
2. Right click in the *View*.
3. Select **Display Assignments**.



These steps open the *Form Assignments* window. Expand the list to view the assignments for the RunTime of Footer Objects sections. Move the Form Assignments window to the side for reference. Drag a variable from the *Assignments made in form* lists or the *Assigned Fields (Permanent)* list onto the View of the form. A *Text Command Properties* dialog opens for the variable. The coordinates in the dialog are based on the drag location of the variable. Edit and click *OK* to save your changes or click *Cancel* to undo.

## FORM EDITOR

Though it is easier to Add/Edit/Delete text objects from the View of a form, sometimes it is advantageous to access the script behind the view. A #Text command defines text properties for every text object in the script. The scripts are editable by opening the form editor and examining the RunTime, Footer, Page Back, or Proprietary Objects tabs of the form. The basic syntax follows:

**#TEXT X, Y, "FontDescriptor", "TextString"**

Double click on an existing command or type #Text and double click on it and a line editor dialog will parse out the script and open the *Text Command Properties* dialog. The following describes the parameters the parser expects.

**X, Y:**

These coordinates represent the location of the top left corner of the text from the left and top edges of the paper in inches. These values may be entered in thousandths of an inch. If the X coordinate is followed with the letter L, C, or R (case does NOT matter), PrintBoss will justify the text to the Left, Center, or Right. The text is left justified by default. Type the letter T, M, or B after the Y coordinate to justify the text Top, Middle, or Bottom. The text is top justified by default.

Only enter the letter representing justification in the script. The *Text Command Properties* dialog has corresponding line justification buttons.

**FONT DESCRIPTOR:**

The *Font* selection button on the *Text Command Properties* dialog in PrintBoss opens the *Windows Font* dialog. Once a font is selected, the descriptor is built automatically. The font descriptor can be typed in the script using the following components:

'Typeface/Point Size/Options'

'Arial/12/B'

PrintBoss allows a few abbreviated Type Faces.

**UV** Universal\*  
**TM** Times Roman  
**CR** Courier  
**LP** Line Printer\*  
**LG** Letter Gothic

\* Not recommended as not available in newer printers.

The font options are:

Font Option	Description
I	Italics
B	Bold
N	Underline
K	Strikeout
U	All Caps
R	Reverse Print
@nnn	Rotation of fonts in degrees -360 ...0 ... 360. Often used to change the orientation of text for Deposit slips
+	Follows point size and specifies all mirrored blocks use original point size
Pnn.nnn	Overrides any Fixed or Proportional pitch with this pitch
Xnn.nnn	Sets width of text in inches when used with Full Justification (Xnn.nnn)
A	Word Wrap
E.nn	Specifies Word Wrap line spacing

**TEXT STRING:**

This is the actual string of text that prints and can be a variable name or specific text (i.e. 'Two Signatures Required'). The string should be delimited (see *Delimiting Parameters* at the end of Chapter 9). Take care to choose a delimiter that will not occur in the string, especially when the text is an assignment from captured data. Example: Don't use Single Quotes if the text could possibly contain an apostrophe.

One unique delimiter available to PrintBoss is Ctrl + ' (apostrophe) and appears as a ÷ (old division symbol). This delimiter is recommended when the other options may appear in the text string.

Some examples of #Text commands commonly found in PrintBoss Form Files include:

#Text .3, 7.8, "Arial/12/B", ÷{BCName}÷ |This places the company name in the upper left of the check in a 12 point Bold Arial font.

#[C,0]Text 4C, 10.5, "Times Roman/10/I", "Original" [This places the label "Original" centered at the bottom of the original document, but not on copies.

## SUBSTITUTION FUNCTIONS

There are times when a text command needs to be limited, formatted, or altered to account for special circumstances. Substitution functions are available for the #Text command to accommodate those special situations. A list of Substitution functions is available in the Form Editor by RIGHT clicking in an Objects tab and selecting *List/Stuff Assignments*. Click on the arrow in front of Substitution Functions to view the list.

Substitution functions need to be enclosed in braces { }. Each Substitution function name is immediately followed by a colon and any required parameters. Everything between and including the braces will be replaced with the evaluation of the function when it is encountered in a script.

Functions may be embedded in 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 to eliminate confusion and make the command clearer. For example, consider a field with leading and trailing spaces that is captured to a variable called {Dept}. It may have the value: " SHIPPING ". Only the first 2 non-space characters of this field need to be printed (SH). The following two scripts accomplish this goal. The second is a bit longer, but it is clearer and safer.

```
#Text 4, 10.0, "Arial/12", "Dept Code: {SubStr: ÷{TrimAll: '{Dept}'},1,2}"  
OR: #Assign DeptTrimmed, "{TrimAll: '{Dept}'}"  
#Assign DeptCode, "{Substr: '{DeptTrimmed}',1,2}"  
#Text 4, 10.0, "Arial/12", "Dept Code: {DeptCode}"
```

Descriptions of the more common Substitution functions follow. See Appendix C for a list of the remaining Substitution Functions.

### Case

**Case:** '<Str>','U/L/P'

Changes the case of all the text in the <Str> to one of the following:

**U – Upper Case**

**L – Lower Case**

**P – Proper Case (first character of each work is capitalized)**

The <Str> is replaced with a variable assigned to text in the PrintBoss Form.

### CurrentDate

**CurrentDate:** 'mm/dd/yyyy'

Inserts the current date formatted according to the mask. If no mask is passed, the Windows Regional date mask will be used. See Chapter 9, *Form Files – Date & Time Format Masks*, for more format options.

### CurrentTime

**CurrentTime:** 'hh:mm:ss tt'

Inserts the current time formatted according to the mask. If no mask is passed, the Windows regional time mask will be used. See Chapter 9, *Form Files – Date & Time Format Masks*, for more format options.

### DocAmnt

**DocAmnt:** /HideDec /Zero /Width:nn /Commas /Trim

This function is used to specifically format the document's amount as recorded in the work file *Amount* column.

Parameter	Description
HideDec	Determines if a decimal appears or not; only the H is required to hide the decimal

Zero	Number of zeros or places following the decimal, typically 2
Width:nn	nn specifies maximum width of the value in characters, such as 10
Commas	Indicates whether or not commas separate thousands and millions; only the C is required to display commas
Trim	Trims the value; only the T is required to trim both sides of the DocAmnt.

## FormatDate

**FormatDate: '<DateInExpr>', 'mm/dd/yyyy' [, AddDays [, AddMonths [, AddYears [,/EOM/FOM]]]]**

This function is used to format a date. <DateInExpr> represents the date to format (or a variable referencing a date) followed by the appropriate format mask. Typically {DocDate} is used as the variable when assigned in the form. The mask may change the order or the separators of the date. By default, the AddDays/AddMonths/AddYears parameters are 0. Insert positive or negative values for these parameters to shift the date accordingly. Include the "/EOM" option to return the end of month, or the last day of the month for the DateInExpr. FOM will return the first day of the month for the DateInExpr. If the DateInExpr is empty, the FormatDate will use the date displayed on your computer.

## FormatDate2

**FormatDate2: '<DateInExpr>', '<DateInExprMask>', 'mm/dd/yyyy' [, AddDays [,AddMonths [, AddYears [,/EOM/FOM]]]]**

Same as FormatDate, except this function includes identifying the DateInExprMask format for those cases where the input is different than the Windows' ShortDateFormat.

## FormatNum

**FormatNum: '<NumStr>', WholeDigits, DecimalDigits, 'LeftFill', 'RtFill', 'H/C'**

This function formats the structure of a numeric value and is often used for Positive Pay. The following letters are used to represent HideDecimal/Commas:

- H* Hide decimal (used in Positive Pay Scripts)
- C* Comma is inserted as the thousands and millions separator

These letters can be used separately or together. The following are examples of Hide Decimal and add Comma separately:

{FormatNum: '{DocAmnt}', 8, 2, '0', '0', 'H'}

In this example, the number of Whole Digits is 8, the number of Decimal Digits is 2, zeros are used to fill Left, zeros are used to fill right, and the decimal is hidden. If the DocAmnt is \$123.40 it would appear as: 0000012340

Here is an example of a #Text using the FormatNum Substitution function:

#Text 7.950R, 8.500, 'Arial/10/B', ÷\*\*\${FormatNum: '{DocAmnt}', 0, 2, ", '0', 'C'}÷ |Here, the zero Whole Digits represents any number. Notice there is no Left Fill.

## Pad

**Pad: '<Str>', <Len> [, <Left/Rt/Trunc> [, <PadChar>]]**

This function defines the length of the string and adds extra characters when the string is short. Spaces are the default characters when PadChar is not defined. This function is often used with Positive Pay.

The option parameter may specify L, R, or T for Leftpad, Rightpad, or Truncate. The Truncate will truncate it to the length <Len> specified.

For Example:

{Pad: '{DocNo}', 10, R, '0'} *or*

{Pad: '{DocNo}', 10, , '0'}

The {DocNo} is a variable for the document number. If the check number was 1234, it would appear as: 1234000000.

## RECAmnt

**RECAmnt: '#,###,##0.00'**

This function displays the amount of the document at the time the work file was generated. The only parameter is the mask, and it is optional.

Mask	Description
#	Digit placeholders that are suppressed if not needed
0	Digit placeholders that will force a zero when no value is present
,	Thousands separator (suppressed if not needed)

## RECDate

**RECDate: 'mm/dd/yyyy'**

Inserts the date the PrintBoss work file was created. The optional mask uses the characters defined in Chapter 9, *Form Files – Date & Time Format Masks*.

## RECTime

**RECTime: 'hh:mm:ss tt'**

Inserts the time the PrintBoss work file was generated. The optional mask uses the characters defined in Chapter 9, *Form Files – Date & Time Format Masks*.

## StrExtract

**StrExtract: '<OrigString>', '<Delimiter>', <Occurrence> [, '<mode>'] OR  
StrExtract: '<OrigString>', 'CDF', <CommaDelimitedFldOccurrence> [, '<mode>']**

This function extracts a substring from within a string. The original string is divided into substrings separated by the specified delimiter. The following example extracts asterisks from the string before printing the word amount.

Example: #Text 0.675, 9.102, 'Arial/10', ÷ {StrExtract:«{WordAmnt}», «\*»,1} Dollars÷

Parameter	Description
OrigString	This is the original string with substrings delimited by the delimiter.
Delimiter	Delimits the substrings. Often this is a comma or semi-colon, but it may be multiple characters. This parameter is Case Sensitive. See CDF note below.
Occurrence	Identifies the substring to select within the original string. If this value is negative, it will count occurrences from the right. An occurrence of '-1' returns the last substring in the original string.
Mode	Enter any of the abbreviations L, R, B or U to indicate Left trim, Right trim, All trim, or Uppercase.

### CDF NOTE:

A special type of string is called a *Comma Delimited String*. In this case, each substring is delimited by a comma, but the substring itself may also be delimited with double quotes. This enables the substring to contain commas. Enter CDF as the delimiter for a Comma Delimited String and PrintBoss will look for the double quote substring delimiters and treat them appropriately.

## StrTran

**StrTran: '<OrigString>', '<SearchKey>', '<ReplKey>', '<Options>'**

This function replaces a substring (SearchKey) with another substring (ReplKey). A number entered in Options will limit the number of replacements starting from the left of the string. A negative number will count from the right.

An option of -1 will replace the last occurrence in a string. The following example removes all the asterisks in the DocAmnt string by replacing the asterisks with nothing as symbolized by the two apostrophes.

**Example:** #Text 7.923R, 8.641, 'Arial/11', "{StrTran: '{DocAmnt}', '\*', ''}"

## WordAmnt

**WordAmnt:** <Amnt> [, <Line1or2> [, <LineLength90> [, <CurrencyDollars> [, <Style A, B, or C> [, <Language> [, Decimals ]]]]]]

This function takes the numeric value of a variable and translates it into English, French or Spanish text. PrintBoss places the returned text on line 1 based on the length provided, but it will wrap to line 2 if necessary. If an entry in the form specifies both line 1 and line 2, each line must use the same specified max line length. All parameters except <Amnt> have defaults, so any parameter may be left blank and the default value will be used.

**Example 1:** #Text 0.66, 9.10, 'Arial/10', ÷{WordAmnt: '{DocAmnt}', 1, 120, Dollars,A,F}÷

Parameter	Description
Amnt	Amount to be converted to a text expression
Line 1 or 2	Identifies the location for the returned text. Default is 1
LineLength90	Length of line based on characters in the line. Default is 90
CurrencyDollars	The currency phrase will use this value in the text. Default is <i>Dollars</i> . This can be replaced with other denominations.
Style AorB:	Default style is A
Style A example:	Ten and 11/100 Dollars
Style B example:	Ten Dollars and Eleven Cents
Style C example	Ten Dinar and 000 Fils
Language	Translates numeric values to French (,F) of Spanish (,S). The default is English (no indicator necessary).
Decimals	Enter a value for the number of characters to the right of the decimal.

**Example 1:** #Text 0.70, 9.00, 'Arial/10', ÷{WordAmnt: '{DocAmnt}', 1, 120, Dinars,C,','3} Fils÷

The above example is in Kuwaiti Dinars and Fils.

## SECURITY FEATURES

The PrintBoss security features allow an administrator to restrict access to specified functions within the program. Accessibility can be gained through password and each user can have a different level of access.

Windows users need FULL CONTROL of the PrintBoss directory for the PrintBoss application to function properly. If there is a need to lock down access to the program, it should be set through PrintBoss security. Security settings are not required but are available if desired. PrintBoss will function normally if security is not activated.

Security settings only need to be defined once for all workstations when PrintBoss is installed on a network. Multiple users can access PrintBoss simultaneously from different workstations when PrintBoss is installed on a shared network drive. If the PrintBoss application is installed locally on a workstation, then security settings need to be defined for the workstation.

## SETTING UP SECURITY

### SECURITY ACCESS

The Administrator or Supervisor determines the restricted functions.

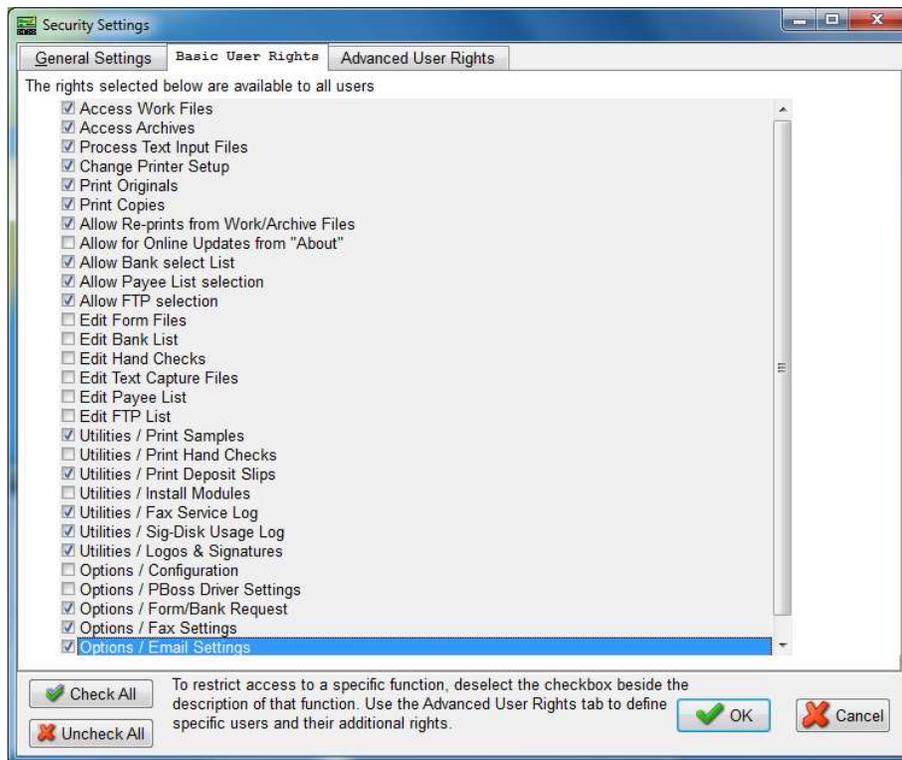
1. Open the PrintBoss Master Application.
2. Click on the **Options** menu and select **Security**. The *Security Access* window opens.
3. Enter the Master Password. Enter *ADMIN* (upper case) in the Master Password field for first time installations.
4. Click **OK**. The *Security Settings* window opens.

There are three tabs on the Security Settings window, but the Basic User Rights tab changes name and function when the Security Method on the General Settings tab is changed to Advanced. The fields on each of these tabs are explained in more detail in Appendix D of this manual.

### SET BASIC USER RIGHTS (STANDARD)

A set of Basic User Rights can be created that applies to all PrintBoss users. Additional rights can be assigned to individual users. These users will need to be created on the Advanced User Rights tab and assigned a username and password. The restricted features will only be available to the user when they Log-In to PrintBoss.

1. Open the PrintBoss Master Application.
2. Click on the **Options** menu and select **Security**.
3. Enter the Master Password.
4. Click on the **Basic User Rights** tab. This tab is available when *Standard* is selected as the *Security Method* on the *General Settings* tab.

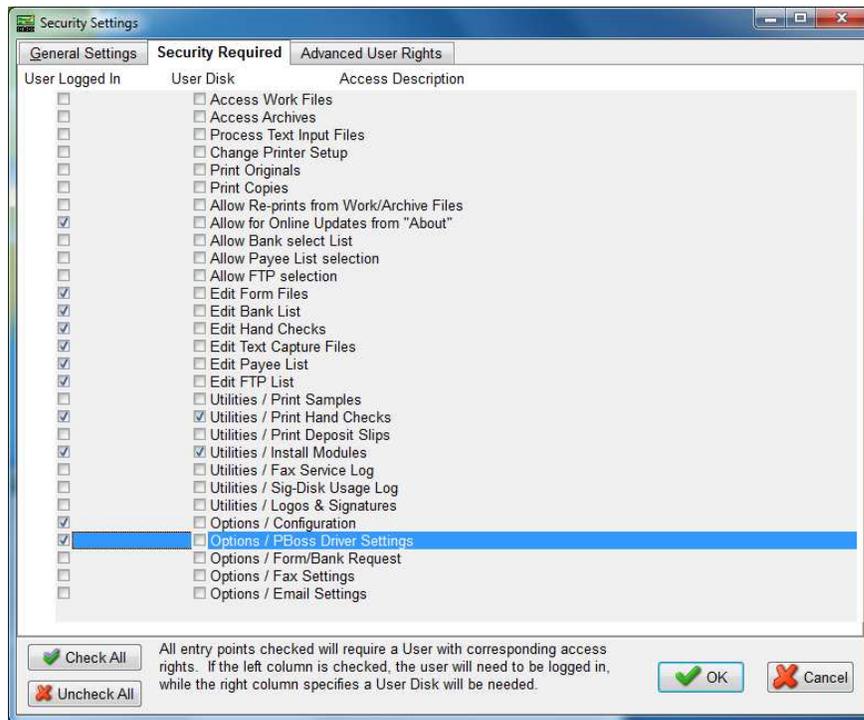


5. Check only the features you want all users to access.
  - a. All features are selected by default.
  - b. Remove selected checkboxes to remove security or click the **Uncheck All** button to remove all checkmarks and then only check the features you want all users to access.
6. Click **OK** when you are finished.

### SET SECURITY REQUIRED (ADVANCED)

Advanced security adds another layer of security by requiring the user to insert an encoded USB key into the computer to access specified features.

1. Open the PrintBoss Master Application window and login to Security.
2. Click on the **Security Method** drop-down menu on the *General Settings* tab and choose **Advanced**.
3. Select the **Security Required** tab. This tab is only visible when the **Advanced** security method is chosen.

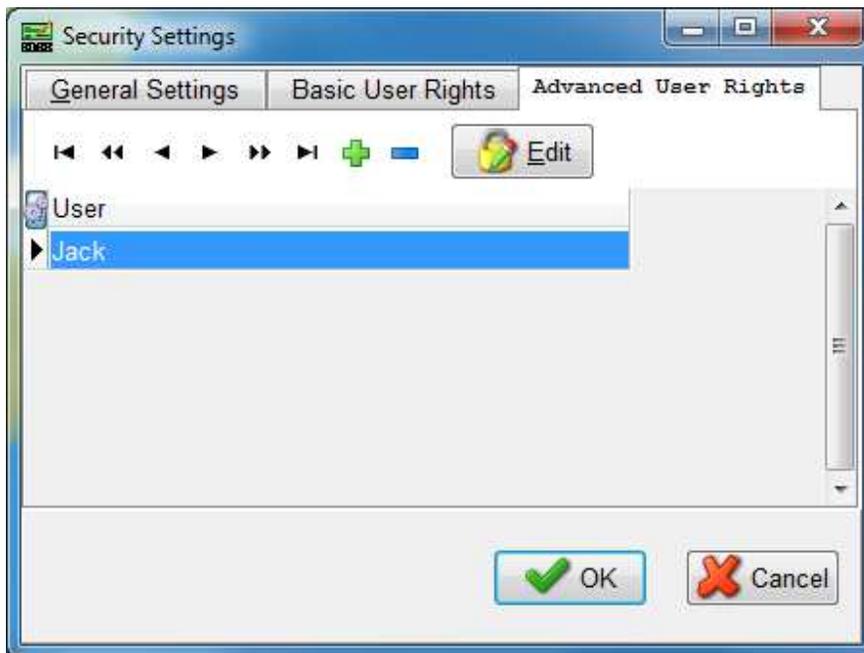


4. Check only the features you want to **restrict** from all general users.
  - a. Check the *User Logged In* column to require a login to use the feature.
  - b. Check the *User Disk* column to require the user insert an encoded disk to use the feature.
  - c. A check in both columns requires both a user login and insertion of an encoded disk.
  - d. Items NOT checked do not require a login or encoded disk to access the feature.
5. Click **OK** when you are finished.

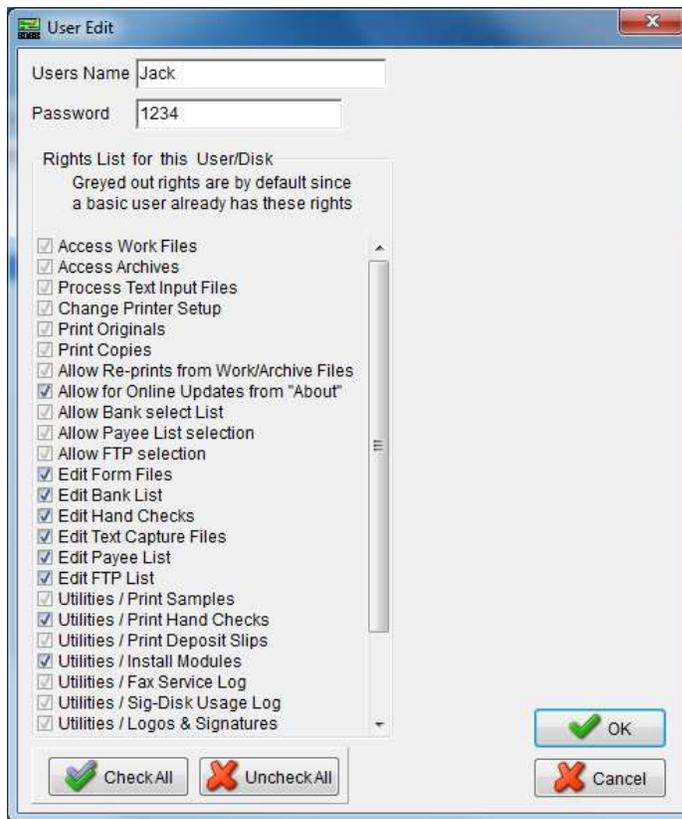
### CREATE USER ACCOUNTS

The steps used to create user accounts are basically the same for both the Standard and Advanced security methods.

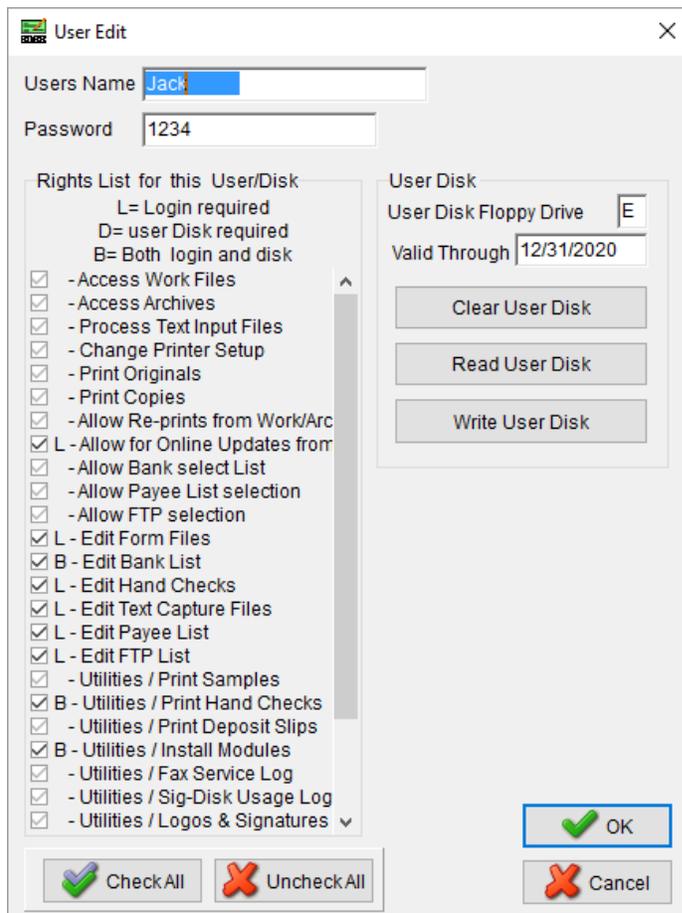
1. Open the PrintBoss Master Application window and access Security.
2. Click on the **Advanced User Rights** tab.



3. Click on the Plus sign (+). The *User Edit* window opens. The following is an example of the **Standard** security method.



Here is an example of the **Advanced** security method.



4. Enter a **User Name**. Enter the user's Windows User Name if you would like to enable *Auto Login* on the *General Settings* security tab. Otherwise, enter a User Name.
5. Enter a **Password** for this user. Passwords are visible to anyone who has the Master Password to access Security.
6. Check the appropriate available features to provide secure access for this user.
  - a. These features will be available to the selected user after he/she successfully logs in to PrintBoss when the **Standard** security method is selected.
  - b. The **Advanced** security method indicates how the user can access these features when they are checked.
    - i. L – Login required
    - ii. D –Disk required
    - iii. B – Both a login and distribution disk are required for access
7. **Advanced Only** – Create a user Disk if the letters B or D appear next to any of the features on the User Edit screen.
  - a. Insert a USB key into your computer.
  - b. Enter the drive letter for the USB drive in the **User Disk Drive** field.
  - c. Enter an expiration date for the disk in the **Valid Through** field.
  - d. Click the **Write User Disk** button to encode the disk.
  - e. Remove the disk when you are done.
8. Click **OK** on the User Edit window when you are done.

## ACCESSING SECURED AREAS

Once security levels and users are defined, users must log in to access those functions. Select File / User Log-In from the main PrintBoss Master Application window. Enter your User/Operator Name. Enter the correct password. If only a disk is required, make sure it is in the correct drive before selecting OK.

### CHANGING USERS

When one PrintBoss user is finished and a second would like to access security on the same workstation, the current user does not need to log out. The new user just logs in. Only one user is ever considered logged in to PrintBoss on the same workstation. Select File / User Log-Out when all users are finished to exit the security features, or simply close the PrintBoss Master Application.

A user is automatically logged out of PrintBoss on a workstation when the PrintBoss application is closed. No user is logged in when PrintBoss is first launched unless the option to *Auto Login Matching Windows Users* is selected from the Security / General Settings tab and there is a match in the PrintBoss *Advanced User Rights* tab.

## OTHER SECURITY OPTIONS

Other security options can be selected on the *General Settings* tab of the Security Settings window. Brief descriptions of these options are provided in the following table.

Security Option	Description
Suppress printing signatures in Archive Reprints	Prevents a secure signature (file with the extension of .sig) on a document from printing when the document is reprinted from PrintBoss Archives (File/Open Document Archives).
Master Password	Change the Master Password the first time you use Security and anytime the Supervisor position changes.
Auto Login Matching Windows Users	PrintBoss will automatically login a user when their Windows User name matches an entry on the PrintBoss Advanced User Rights tab (Options/Security).
Display ONLY primary fields in the bank list browse and Encrypt key fields in the bank list.	Select this option to suppress account information on the PrintBoss Bank List (Edit/Bank List) and only display Bank Code, Bank Prompt, and Bank Name. This feature also encrypts the Routing and Account numbers. These fields stay encrypted when exported from the bank list.
Enable/Disable User Security in Banks	Enable or Disable the Security tab on the PrintBoss Bank Edit window (Edit/Bank List). See Chapter 8, <i>Bank Accounts – Bank Security</i> , for more

	information.
Signature Disk Log (Enterprise Only)	Select Logging Active and set the retention period for the log in days.

## TEXT SECURITY

Another way to help prevent fraudulent changes is to secure the text on the document. Typically, the text that needs the most security is the amount on a check. The following features discourage or make it impossible for anyone to change the check amount once the document is printed.

### SECURETEXT COMMAND

This special text command automatically formats text (alpha or numeric) in a graphical layout. There are two types of secure text: Custom and Standard Block Numeric.

The Custom option creates a rectangle behind the text object filled with a pattern and can be used for alpha and numeric text objects (See Below).



The Std Block-Numeric option is used for numeric text only. The words *Pay Only* are added and the numbers are transparent in the middle of the black boxes and the word for each number is added. This is typically used for check amounts (See Below).



See Chapter 9, *Form Files*, for more information on the Secure Text and Rectangle commands.

### RECTANGLE COMMAND

The rectangle command can display a pattern behind a text object or signature, making it difficult for anyone to modify it once printed. This same command can be used in front of text to mask it. One example is masking or hiding the first 5 digits of the social security number on the advice of a payroll check.

White text (or negative printing) can be used with this command to make it more difficult to modify the text. The Vertical Fade or Horizontal Fade patterns should be used with negative printing.

## SIGNATURE DISKS

PrintBoss can place digitally scanned signatures on checks during the print process. These signatures can be printed conditionally based on a number of variables. The most common conditions are bank account or dollar value of the document. PrintBoss reads BMP, JPG, and PCX file types.

Saving a coded signature file to a disk adds a level of security by requiring the disk be inserted into the computer to view or print the signature file(s) on the checks. Wellspring Software offers a *PrintBoss Signature Disk* that provides additional levels of security to the signature printing process. First, the signature file type (SIG) can only be read by the PrintBoss software. Second, the file is encoded so it requires the secure disk/CD/USB be inserted in the computer to use the PrintBoss signature. The PrintBoss Signature Disk is the key to unlock the encoded signature file. The disk is also encoded so a standard *Disk Copy* will not duplicate the disk. This additional security level prevents the scanned signature file from being used fraudulently in other programs or by unauthorized personnel in PrintBoss.

## PRINTBOSS SIGNATURE CDS OR USB DRIVES

PrintBoss Signature Disks are custom created for specific files. These disks and signature files are encoded so the disk cannot be copied using a simple *Disk Copy* command nor can the signature file be read by standard graphics programs. The signature files have a '. SIG' extension. The disk may be a CD or USB key.

- ✓ **If two signatures are to print on the same check, both signatures must be encoded for the same PrintBoss Signature Disk.**

Copy the actual signature files to the PrntBoss\Logos directory. PrintBoss reads the file and looks for the disk *key* to unlock the file at the point of printing or viewing. The signature can be viewed or printed when the encoding on the disk and signature file match. Otherwise, the signature file will not display or print.

### NOTE:

Terminal Server and Citrix environments need the disk in the drive of the server or the user session must have the drive of the local workstation mapped.

Please contact Wellspring Software to order a PrintBoss Signature Disk.

## DUPLICATING PRINTBOSS SIGNATURE DISKS

The original PrintBoss Signature Disk and Security Master Password, along with access to the PrintBoss application, are necessary to make a copy of a PrintBoss Signature Disk.

1. Open the PrintBoss Master Application.
2. Click on the **Utilities** menu and select **Install Modules**.
3. Select the **Signature Disk Duplication** tab.



4. Enter the PrintBoss **Master Password** as defined under *Option / Security*.
5. Click on the active **1** button after entering the password. The 1 will fade and 2 will become active.
6. Insert the PrintBoss **Source Signature Disk**.
7. Enter the correct drive letter for the Source Signature Disk. This may be a CD or USB flash drive.
8. Click on the active **2** button. PrintBoss reads the code from the source disk.
9. Insert a new blank disk. This does not need to be the same type of media as the original. If you are using the same type of media, remove the original disk before inserting the new disk.
10. Enter the correct drive letter for the **Destination** disk. This may be the same as the original disk.
11. For a signature CD\*\*, select the 'Store Encoded File in {PrntBossHome}\SigDisks' check box.
12. To add a **Password** to the NEW signature disk, check **Use Password** on the right side of the screen. Enter the password in the field provided under the check box. This password will not impact the original disk.
13. Click on the active **3** button.
14. Click **Close** when you are finished.

The newly created signature disk has the required encoding. Signature files from the source disk may also be copied to the destination disk (except if it is a CD) through Windows Explorer, but are not required. Signature files do not need to reside on the disk since they are normally read from the PrntBoss\Logos folder and PrintBoss will verify the matching encoded disk.

#### NOTE:

The encoded file is created from the specific CD, but no file is written to the CD during the duplication process. If you would like the signature files on the CD, burn the signature files to the CD before following the signature disk duplication process.

## ADDING A PASSWORD TO AN EXISTING PRINTBOSS SIGNATURE DISK

A password may be added to an encoded PrintBoss signature disk. Users will be prompted to enter the password before PrintBoss accesses the disk. Adding a password is similar to the process of duplicating a disk except the existing disk is used for both the source and destination.

1. Open the PrintBoss Master Application.
2. Click on the **Utilities** menu and select **Install Modules**.
3. Select the Signature Disk Duplication tab.
4. Enter the PrintBoss **Master Password** as defined under *Option / Security*.
5. Click on the active **1** button after entering the password. The 1 will fade and 2 will become active.
6. Insert the existing PrintBoss disk as the **Source Signature Disk**.
7. Enter the correct drive letter for the Source Signature Disk.
8. Click on the active **2** button.
9. Select the **Use Password** check box on the right side of the screen. Enter the **Password** in the field provided under the check box.
10. Enter the same drive letter for the **Destination** as the Source drive.
11. Click on the active **3** button.

12. PrintBoss will warn the source and destination disks are the same. The only change will be to add/edit the signature indicated.
13. Click **OK**.
14. Click **Close** when you are finished.

## CREATING NON-ENCRYPTED SIGNATURE DISKS

PrintBoss reads BMP (bitmap), JPG, PCX and PIC files. Scan a signature and save it as one of these formats. PrintBoss can print color images in these file formats as long as you are using a color printer. Color signatures will print in shades of gray when printing to a printer using MICR toner.

Save the scanned file onto a disk and reference the file in the appropriate Form File or Bank record. Be sure to reference the entire path and filename, not just the filename. For example, enter *E:\my\_boss.bmp* in the appropriate Form File or Bank record. There is a 40-character limit for the filename and path.

Make sure the disk with the signature file is in the specified drive before printing checks to PrintBoss. An error will pop up (unless this option has been turned off in the PIC Command Properties dialog for the form) when checks are printed or viewed and the signature disk is not in the specified drive.

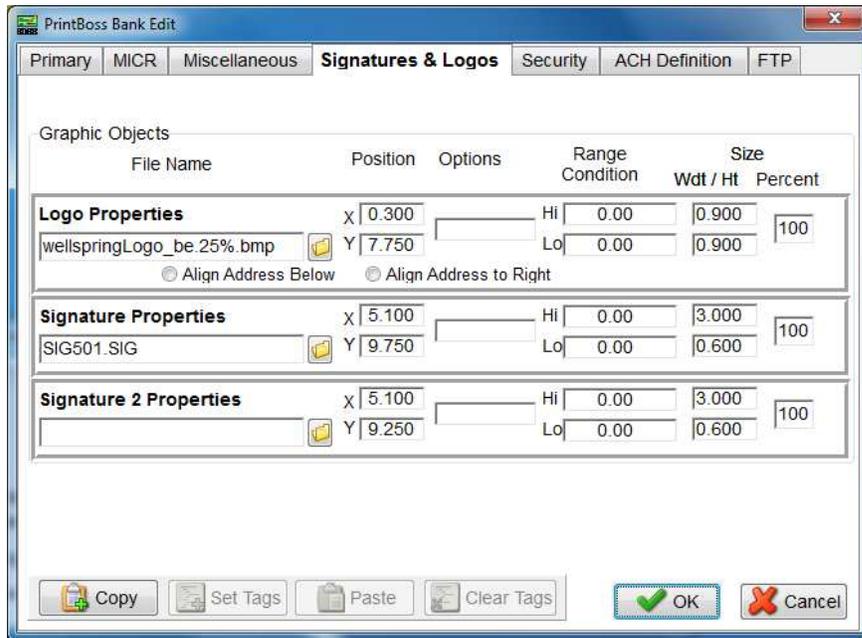
## ADDING A SIGNATURE TO A CHECK

Signatures must be referenced by the PrintBoss form in order to print on a check. Add a #PIC command referencing the signature file to each form that prints the signature (such as AP and Payroll). Add a second #PIC command when you need to print two signatures. All Standard PrintBoss forms include these commands.

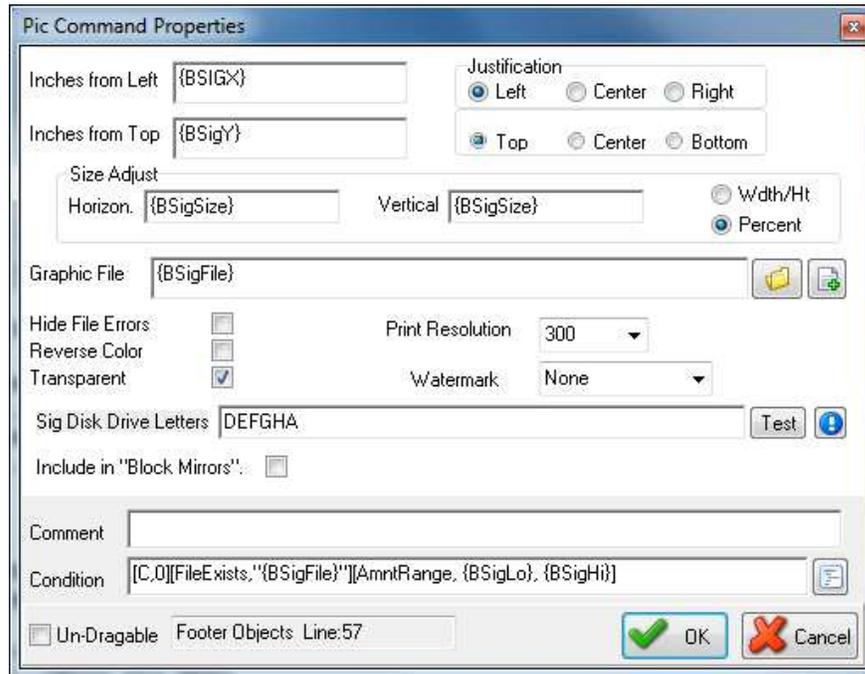
If the same signature is used for every bank account, the signature file name and path can be added directly to the #PIC command on the form. Otherwise, add the signature file name to the PrintBoss bank record and add the variable name associated with the field in the bank record containing the signature file name to the #PIC command, i.e. {BSigFile}.

PrintBoss provides sample signature commands on the Footer Objects tab on all standard forms.

1. Locate the **PrntBoss Home Directory**. You can determine the location by clicking on the PrintBoss **Help** menu and selecting **About**. The location for Home is listed under the **Directories** section towards the bottom of the window.
2. Copy your signature files, including \*.sig encrypted signature files, into the Logos folder in the PrntBoss Home directory.
3. Open the PrintBoss Master Application.
4. Add the Signature File
  - a. Bank Record
    - i. Click on the **Edit** menu and select **Bank List**.
    - ii. Select the appropriate Bank record and click the **Edit Bank** button.
    - iii. Select the **Signatures & Logos** tab.



- iv. Click on the browse button next to the **Signature Properties** field. PrintBoss automatically opens the Logos folder in the PrintBoss home directory. You may browse to a different location if your files are not in this folder. Remember, the file path and name cannot exceed 40 characters.
  - v. Select the desired signature and click **Open**.
  - vi. Repeat for **Signature 2 Properties** if two signatures may appear on the check.
  - vii. The Position coordinates properly place signatures on the bottom stub of a check.
  - viii. Set a **Hi Range Condition** if desired. For example, enter 5000.00 if the signature should not print when the check amount exceeds \$5,000.00.
  - ix. Set a **Lo Range Condition** if desired. For example, enter 5000.00 if Signature 2 only prints when the check amount is \$5,000.00 or more.
  - x. Click **OK** to save the values and exit the PrintBoss Bank Edit window.
  - xi. Click **Close** to exit the PrintBoss Bank List.
- b. Form File
- i. Click on the **Edit** menu and select **Form Files**.
  - ii. Select your form from the list and click the **Editor** button.
  - iii. Select the **Footer Objects** tab.
  - iv. Scroll through the Footer Objects and locate the Sample Signature section.
    1. Use the command starting with **#PIC** to add a signature file directly to the form. Remove the pipe symbol (|) if it appears before the # sign to activate the command.
    2. Use the command starting with **#[FileExists]** if you added the signature file through the bank record.
5. Double click on the appropriate command in the Footer Objects window. The **Pic Command Properties** dialog opens.



6. Enter appropriate values into the fields.
  - a. **Inches from Left** – Enter the inches from the left side of the page to begin the signature file.
    - i. **{BSIGX}** is the default value and refers to the value entered in the X Position field in the Bank record.

**NOTE:**

Click the **Edit Bank** button at the bottom of the Pic Command Properties dialog to change this value if you access the #PIC command from the Form View. DO NOT enter a specific value in place of the {BSIGX} variable. This may adversely affect other signatures files using this same form.

- ii. **{BSIG2X}** is the default value associated with Signature 2 in the Bank record.
  - b. **Inches from Top** – Enter the inches from the top of the page to the top of the signature file.
    - i. **{BSIGY}** is the default value and refers to the value entered in the Y Position field in the Bank record.
    - ii. **{BSIG2Y}** is the default value associated with Signature 2 in the Bank record.
  - c. **Size Adjust** – Enter inches to adjust the width and height of the signature file to size the width differently than the height or enter a Percent value to adjust the width and height by the same ratio.
    - i. **Wdt/Ht**
      1. **{BSIGWD}** and **{BSIGHT}** are the default values referencing the **Wdt** and **Ht** values entered in the Bank record.
      2. **{BSIG2WD}** and **{BSIG2HT}** are the default values associated with the width and height values for Signature 2 in the Bank record.
    - ii. **Percent**
      1. Enter **{BSIGSIZE}** in both the **Horizon.** and **Vertical** fields to reference the Percent value entered in the Bank record.
      2. Enter **{BSIG2SIZE}** in both the **Horizon.** and **Vertical** fields to reference the Percent value associated with Signature 2 in the Bank record.
  - d. **Graphic File** – Enter the signature file name and path. Only the file name is required if the signature is located in the Logo folder of the PrntBoss Home directory.
    - i. **{BSIGFile}** is the default value and refers to the file name entered in the Signature Properties field in the Bank record.
    - ii. **{BSIG2File}** refers to the file name entered in the Signature 2 Properties field the Bank record.
  - e. **Sig Disk Drive Letters** – Enter the letter(s) associated with the drive(s) containing the signature disk if this is an encrypted file (\*.sig). A series of letters may be entered if there is more than one possible choice, such as DEFG.
    - i. If Terminal Services is used, the path is [\\TSCClient\D](#); [\\TSCClient\E](#); etc.

- ii. If Citrix is used, the path is [\\Client\D](#); [\\Client\E](#); etc.
  - f. **Condition** – Enter any required conditions. The example above prints the signature file if it exists and if the check amount meets the range condition. The values for the range condition in this example are entered in the Bank record.
7. Click **OK** to save changes and close the Pic Command Properties window.
  8. Click **OK** to save changes and close the Form Editor.

Typically, placement for the signature is relatively close to the signature line. Signatures from a disk in the computer will appear in the View if there are no conditions on the signature. Amount conditions can be simulated in the View by entering a value in the Dollar field at the top of the window. (See Chapter 9, *Form Files – Modify From the Document View*). Drag the signature to adjust placement or double click on the signature to edit the properties, including size. Location and size will display as variables for signatures stored in bank records. It is best to make these adjustments to the bank record, though the variables can be overwritten by numeric values. Numeric values will overwrite the variables for all bank records, not just the currently selected bank record.

Repeat the steps for a second signature file. Verify the coordinates for the second signature file are higher on the page so it does not print on top of the first signature.



See Chapter 9, *Form Files*, for more information on the #PIC Command.

## USING PRINTBOSS SIGNATURE DISKS

Follow the instructions sent with the secured signature or refer to the instructions above in the *Adding a Signature to a Check Form* section.

Make sure the disk is inserted in the drive before checks are sent to PrintBoss. An error will pop up (unless that option has been turned off in the **PIC Command Properties** dialog for the form) when checks are printed and the PrintBoss Signature Disk is not in the specified drive. The error allows the disk to be inserted into the drive before continuing or allows the user to skip the use of the disk and signature(s). The checks will print without the signature(s) when the disk is skipped.

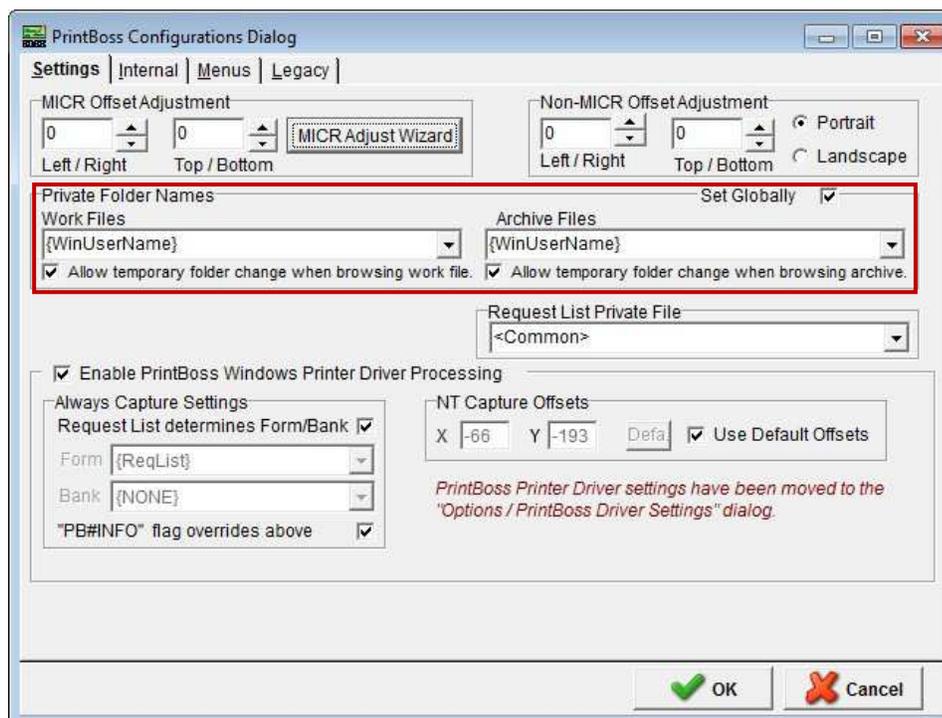
## WORK/ARCHIVE FILES

PrintBoss captures documents to a work file. Documents stay in the work file until they are overwritten or archived. Work and archive files can be reprinted and sorted. PrintBoss also allows you to create reports to view or print lists of these documents.

## CONFIGURE WORK/ARCHIVE FILES

Work and Archive files can be saved by user.

1. Open the PrintBoss Master Application.
2. Click on the **Options** menu and select **Configuration**.



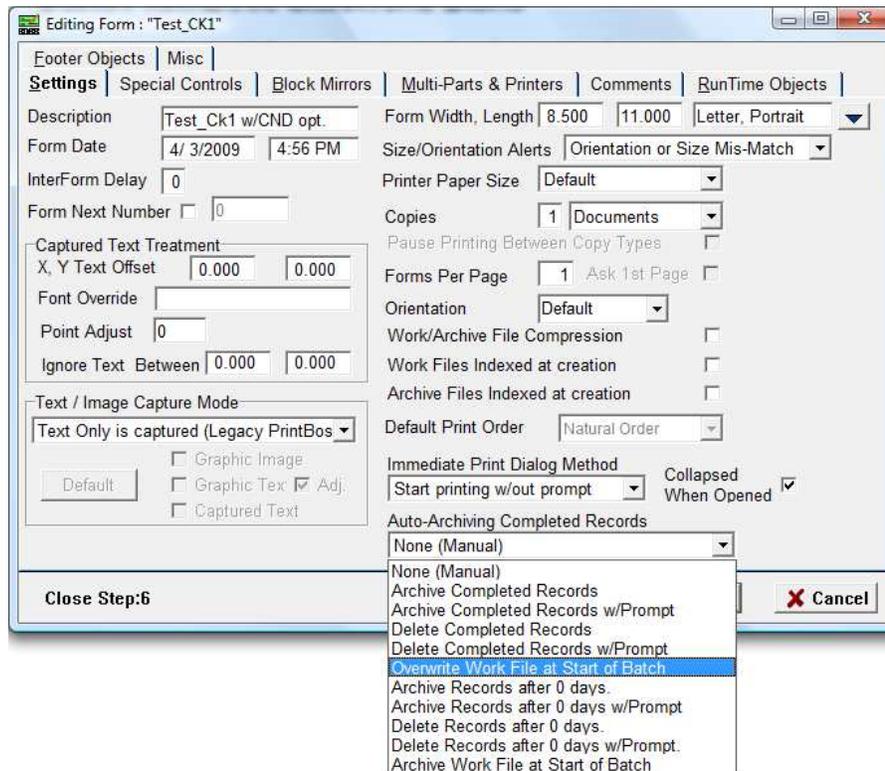
3. Locate the **Private Folder Names** section on the **Settings** tab.
  - a. **Work Files** – The recommended setting for Work Files is **{WinUserName}**. PrintBoss will create folders by Windows User Name in the Work folder of the PrntBoss Home directory. This allows each user to track their own documents and prevents other users from accidentally overwriting the work files.

- b. **Archive Files** – {WinUserName} is also the recommended setting for tracking Archive documents, but there are times when a **Common** folder is more advantageous for creating audit reports.
- 4. Select the **Set Globally** check box to save the Work and Archive setting for all PrintBoss users. Otherwise, the settings can be set separately for each user.
- 5. Select **Allow temporary folder change when browsing work file** or **archive** when individual folders are used for users and a Supervisor or Wellspring technician needs to browse and view the files of another user. Browsing these files is explained later in this section.

**NOTE:**

The remaining settings on the Configuration window may vary based on the accounting software your organization is using. See Chapter 4, *Setup*, for an explanation of these settings.

- 6. Click **OK** when you are finished.
- 7. Click on the **Edit** menu and choose **Form Files**.
- 8. Select the desired form and click the **Editor** button.



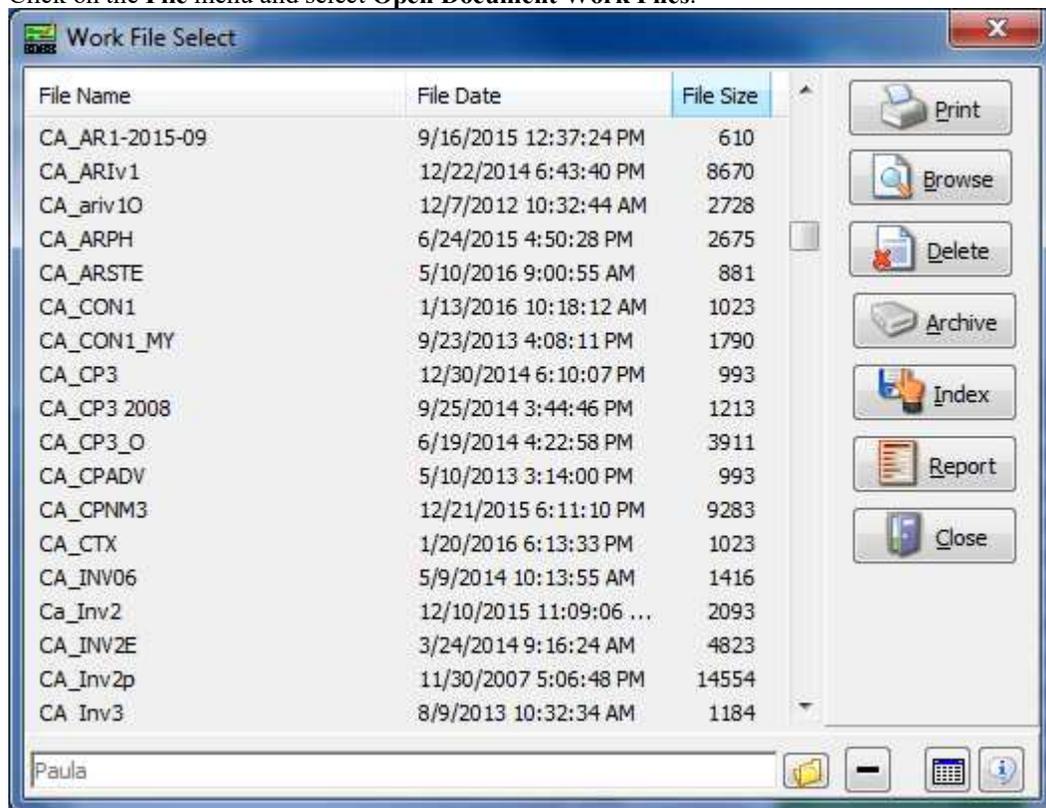
- 9. Click on the **Auto-Archiving Completed Records** drop-down menu on the **Settings** tab and choose an Archiving method.
  - a. **None (Manual)** – Work file documents are not archived nor deleted automatically. Any changes to the work files need to be made manually.
  - b. **Archive Completed Records** – Work file documents are automatically transferred to Archives after successfully processing all copies of a document.
  - c. **Archive Records w/Prompt** – User is prompted to archive documents after the batch finishes processing all copies of each document.
  - d. **Delete Completed Records** – Work file documents are automatically deleted after successfully printing. They are not moved to Archives.
  - e. **Delete Completed Records w/Prompt** – User is prompted to delete documents after they finish printing. Documents are not archived.
  - f. **Overwrite Work File at Start of Batch** – This is the default setting for standard forms. Documents remain in the Work File until the next print batch is started. Then the existing documents are deleted and the new documents are temporarily stored in the Work File. Documents are not archived.

- g. **Archive Records after \_ days** – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when the completed records will be automatically transferred to Archives. The largest available value is 299999.
  - h. **Archive Records after \_ days w/ Prompt** – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when they will be prompted to archive completed records. The largest available value is 299999.
  - i. **Delete Records after \_ days** – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when the completed records will be automatically deleted.
  - j. **Delete Records after \_ days w/Prompt** – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when they will be prompted to delete completed work file documents.
  - k. **Archive Work File at Start of Batch** – Completed work file documents are automatically transferred to Archives at the start of the next batch printed to the same PrintBoss work file.
10. Click **OK** on the Form Editor to save your changes.
  11. Click **Close** to exit the Form Select window.

## OPEN DOCUMENT WORK FILES /ARCHIVES

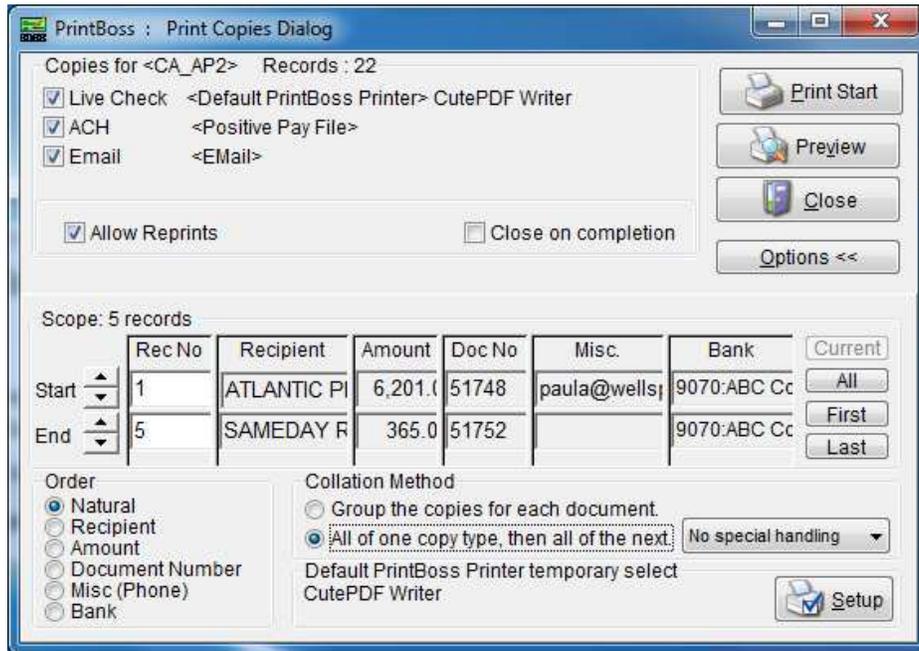
Documents are temporarily stored in the Work File, depending on the Auto-Archive setting selected on the Settings tab of the Form Editor. These documents may be Printed, Browsed, Deleted, Archived, Indexed, or printed in a Report list. Document Work Files and Archives work substantially the same way.

1. Open the PrintBoss Master Application.
2. Click on the **File** menu and select **Open Document Work Files**.



- a. Beginning with version 6.01.3, the list is more functional. The default value is to display the 'Table' View.
  - i. The columns included in Table View are:
    1. File Name
    2. File Date
    3. File Size.
  - ii. Click on a label, such as File Date, to sort the list by that attribute.
  - iii. Click on the same label again to reverse the sort.

- iv. A scroll bar on the right side allows you to scroll through the Work File list if you have many entries.
- b. Click the 'List or Table View' button  to change from Table to List View. The List View only sorts alphabetically. There is no reverse for this feature. As always, the scroll bar along the bottom of the List allows you to scroll when there are many work files in the list.
3. Select a form from the list and choose an action from the buttons on the right side of the window.
  - a. **Print** – Reprint a selected document or all documents in the Work File. A range can be selected from the Scope. Select the **Allow Reprints** and any or all available **Copies** before clicking the **Print Start** button.



Select the **Close on completion** checkbox to automatically close this window after reprinting a document.

- b. **Browse** – View a list of the documents in the selected Work file and confirm their Printed status. Capital letters in the Printed column indicate successful printing. Lower case letters indicate printing was not successful.

Date	Batch	Time	Document	DocNo	Form	Printed	Recipient	Amount	Misc (FaxNo)	Misc2	BankCode
2011-08-30	14:50:35	2011-08-30	14:50:38	10138	QB_Chk4	SoS	Bayshore CalOil Service	2,712.00			Checking:Rock
2011-08-30	14:50:35	2011-08-30	14:50:38	10139	QB_Chk4	SoS	Bayshore CalOil Service	4,714.00			Checking:Rock
2011-08-30	14:50:35	2011-08-30	14:50:38	10140	QB_Chk4	SoS	Daigle Lighting	52.00			Checking:Rock
2011-08-30	14:50:35	2011-08-30	14:50:38	10141	QB_Chk4	SoS		23.00			Checking:Rock
2011-08-30	14:50:35	2011-08-30	14:50:38	10142	QB_Chk4	SSO	C. U. Electric	329.72			Checking:Rock
2011-08-30	14:50:35	2011-08-30	14:50:38	10143	QB_Chk4	SOE	C. U. Electric	15.00		paula@wells...	Checking:Rock
2011-08-30	14:50:35	2011-08-30	14:50:38	10144	QB_Chk4	SoS	Daigle Lighting	11.32			Checking:Rock

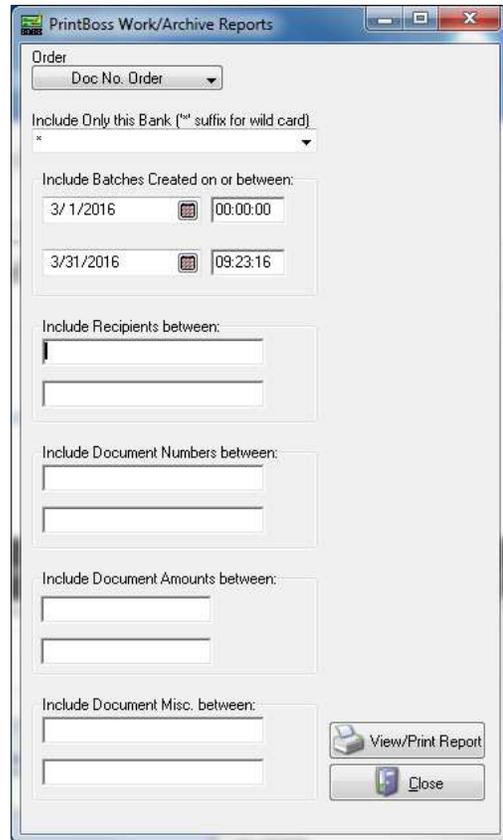
The following is a list of print codes:

1. D – PDF
2. E – Email
3. O – Positive Pay
4. P – Print
5. S – Skipped (intentionally)

6. – A dash appears in the Printed column for a copy that is set to ‘Never’ process.
  7. . – A period indicates a copy is set to Batch and has not been processed manually.
- i. Select a document and click the **View** button  to preview the entire document. See Chapter 9, *Form Files* – Modify from the Document View, to learn more about this feature.
  - ii. Click the Print button to print the selected document.
  - iii. Click on the drop-down menu to the left of the View button or click on a dark gray column heading to sort the list. Sorting is only available when the Work or Archive File has been Indexed.
  - iv. Right-click on a document in the list to view additional choices:
    1. View – View the selected document(s)
    2. Print – Print the selected document(s)
    3. Edit – Open the Work File Edit window
    4. Hold Record – moves selected document(s) to a new work file with the same name and appended with ‘- HOLD’.
    5. Delete – Delete the selected document(s)
    6. Edit Form – This is a shortcut to open the Form Editor
  - v. Right-click on the Misc or Misc2 fields for a record in the Browse window to open a folder or file if one of these fields has been assigned to a file path or file path and name.
- c. **Delete** – Delete documents in the selected Work or Archive File that meet one of the following conditions. This action cannot be reversed.
    - i. Delete Only Completed Records (original and all copies printed).
    - ii. Delete Records Created Between a specified date range.
    - iii. Delete Records Between a specific Document Number (DocNo) range.
    - iv. Delete All Records.
  - d. **Archive** – Transfer or Delete records in the Work File that meet the selected condition. The conditions are similar to those listed for Delete above.
    - i. **Transfer** moves the documents to the specified folder in the Archive folder of the PrntBoss Home directory. By default, the name of the Archive folder is the same as the Work File and Form name.
    - ii. **Delete** permanently removes the selected records. This action cannot be reversed.
  - e. **Index** – Index the documents in the Work or Archive File for sorting.
    - i. The two choices presented when no Index exists are: 1) Leave with no index; and 2) Index file. Choose Index file to sort the documents in the File Browse window.
    - ii. The choices change when a Work or Archive File has been Indexed: 1) Disable Indexes; and 2) Rebuild Existing Index.
    - iii. Select Pack Database on the Index Maintenance window to resize a file after many documents have been moved or deleted.

f. **Report** – Work/Archive Reports create a list of reports that meet the specified criteria. This is a great auditing and search tool. Click the View/Print Report button after entering your criteria to View and Print a list of the results.

- i. **Order** – Enter a sort order if this file is *Indexed*. The example to the right uses Doc No. (Check No.) Order to sort.
- ii. **Bank** – Select a bank record to report on documents associated with a specific bank account. An asterisk (\*) can be used as a wildcard to select all bank records or bank records that start with the same name.
- iii. **Date/Time Range** – Use the calendar buttons or type in the fields to specify a data range. Type in the far-right fields to enter a time range. This is particular helpful for audit trails.
- iv. **Recipients** – The recipient range is alphabetical. Enter *PrintBoss* and *Wellspring* to select all recipients that appear alphabetically between these two names.
- v. **Document Numbers** – This range is alpha-numeric.
- vi. **Document Amount** – This range is only numeric.
- vii. **Document Misc.** – This range is alpha-numeric.
- viii. A sample of the report results is displayed below.



Batch Date between : "01/31/2007 00:00:00" and "12/31/2007 16:52:07"

PrintBoss Work File Listing      Batch Date between : "01/31/2007 00:00:00" and "12/31/2007 16:52:07"

Page: 1  
 Printed: 2/19/2008 5:07:02 PM  
 Order : Doc No. Order

Batch Date/Time	Doc. Date/Time	Doc. No.	Doc. Amnt.	Recipient	Misc	Bank	Printed Form
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000006	3,405,661.18	Demo Bank Account		P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000007	15,607.84	Arizona Department		P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000008	54,000.00	Arizona Department		P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000009	280.40	DES Unemployment		P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000010	19,054.50	Kentucky State		P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000011	1,315.78	Treasurer, KY		P	MTax1
Total Doc Amount:			3,495,919.70				

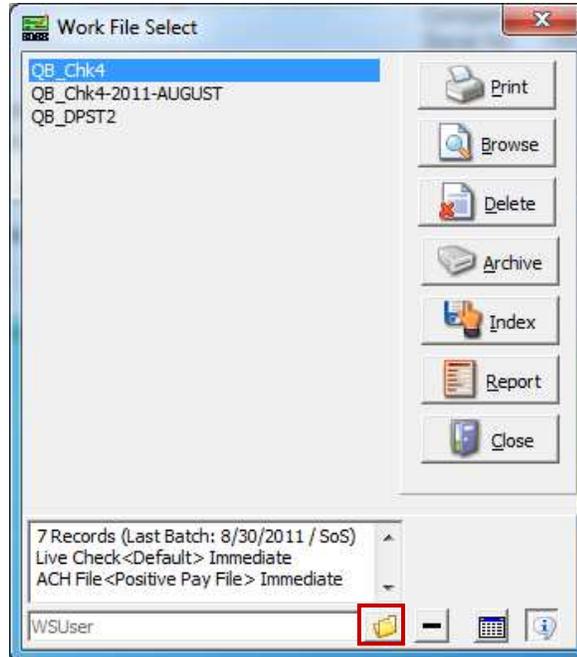
Page 1 of 1

4. Select the **Print** button to print this list.
5. Click **Close** to close the Batch print window.
6. Click **Close** to close the PrintBoss Work/Archive Reports window.
7. Click **Close** when you are finished with Work/Archive File Select

# BROWSE WORK/ARCHIVE FILE SELECT

You can browse for Work or Archive files created by other PrintBoss users when *Allow temporary folder change when browsing work file/archive* is selected on the Configuration dialog under the Options menu.

1. Open the PrintBoss Master Application.
2. Click on the **File** menu and choose **Open Document Work Files** or **Open Document Archives**.



3. Click on the browse (folder) button at the bottom of the window.

## NOTE:

The folder button is not present unless the '*Allow temporary folder change when browsing...*' option is selected on the Settings tab of the Configurations Dialog under the PrintBoss Options menu.

4. Select a different user from the **Browse for Folder** list. Occasionally there are files under the main Work folder as well.
5. Click **OK**. The work/archive files for the selected user will display in the Work/Archive File Select list.

# WORK FILE/ARCHIVE EDIT

The Work Edit window for Work and Archive Files contains useful information and functionality.

1. Open the PrintBoss Master Application.
2. Click on the **File** menu and choose **Open Document Work Files** or **Open Document Archives**.
3. Select a Form from the list and click the **Browse** button.
4. Right-click on a document in the list and select **Edit**. The **Work File Edit** window opens.

The screenshot shows a 'Work File Edit' window with the following fields and values:

- Batch Date/Time: 2016-04-01 16:03:42
- Record Date/Time: 2016-04-01 16:04:05
- Form: AG\_PD2
- Bank: 1110:Wellspring Software
- Document Number: 43002
- Document Amount: 205.58
- Document Recipient: Bob Cowgill
- Payee Id: [Masked]
- Misc: [Empty]
- Printed: 05E
- Misc2: [Empty]
- Status Log: 04/08/2016 01:10:33P Copy=2 Page:1/1 Emailed Successfull

The fields are Read Only except for the Form, Misc, and Misc2 (Email Address) fields.

5. A description of these fields follows.
  - a. **Batch Date/Time** – Displays the date and time the work file was created.
  - b. **Record Date/Time** – Displays the date and time the selected document was created.
  - c. **Form** – Displays the Form used to process this document. Edit this field to display and print this data on a different form.
  - d. **Bank** – Displays the name of the bank used to process this document.
  - e. **Document Number** – Displays the check number.
  - f. **Document Amount** - Displays the check amount.
  - g. **Document Recipient** – Displays the Payee or Recipient if this is a check.
  - h. **Printed** – Displays the status for each copy of this document. Upper case characters indicate the document was successfully printed or skipped. Lower case characters indicate a print failure. Blank indicates no printing was attempted.
  - i. **Misc** – Displays the contents of the DocMisc field. This may be used to enter a special variable or a 2<sup>nd</sup> email address.
  - j. **Misc2** – Displays contents of DocMisc2. This is often used for email addresses.
  - k. **Status Log** – Displays status information for E-mail copies sent from PrintBoss.
6. Click **OK** when you are finished.

## DEPOSIT SLIPS

Deposit Slips can be printed from a Form File or as a Utility. This section describes the Utility.

PrintBoss Deposit Slips are often printed independently of the accounting software. This is the more conventional sense of a deposit slip. The Deposit Slips can include the MICR, bank information, and company information from a PrintBoss bank record. The detail (description and amount) is hand entered on the screen.

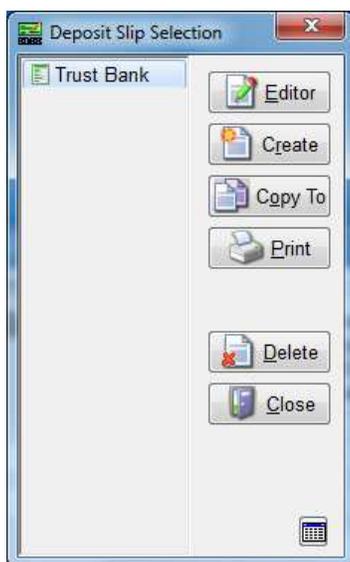
Any number of deposit slip files may be created. Each file typically specifies the bank record and a form (Deposit1 or Deposit3).

**NOTE:**

Printing deposit slips from PrintBoss does NOT update the accounting software's database.

## CREATING/EDITING DEPOSIT SLIPS

1. Open the PrintBoss Master Application.
2. Click on the **Utilities** menu and select **Deposit Slips**. A list of deposit slip specs defined by others may appear in the Deposit Slip Selection window. Otherwise, the list will be blank.
3. Select a deposit slip from the list or click the **Create** button and enter a **Name** for the deposit slip. Long names may be truncated based on the width of the Deposit Slip Selection window.
4. Click **OK**. The new name appears in the **Deposit Slip Selection** list.



5. Select your deposit slip and click the **Editor** button.





See Chapter 9, *Form Files*, for more information on form settings.

7. **Description** and **Amount** entries made on the right-hand side of this dialog do not carry over to the Print function when entered from the Editor. They are only for Preview purposes. They will print when entered from the Print function.
8. Select **Preview** to view the deposit slip layout before printing. This is available from both the Editor and the Print function.
9. Click **Close** on the Deposit Slip Print Utility dialog when you are finished making changes.

**NOTE:**

There should be one Deposit Slip created for each bank account that prints deposits.

## PRINTING DEPOSIT SLIPS

1. Open the PrintBoss Master Application.
2. Click on the **Utilities** menu and select **Deposit Slips**. A list of deposit slip specs appears in the **Deposit Slip Selection** dialog. If the list is blank or the deposit slip needed is not in the list, return to *Creating/Editing Deposit Slips* above for instructions on how to create a deposit slip.
3. Select the desired deposit slip and click **Print**. The specification fields are displayed in the **Deposit Slip Print Utility** dialog.
4. Confirm the **Bank Selection** is correct. This field determines the *Bank Information* and *Company / Account Information*.
5. Enter the appropriate **Descriptions** and **Amounts** detail. PrintBoss will keep a running total at the bottom of the screen. The final total will be printed on the deposit slip.
6. Click **Preview** to view the deposit slip before printing.
7. Click the **Print** button to create the deposit slips.
8. Click **Close** on the Deposit Slip Print Utility dialog when you are finished.

## E-MAILING

PrintBoss can be configured to e-mail the documents it processes as PDF attachments. There are limitations to embedding documents in standard e-mails. PrintBoss solves these limitations by converting the image of the document to a PDF file and attaching the PDF to the e-mail. PDF readers, such as Adobe Reader, are free and can be used to open the PDF files. Adobe Reader can be downloaded from [www.Adobe.com](http://www.Adobe.com) and is often installed with the operating system on most computers.

PrintBoss can e-mail on an individual basis (manual mode) or in batches (automatic mode).

- Manual mode – PrintBoss can e-mail any page viewed from a work or archive file.
- Automatic mode – One of the copies in the PrintBoss form is defined as the e-mail copy. PrintBoss can capture and assign fields from the accounting software (such as the EMailTo address) and automatically send batches of documents. This enables the Work file to record e-mail attempts and successes.

The user sending the e-mail must have access to an SMTP mail server. PrintBoss does not use local e-mail software (i.e. Microsoft Outlook, Outlook Express, Netscape, Eudora, etc.), but works in parallel with it, making use of the same SMTP mail server as the mail program.

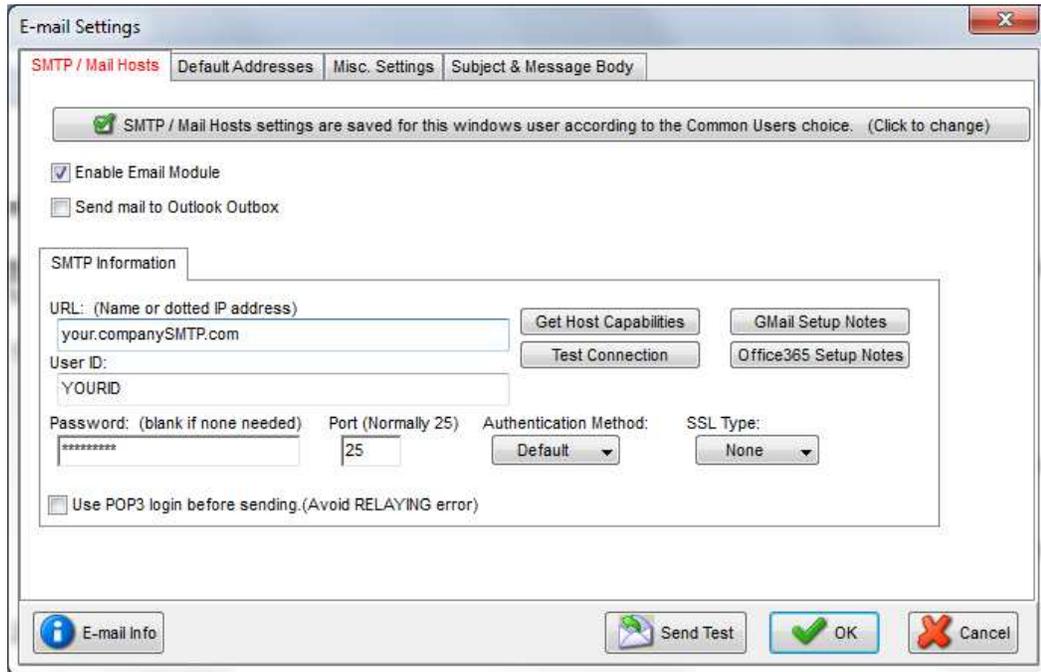
- Ⓟ PrintBoss Enterprise has an option to use Microsoft Outlook Outbox instead of the SMTP server. Enterprise can also email through Office 365 and Gmail.

### NOTE:

The content of the To, CC, or BlindCC fields can each include multiple addresses. Each address must be separated by a semicolon or a line feed when the address is in a multi-line variable in PrintBoss.

## SETUP

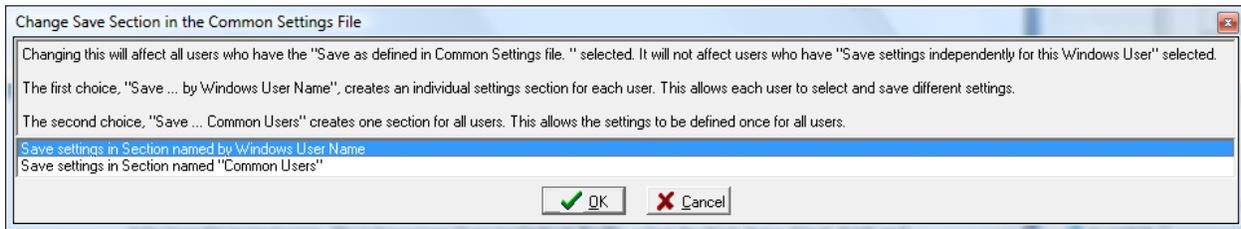
1. Open the PrintBoss Master Application.
2. Click on the **Options** menu and select **E-mail Settings**. The E-mail Settings dialog opens.



3. The first tab is the **SMTP / Mail Hosts** tab. Choose the settings for saving the options set on this tab.
  - a. **Save Settings** – The settings button at the top of each tab identifies how settings are saved for the tab. Click on this button to change the Save Settings.



- i. **Save settings independently for this Windows User [User Name], and to this PC [Computer Name]** – The first choice is whether to save settings on the local workstation or terminal server or to save settings to a common location. Settings saved locally can only be changed at the local workstation (or terminal server) while logged in as the user. These settings are saved in the Current User registry.
- ii. **Save as defined in Common Settings file. ["<PBDir>\Email\Settings\Hosts.ini"]** – E-mail settings may be saved to a common file located in the PrintBoss Directory. The advantage of this choice is the file may be edited by an administrator for these users. The Common Settings file may contain sections unique to each user (*Save Settings in Section named by Windows User Name*) or contain one group of settings that applies to all users (*Save Settings in Section named "Common Users"*) who chose the Common Settings selection.
- iii. **Change Save Section in the Common Settings File** – This button is available when **Save as defined in Common Settings file** is selected.



1. **Save settings in Section named by Windows User Name** – Settings are saved in a common File, Hosts.ini, by Windows User name.
  2. **Save settings in Section named "Common Users"** – Setting are saved in a common file, Hosts.ini, in one section named Common Users.
    - iv. Settings will not be saved until you click **OK** at the bottom of the E-mail Settings dialog.
- b. **Enable E-mail Module** – This setting enables the e-mail function for this workstation (or user in a Terminal Server or Citrix environment).
- c. **Send mail to Outlook Outbox** – Select this check box to send e-mail through your Microsoft Outlook *Outbox* using Microsoft’s MAPI call.
- i. This feature is only available for PrintBoss Enterprise users.
  - ii. The Host SMTP information will be replaced with the selected **Outlook Profile**.

Send mail to Outlook Outbox



- iii. Choose **Use default profile** when you have only one Outlook Profile or to use your primary Outlook Profile.
  - iv. Select the third choice (**blank field**) and enter the profile name when you have more than one Outlook Profile. The variable {EmailProfile} can be used to dynamically assign an Outlook profile in the PrintBoss form.
  - v. Temporarily select **Request profile** when you are not sure of the profile name and Outlook will provide a list of profiles. This enables you to identify the desired profile name to enter in the third choice. A list only appears when you have more than one Outlook profile. Otherwise, the only choice is Outlook. When the ‘Automatic E-mail Pause’ setting on the Misc. tab of the PrintBoss E-mail Settings option is set to Pause, the ‘Choose Profile’ dialogue only appears after clicking the ‘Send E-mail’ button.
  - vi. **Seconds between emails** allows a value greater than zero if the system requires a delay between sending emails. This feature should only be used at the advice of a Wellspring Software technician.
  - vii. **Alert if Image Attachment Issues** can be selected when either sending a large number of attachments or combining emails with a large number of attachments to receive a warning when the Outlook attachment limit is reached.
- d. **Host SMTP Information** – This choice is available when **Send mail to Outlook Outbox** is NOT selected. Enter the values for your e-mail program.

SMTP Information

URL: (Name or dotted IP address)

User ID:

Password: (blank if none needed)  Port (Normally 25)  Authentication Method:  SSL Type:

Use POP3 login before sending.(Avoid RELAYING error)

- i. **URL (name or dotted numeric address)** – Enter the URL. The URL can either be the 4-segment dotted numeric address or the URL name (e.g. mail.yourcompany.com).
  - ii. **Get Host Capabilities** – Click this button to verify the URL is correct. The User ID and password are not necessary for authentication. When successful, it returns a list of authentication methods the server supports and confirms the URL address.
  - iii. **Test Connection** – Click this button to verify the User ID and Password are valid. The Password is not necessary when your e-mail account does not require a password.
  - iv. **User ID** – Enter your User ID. The User ID is the name of your e-mail account. It is also the same as the name you use to log in to your e-mail account and is often your email address.
  - v. **Password** – Enter your password if it is required to send outbound e-mails. This field accommodates 30 characters. Leave this field blank if your system does NOT require a password. Otherwise, the e-mail will not work.
  - vi. **Port** – Leave the default value. This is normally set to 25 unless otherwise instructed. Port 587 is used for both Gmail and Office 365.
  - vii. **Authentication Method** – Leave on the *Default* value unless instructed by a Wellspring Software support technician.
  - viii. **SSL Type** – This option is only available in PrintBoss Enterprise. Select the SSL type that matches the security on your SMPT server. This field is required for Office 365. The value is TLS 1.2.
  - ix. **Use POP3 login before sending** – Use this option to avoid SMTP Relay Errors when the authentication is needed to process the relay.
- e. **Gmail SMTP Information** – This choice is available when ‘smtp.gmail.com’ is entered in the URL field or when a User ID contains a Gmail account. Beginning with PrintBoss version 6.01, this button is always available.

**P**

SMTP Information

URL: (Name or dotted IP address)

User ID:

Password: (blank if none needed)  Port (Normally 25)  Authentication Method:  SSL Type:

Use POP3 login before sending.(Avoid RELAYING error)

- i. **URL (name or dotted numeric address)** – Enter smtp.gmail.com.
- ii. **Get Host Capabilities** – Click this button to verify the URL is correct.
- iii. **Test Connection** – Click this button to verify the User ID and Password are valid.
- iv. **Gmail Setup Notes**
  1. **Read Notes** – It is important to read these notes as Account Permissions in Gmail need to be changed to use your Gmail account with SMTP.
  2. **Prefill Gmail Settings** – In PrintBoss version 6.01 and above, this feature will prefill some of the fields used for Gmail.
- v. **User ID** – Enter your Gmail email address.
- vi. **Password** – Enter your Gmail password. This field accommodates 30 characters.

- vii. **Port** – Set to 587.
  - viii. **Authentication Method** – Change to the *Default* value.
  - ix. **SSL Type** – This is not applicable to Gmail.
  - x. **Use POP3 login before sending** – This is not applicable to Gmail.
- (P)** f. **Office 365 Information** – This choice is available beginning in PrintBoss version 6.01 and requires the Enterprise edition to use the SSL Type.

SMTP Information

URL: (Name or dotted IP address)

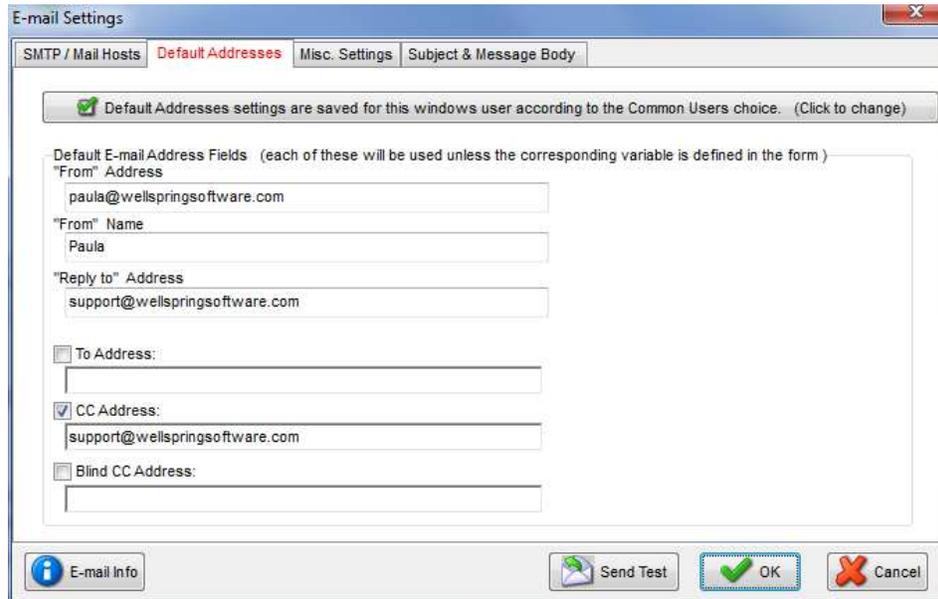
User ID:

Password: (blank if none needed)  Port (Normally 25)  Authentication Method:  SSL Type:

Use POP3 login before sending.(Avoid RELAYING error)

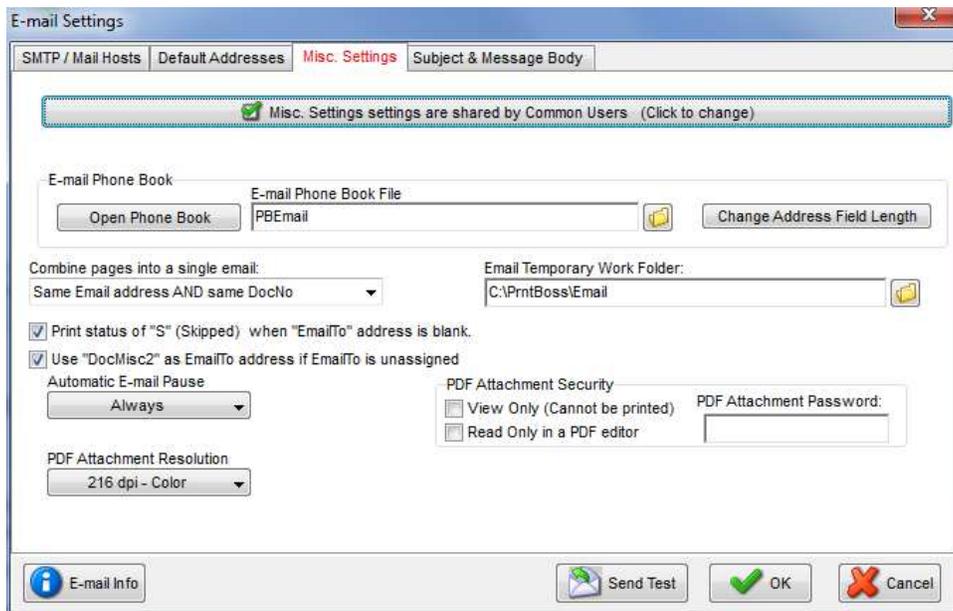
- i. **URL (name or dotted numeric address)** – Enter smtp.office365.com.
  - ii. **Get Host Capabilities** – Click this button to verify the URL is correct.
  - iii. **Test Connection** – Click this button to verify the User ID and Password are valid.
  - iv. **Office365 Setup Notes**
    - 1. **Read Notes** – Read these notes for information on entering the settings for Office 365.
    - 2. **Prefill Office 365 Settings** – In PrintBoss version 6.01 and above, this feature will prefill some of the fields used for Office 365.
  - v. **User ID** – Enter your Office 365 User ID (required). This is often your email address.
  - vi. **Password** – Enter your Office 365 password (required). This field accommodates up to 30 characters.
  - vii. **Port** – Set to 587.
  - viii. **Authentication Method** – Change to the *Default* value.
  - ix. **SSL Type** – Select TLS 1.2 from the drop-down menu.
  - x. **Use POP3 login before sending** – This is not applicable to Office 365.
- (P)** g. **E-mail Info** – Click this button at the bottom of the E-mail Settings window to view information on email fields and options.
- h. **Send Test** – Click on the **Send Test** button after entering settings on all tabs to test the e-mail. The **E-mail Send** dialog opens. The address and message fields display the settings entered on the tabs.

4. **Default Addresses**

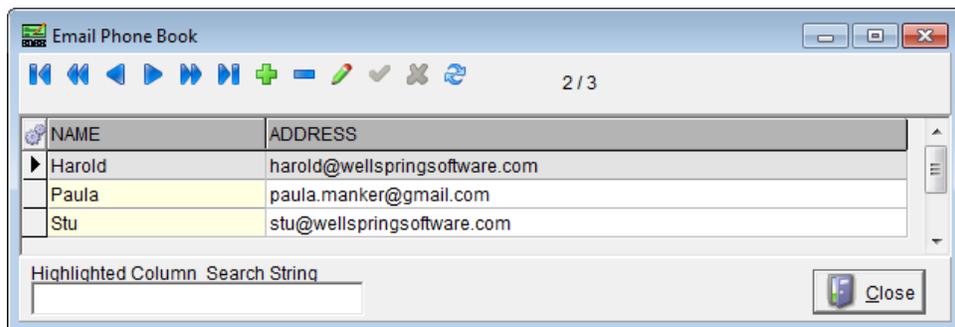


- a. **Save Settings** – Select the method for saving settings on this page. See **Save Settings in Step 3** for more information.
- b. **"From" Address** – Enter your default return address. This is typically the user's e-mail address, e.g. [my-name@my-company.com](mailto:my-name@my-company.com). All outgoing e-mails require a **From Address**, though this field is only required for SMTP. Outlook, Office 365, and Gmail use the selected Profile when sending e-mail.
  - i. The corresponding variable, EmailFromAddress, will overwrite the default entry when it is assigned in the Form File.
- c. **"From" Name** – Enter your full name. The **"From" Name** is an optional field for the user's actual name (e.g. John Smith).
  - i. The corresponding variable, EmailFromName, will overwrite the default entry when it is assigned in the Form File.
- d. **"Reply to" Address** – Enter a reply address. This is the address responses are sent to when the recipient presses Reply after receiving the e-mail. PrintBoss will use the address in the From Address field when Reply To is blank.
  - i. This field can be assigned dynamically in the form or as a static address in E-mail Settings. The corresponding variable, EmailReplyAddress, will overwrite the default entry when it is assigned in the Form File.
- e. **To Address** – Check the box to the left of the field to activate it. The **To Address** is a required field containing the e-mail address of the recipient.
  - i. This field can be assigned dynamically in the form or as a static address in E-mail Settings. The corresponding variable, EmailTo, will overwrite the default entry when it is assigned in the Form File.
  - ii. PrintBoss will pop up a window to enter an e-mail address when both this field and the EmailTo variables are blank.
- f. **CC Address** – Check the box to the right of the field to activate it. The **CC Address** allows you to send a copy of this e-mail to another recipient.
  - i. This field can be assigned dynamically in the form or as a static address in E-mail Settings. The corresponding variable, EmailCC, will overwrite the default entry when it is assigned in the Form File.
- g. **Blind CC Address** – Check the box to the right of the field to activate it. The **Blind CC Address** allows you to send a copy of this e-mail to another recipient without divulging the name or e-mail address of this recipient.
  - i. This field can be assigned dynamically in the form or as a static address in E-mail Settings. The corresponding variable, EmailBCC, will overwrite the default entry when it is assigned in the Form File.

## 5. Misc. Settings

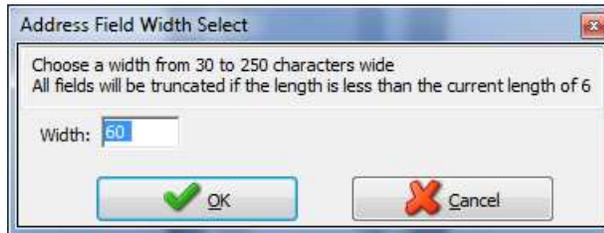


- a. **Save Settings** – Select the method for saving settings on this page. See **Save Settings** in **Step 3** for more information.
- b. **E-mail Phone Book** – PrintBoss can maintain an address book of e-mail addresses. The following options apply to the E-mail phone book.
  - i. **Open Phone Book** – Click this button to open and edit the PrintBoss phone book.



1. The phone book can hold names and email addresses.
2. Click on the plus  button to add a new entry.
  - a. Type the Name in the Name field.
  - b. Type the e-mail address in the Address field.
  - c. Click OK to save this entry.
3. Click on a record to highlight the record and click the minus sign  to delete it.
4. Click on a record to highlight the record and click the pencil  to edit the record.
5. Select either the Name column or the Address column and type a name or an address in the 'Highlighted Column SearchString' to find an entry in the list. The desired entry will have a gray highlight and the arrow in the far left column.
- ii. **E-mail Phone Book File** – This field displays the location and name of the phone book.
  1. Click on the folder  button at the end of this field to set the location of the E-mail Phone Book. The default name is PBEmail.PEM.
  2. This file may be uniquely identified and can be private to an individual user or shared by a group of users
  3. The phone book is only used when manually e-mailing individual documents. It is not used for the automatic e-mail mode.

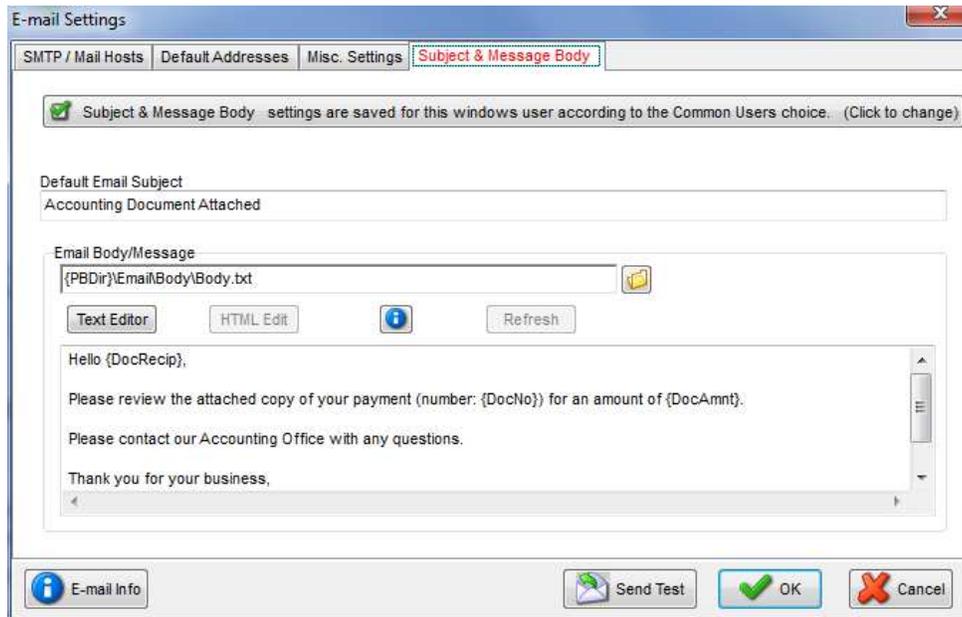
4. The e-mail addresses need to be supplied in the document by defining the variable **EmailTo** for automatic e-mails. (See section on *Automatic E-mail*).
  5. This e-mail phone book is independent from other address books.
- iii. **Change Address Field Length** – Click this button to change the maximum length of e-mail addresses stored in the phone book.



1. The default length for an e-mail address is 60 characters.
  2. Enter a character width (length) from 30 to 250 characters.
  3. Any characters over the length you specify (e.g. 80) will be truncated.
  4. This feature only applies to the e-mail addresses in the E-mail Phone Book file.
- P** c. **Combine pages into a single email** – This option is only available in PrintBoss Enterprise. There are three choices.
- i. **Never combine** – This is the default setting.
  - ii. **Email address is same as prior page** – Select this option to combine documents with the same e-mail address into one concatenated PDF attachment when printing a check batch with e-mails.
  - iii. **Same Email address AND same DocNo** – Select this option to combine documents with the same e-mail address and the same document number into one concatenated PDF attachment when printing a check batch with e-mails.
- d. **Email Temporary Work Folder** – Leave at the default value of {PrintBoss Home Directory} \Email. This should only be changed with the help of a Wellspring Software technician.
- e. **Print status of "S" (Skipped) when "EmailTo" address is blank** – Select this option to enter a capital S in the **Printed** column of the work file when the document has no **E-mail To** address.
- i. E-mails that fail to send for whatever reason leave an error code of "e" in the printed column of the work file. This lower-case error code prohibits the work file from being archived or deleted automatically.
  - ii. This feature allows PrintBoss to skip an e-mail and record a status of S in the work file. PrintBoss will treat the document as completed.
  - iii. The skipped record can be handled separately or ignored.
- f. **Use "DocMisc2" as EmailTo address if EmailTo is unassigned** – This option works with accounting systems that use a report writer, such as Crystal Reports, and can enter the PrintBoss Trigger. When an email address is entered in the DocMisc2 field (or PrintBossMisc2 in the trigger), select this option to use the email address in DocMisc2.
- g. **Automatic E-mail Pause** – Select an option to set a pause when using the Automatic e-mail mode (see introduction to this chapter).
- i. The default setting is **Never**. E-mails are sent automatically with no opportunity for changes.
  - ii. **Bad Address/Missing Attachments** – Pauses at a document with a bad e-mail address or missing attachment and provides the opportunity to enter a correct address prior to continuing with processing. A 'Bad Address' is defined as an address that is missing the '@' symbol or a .com, etc. If there is a missing attachment,
  - iii. **Always** – Opens the e-mail dialog for every document, requiring the user to click the 'Send E-mail' button to proceed. This choice is sometimes used temporarily during initial setup and testing. Fields can be changed before clicking 'Send E-mail'.
- h. **PDF Attachment Resolution** – Select the resolution of the PDF files created as attachments to the e-mail.
- i. The default value is **216 dpi - Color**. This option is the most robust.
  - ii. The size of the PDF file can be reduced by selecting one of the black and white (B/W) options. However, shades of gray and color will show as solid black.
  - iii. Be sure to test the quality of the resolution before you reset this value.
- P** i. **PDF Attachment Security** – PrintBoss Enterprise provides added security for PDF attachments.

- i. **View Only** – Allows the recipient to open and read the PDF file attachment, but not print or edit. The Print feature will not be available in the PDF Reader application. Any copies made of the document will carry the same security.
- ii. **Read Only in a PDF editor** – Allows the recipient to open and print the PDF attachment, but prohibits edits to the original attachment.
- iii. **PDF Attachment Password** – Enter a password that will be required to open the PDF file. The password applies to all PDF attachments and can be assigned as a static value in this field or a dynamic value in the Form File.

## 6. Subject & Message Body



- a. **Save Settings** – Select the method for saving settings on this page. See **Save Settings** in **Step 3** for more information.
- b. **Default Email Subject** – Enter a default subject for all e-mails.
  - i. This can be overwritten at the point of sending the e-mail by assigning the EmailSubject variable in the Form File.
  - ii. Example – the following assignment could be entered in RunTime Objects:
 

```
#Assign EmailSubject, "Invoice Notice from Wellspring Software, Inc."
```
- c. **Email Body/ Message** – Enter the path and name of the file containing the body of the e-mail message.
  - i. It is common to use a standard message for all e-mails in a batch of documents as defined by this setting.
  - ii. Click on the Folder button  and enter a path and filename to change the location of the body text. Normally, the files are stored at {PBDir}\Email\Body\{WinUserName}-Body.txt.
  - iii. The corresponding variable, EmailBody, will overwrite the default entry when it is assigned in the Form File
  - iv. Example – the following assignment could be entered in RunTime Objects:
 

```
#Assign EmailBody, "Thank you for your order."
```

#Assigns EmailBody can also be used to assign multiple lines. A separate #Assigns is used for each line. Use #Assigns EmailBody, “ “ to create a blank line between paragraphs.
  - v. The E-mail Body may be a text (.txt) or HTML file. Both file types can use the PrintBoss variable tags, such as {DocNo}, to dynamically update information for each e-mail when the documents are processed.

1. **Text Editor** – Click on this button to open a Notepad file to edit a .txt E-mail Body message. This button is only available when the E-mail Body/Message is a .txt file. Changes to the text file must be saved and will not show in the E-mail Body window until you click **OK** at the bottom of the E-mail Settings dialog or by pressing the **Refresh** button.
2. **HTML Editor** – Click this button to open your default HTML editor to edit an .htm or .html E-mail Body/Message. This button is only available when the E-mail Body/Message has an .htm or .html file extension. Typically, the editor is Microsoft Word. Changes to the HTML file must be saved as a filtered web.

Click the information button  for more details.

7. Click **OK** at the bottom of the E-mail Settings window to save changes made on any tab. Some changes will not display until OK is clicked.

## FORM SETUP FOR E-MAIL

The PrintBoss E-mail feature is enabled on a form-by-form basis. This only takes a few steps:

1. Open the PrintBoss Master Application.
2. Click on the **Edit** menu and select **Form Files**.
3. Highlight the form you want to e-mail and click the **Editor** button.
4. Increment **Copies** by 1 in the right column of the **Settings** Tab. This new copy will be treated as the E-mail copy.
5. Select the **Multi-Parts & Printers** tab.
6. Set the **Destination Printer/Device** for the new copy to **< Email >**.
7. Click **OK**.

You may also want to setup ProcessPage commands at the top of the Footer Objects tab of the Form in order to determine when to process the new E-mail copy vs. printing a copy. Verify the copy numbers on the Multi-Parts & Printers tab and then follow the steps below:

1. Open the PrintBoss Master Application.
2. Click on the **Edit** menu and select **Form Files**.
3. Highlight the form you want to e-mail and click the **Editor** button.
4. Select the Footer Objects tab.
5. Enter the following ProcessPage command at the top of the Footer Objects tab for Email:
  - a. `#[Copy,1]ProcessPage «[!Empty,{EmailTo}]»` OR `#[Copy,1]ProcessPage «[Inu, '@',{DocMisc2}]»`
  - b. The Copy number, i.e. Copy, 1, should be the email copy. If it is not, replace the 1 with the correct copy number.
  - c. The '!' is 'Not'. The page will process when the variable {EMailTo} is Not Empty. 'Inu' looks for a specific value in the variable. For DocMisc2, PrintBoss is looking for the '@' in the DocMisc2 field to process the email.
  - d. The {EmailTo} variable should be assigned as explained in the 'Assignments' section later in this chapter. If the email address variable is added to the DocMisc2 field in the PrintBoss Trigger, verify the 'Use "DocMisc2" as EmailTo address if EmailTo is unassigned' checkbox is selected on the Misc. Settings tab or the E-mail Settings dialog under the Options menu on the PrintBoss Master Application.
6. To add conditionally printing a copy when {EmailTo} is Empty, copy the ProcessPage command and change the copy number and remove the '!' condition for {EmailTo} or add it for DocMisc2 as follows:
  - a. `#[Copy,2]ProcessPage «[Empty,{EmailTo}]»` or `#[Copy,3]ProcessPage «[!Inu, '@',{DocMisc2}]»`
  - b. Verify the correct copy number. This may be set to Copy, 0 to print an original versus a copy.
7. Click OK on the Form so save these changes.



See Chapter 9, *Form Files*, to Modify from the Document View for more information.

# E-MAILING

Printing documents from the accounting software proceeds as normal. Typically, the documents *Original* and *Copy* are set to print/e-mail immediately.

When the Print Time on the Multi-Parts & Printers tab of the Form Editor is set to Batch, documents can be e-mailed manually from the View or directly from the Work File. See Manual E-mail below for step-by-step instructions on sending e-mail from the Work File.

## MANUAL E-MAIL

When **Enabled E-mail Module** is checked at the top of the E-mail Settings dialog, all document Views will have an E-mail button at the top of the window near the Close button.

1. Open the PrintBoss Master Application.
2. Click on the **File** menu and select **Open Document Work Files** or **Open Document Archives**.
3. Highlight the desired work or archive file and select **Browse**.
4. Select the appropriate document from the list. There are two ways to proceed from this point.
  - a. Click **View**.
    - i. Click on the **E-mail** button at the top of the window to manually send this document.
    - ii. There is a short delay while PrintBoss creates the PDF file to attach to the e-mail.
    - iii. The **E-Mail Send** dialog opens.

The screenshot shows the 'E-Mail Send' dialog box. The 'Sending Addresses' section has 'To:' filled with 'paula@wellspringsoftware.com', and 'CC:' and 'BCC:' are empty. The 'From Information' section has 'Address' filled with 'paula@wellspringsoftware.com', 'Name' filled with 'Paula', and 'Reply' empty. The 'Request Read Receipt' checkbox is unchecked. The 'Subject' is 'Accounting Document Attached'. The 'Message Body' is 'Invoice notice from Wellspring Software.'. The 'Attachments' list contains 'C:\PrintBoss\EMail\CA\_AP1\_Paula.pdf'. The 'Status' field is empty. At the bottom, it says 'Sending to SMTP server' and has 'Send E-mail' and 'Close' buttons.

- iv. The 'To', 'CC', and 'BCC' fields contain the values entered in the E-mail Settings window unless the variables *EmailTo*, *EmailCC*, and *EmailBCC* are assigned in the Form. Fields that are not required, such as 'CC' and 'BCC', may be blank.

- v. The assignments can be static (same value for all documents using this form) or dynamic. Dynamic variables capture a different value for each document.
  - vi. Click on the drop-down menu to the right of the field to select an address from the 'Email Phone Book'. The Email Phone Book is set up on the Misc. Settings tab of the E-mail Settings.
  - vii. Click **Send E-mail** to complete the process.
  - viii. **Close** the E-Mail Send dialog when the Status displays **Successfully Mailed**.
  - ix. **Close** the View when you are finished.
- b. Click **Print**.
- i. Select **Allow Reprints**.
  - ii. Select the copy identified as **<EMail>**.
  - iii. Adjust the Scope to include additional documents if desired.
  - iv. Click **Print Start** to send the e-mail. PrintBoss will only stop on the E-mail Send dialog when 'Automatic E-mail Pause' is set to 'Always' or 'Bad Address' on the Misc. Settings tab of the E-mail Settings.
  - v. Click **Close** to close the Print Copies Dialog.
5. Review the File Browse table. The **Printed** column displays a capital E when the e-mail is sent successfully. A small case e displays when the e-mail was not sent successfully. An "S" appears when there is a ProcessPage command and the condition for the ProcessPage is not met for the E-mail copy.
- a. Right click on a document and select **Edit** to view the **Status Log**.
  - b. The Status Log records e-mail activity. Example:
 

5/09/2016 02:30:40P Copy=1 Emailed Successfully to Info@wellspringsoftware.com

## ASSIGNMENTS

Assignments can be either Static or Dynamic. An explanation of these choices follows.

### Static Assignments

Assign static values to the EmailCC or EmailBCC variables to set a single address for ALL e-mails. For example, a department may need a copy of all invoices. The invoice form may contain an entry similar to the following:

```
#Assign EmailCC, "department@my-Company.com"
```

Static assignments should be made in the RunTime Objects tab of the PrintBoss Form File (EDIT / FORM FILES / <highlight the PrintBoss Form> / EDITOR).

### Dynamic Assignments

Dynamic assignments are the heart of automatic e-mailing. Normally, the 'To' address changes with each document. There are 2 ways to create a dynamic assignment. Use one method or the other, not both.

#### INCLUDE IN SOURCE REPORT:

If you have control over the information sent to PrintBoss, define a field in the source report to pass the e-mail address. It is important that this is just ONE field. You may need to create a variable in the source report that uses a combination of text and database fields. The value of the resulting field must be similar to the following example:

```
PB#Assign EmailTo, support@WellspringSoftware.com
```

Note this is the value of the field after it is evaluated. The actual content might be similar to the following, although the actual syntax and field names are dependent on your report writer:

```
"PB#Assign EmailTo, " + CustomerDBF.MiscInfo
```



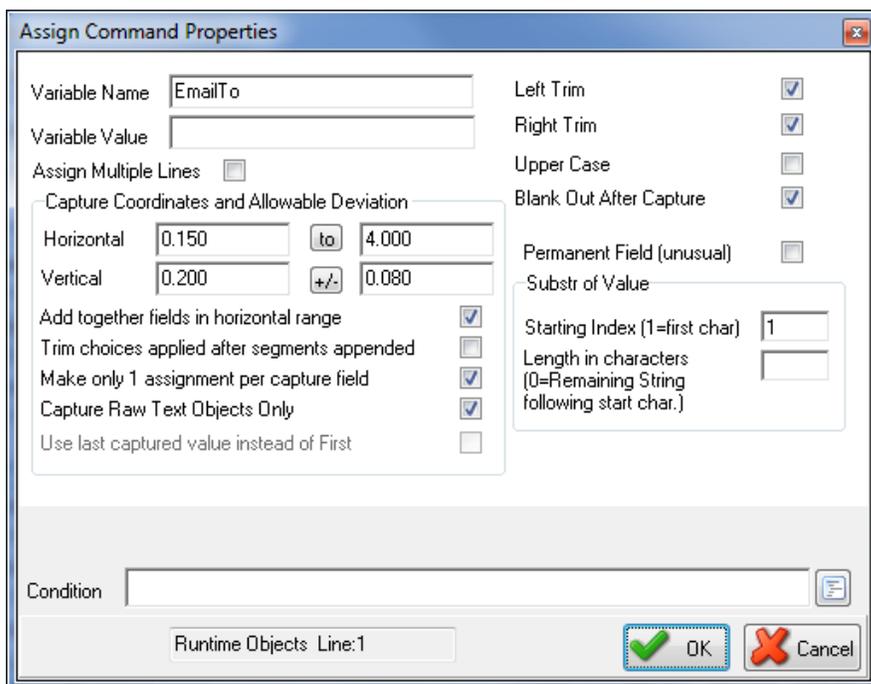
See Chapter 23, *Capturing and Assigning Text*.

#### PICKED OFF OF CAPTURED REPORT BY PRINTBOSS:

This method requires that the e-mail address is displayed or printed somewhere on the source report. PrintBoss can capture this information and blank it out (if desired).

1. Send a document to PrintBoss containing an e-mail address field.
2. Click on the **File** menu and select **Open Document Work Files** on the PrintBoss Master Application.
3. Select the appropriate form and click **Browse**.
4. Select a document and click **View**.
5. Right-click anywhere in the View and select **View Raw Capture**.
6. Locate the e-mail text on the screen. Double click on the text to open the **Captured Text Command Properties** dialog.
7. Select the **Click to Assign to Variable** bar in the top right of the dialog.
8. Change the **Variable Name** from ReNameMe to EmailTo (or EmailCC or EmailBCC).
9. Check the following fields:
  - a. Add together fields in horizontal range
  - b. Make 1 assignment per capture field
  - c. Capture Raw Text Objects Only
  - d. Left Trim
  - e. Right Trim
  - a. Blank Out After Capture (optional – hides e-mail addresses on printed document)

✓ **Some reporting engines (such as Crystal Reports) tend to break up text fields. A good practice is to click on the +/- button that follows the *Horizontal* field so it becomes *to*. Set the ending coordinate far enough to the right to pick up a long e-mail address.**



10. Click **OK**.
11. Click **Close** on the Capture Text Command Properties dialog.
12. Right-click on the page and click **View Raw Capture** to deselect this option and return to the formatted document. PrintBoss will add this assignment to the top of the RunTime Objects in the Form.

Test the assignment by clicking on the E-mail button in the top right corner of the View. The E-Mail Send dialog displays the address fields filled with the assigned values.

## VARIABLES

There are several variables that may be Assigned in a Form File to define values for an e-mail.



See Chapter 9, *Form Files*, for more information on Assignments.

A list of the e-mail variables along with a description of each is included in Appendix E of this manual.

## FORM / BANK REQUEST LIST

The Request List determines the Bank Account and PrintBoss Form used when printing. This is only necessary for accounting software that does not use a trigger or text capture file.

**NOTE:**

The Request List is NOT used with Sage 300 ERP and Sage HRMS

PrintBoss scans the list of entries in the Request List for an automatic match of predefined characteristics against the contents of each print job. For example, a particular word appearing at a defined location on the page might be enough to identify the document.

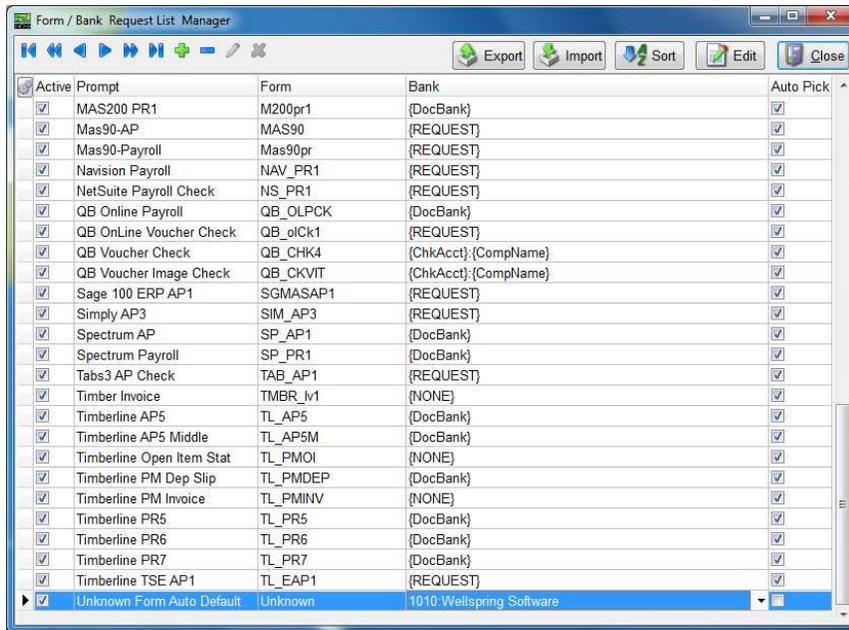
If one record matches, PrintBoss uses the form and bank identified in the Request List record. If more than one record matches, PrintBoss provides a list of all the matches to allow the user to choose from the entries. When no match occurs, PrintBoss generates an Unrecognized Doc Alert, a default Form and Bank, or a pop up containing the entire Request List, depending on how the Request List is setup.

This is a very powerful tool that automates your work flow and avoids erroneous selections from the list of forms or banks. Set up requires a good understanding of the data provided by your accounting software.

## SETUP

Request List entries are automatically imported for the standard *Host Accounting Software* selected during the installation of PrintBoss. Editing the Request List is only necessary for custom interfaces or forms you create.

1. Open the PrintBoss Master Application.
2. Click on the **Options** menu and select **Form / Bank Request List**. The Form / Bank Request List Manager opens.



**NOTE:**

This feature is not available with PrintBoss *Select*.

**3. Import Existing Request List File**

- a. Click the Import button to import an updated request list record. These are stored by specific accounting software in the **ReqList** folder in the PrntBoss Home directory. Only accounting software packages chosen during installation or setup will appear in this list.
- b. Select the appropriate \*.prq file and click **Open**. The new record will appear at the bottom of the list.

4. **New / Edit** – It is easier to create a new or edit an existing Request List record from the Work File. Please see *Implementing Request List from the Work File* later in this chapter.
5. Click **Close** to save your changes.

## CONFIGURATION

Your Configuration and PrintBoss Driver Settings may need to be changed to use the Request List.

1. Open the PrintBoss Master Application.
2. Click on the **Options** menu and select **PrintBoss Driver Settings**.
3. Select **Always Capture** in the **Capture Mode** section.
4. Click **OK** to save your changes.
5. Click on the **Options** menu and select **Configuration**.
6. Check the **Request List determines Form/Bank** field in the **Always Capture Settings** section in the bottom left corner. This will gray out the Form and Bank choices.
7. Select the **"PB#INFO" flag overrides above** check box.
8. Click **OK** to save your changes.

**NOTE:**

Run PrintBoss as Administrator if you cannot change the Capture Mode settings under Options/PrintBoss Driver Settings. Running as Administrator will provide the needed permissions to the Local Machine registry where these settings are saved.

# IMPLEMENTING REQUEST LIST FROM THE WORK FILE

**Auto Pick** reviews documents printed through PrintBoss for specific traits. When these traits match conditions in a record in the Request List, PrintBoss processes the document with the form and bank specified in the Request List record. The entire Request List pops up when no matches are found. The Request List also pops up when more than one match is found, BUT it will only include records that match.

1. Print a document from the accounting software and select the appropriate Request List record or Form File so the document Work File can be examined.
  - a. Verify the Auto-Archiving feature in the Form Editor is set to **None** or **Overwrite Work File at Start of Batch** before printing to ensure the document stays in the work file for viewing.
  - b. If the file automatically prints to Blank01 or Unknown, start with the Work File.
2. Click on the **File** menu and select **Open Document Work Files** from the PrintBoss Master Application.
3. Select the appropriate Work File and click **Browse**.
4. Select a current record in the list and click **View**.
5. Right click anywhere on the View and select **View Raw Capture**. The view will change to show only the data passed from the accounting software minus the PrintBoss formatting.
6. Right click again and select **View Request List Capture Groups**. The Form / Bank Request List Manager opens.
7. Stretch and move both the View and the Request List Manager to see both screens as much as possible.
8. Determine if there is an existing entry that matches your data.
  - a. Click the **Test For Matches** button on the Request List Manager to test if there are any existing entries that match. Otherwise ...
  - b. Select the Request List record desired or add a new record.
9. **New/Edit Record**
  - a. Click on the plus  button to add a new blank record in the list. Otherwise, select an existing record.
  - b. Click the **Edit** button while the record is selected. The Request List Editor opens.

## 10. New Record

- a. Check **Active** in the top left corner of the window. The fields are now available to edit.
- b. **Prompt** – Enter a word or phrase users will recognize as the form and bank combination.
  - i. AP is often used to designate accounts payable activities.
  - ii. PR is often used to designate payroll activities.
- c. **Form** – Choose the appropriate PrintBoss Form from the drop-down menu. If you need to create a custom form, exit the Request List Editor, create the new form, then return to this window and continue.
- d. **Bank** – Choose the appropriate BankCode from the drop-down menu.
  - i. If you need to create a new Bank record, exit the Request List Editor, create the new Bank record, then return to this window and continue.
  - ii. Choose a bank format.
    1. **{ChkAcct}:{CompName}** – Choose this entry when the accounting software passes the checking account name and company name. QuickBooks has this capability.
    2. **{DocBank}** – Choose DocBank when the accounting software only passes one set of data to identify the bank record, such as checking account name or company name. Peachtree has this capability.
    3. **{None}** – Choose None when the form is not a check (e.g. Invoice).
  - iii. **{Request}** – Choose Request when you would like PrintBoss to provide a list of all Bank Records and allow you to choose from the list.
- e. **Notes** – Enter notes to describe the purpose of this Request List entry, record special conditions, or log changes. This is an optional field. Click on the top or bottom edge of the Request List Editor dialog and drag to expand the Notes field.

## 11. New/Edit Record

- a. Check **Auto Pick Enabled** to define conditions. PrintBoss will automatically select this Request List record when the conditions are met during printing and this box is checked.
  - i. Review existing Request List records for samples on how to setup conditions.
  - ii. You may skip this step and the Conditions if you prefer to choose from a list instead of using automatic selection.
- b. **Conditions**
  - i. Check **Condition 1** to activate it.

1. **Left and Right Rectangles** – Click on the rectangle button to enclose two or more conditions in parentheses. You will need to select a Right Rectangle at some point as well.
  - a. Click once for a single parenthesis.
  - b. Click twice for double parentheses.
  - c. A third click will remove the parentheses.
2. **NOT** – Click on the short rectangle to the left of the **Text** field to reverse the condition.
3. **Operator** – Select a statement about the captured field from the drop-down menu to determine how PrintBoss reads the condition. ‘Fld’ is an abbreviation for Field. The most common choices are:
  - a. Fld and Text Exactly Equal
  - b. Fld Begins with Text
  - c. Text Within Captured Fld
  - d. Field Not Empty
4. **Text** – Enter the specific text PrintBoss will find at the specified coordinates. This field is only available when you choose an operator that uses text.
5. **Comment** – Enter a note to help identify this condition. This field is optional.
6. **Field Capture Coord.**
  - a. **X** – Enter the horizontal coordinate for the left side the field.
    - i. Review the Raw Data on the document. Look for data or parts of data that will ALWAYS appear on this document (e.g. a specific word such as *Invoice*, or a check number, or a dollar amount beginning with asterisks).
    - ii. Click on the data element to give it focus. Return to the Request List Editor.
    - iii. Hold down the **Ctrl** key and click in the **X** field. PrintBoss will automatically enter the coordinates of the selected data.

**NOTE:**

The Ctrl and click feature is only available in PrintBoss versions 5.21.9 and above.

- b. +/- ; to **button** – This is a toggle button used to set a range for the coordinate.
  - i. +/- – Enter a range value in the field. A value of 0.100 will cause PrintBoss to look 0.100 inches before the X value and 0.100 inches after the X value to find the data in the specified area.
  - ii. – Enter an end value for the range. PrintBoss will look from the X value to this value to find the data in the specified area.

- c. **Y** – Enter the vertical coordinate for the top of the field. This works exactly like the X coordinate. You can Ctrl + Click on both the X and Y coordinates while a field is highlighted on the View.
- 7. **Trim** – Trim the field to remove blank spaces. The choices are:
  - a. No Trim (default)
  - b. Left Trim Field
  - c. Right Trim Field
  - d. All Trim Field (trims both the left and right side)
- 8. **Occurrence** – Select the occurrence of the text within the specified area. Some data, such as asterisks, may appear more than once. The choices are:
  - a. 1<sup>st</sup> Occurrence (default) – evaluates to the first occurrence within the coordinates and stops. PrintBoss will not examine the rest of the string.
  - b. All Occurrences – evaluates the entire string for a match.
  - c. Append Occurrences – concatenates the string before evaluating the match.
- 9. **Substr Start** – Choose a starting point for the occurrence in the string. Normally this is left at the default value of zero, representing the beginning of the range. You may enter a different value. For example, PrintBoss will start evaluating at the 5<sup>th</sup> character when a 5 is entered in this field.
- 10. **Len** – Enter a length for the substring to set a shorter end point for evaluating the string. This field is only available when a value is entered in **Substr Start**. PrintBoss will evaluate the remainder of the string from the start of the substring when a value of zero is entered in the **Len** field.
  - ii. Check **Condition 2** to activate it.
  - iii. An **‘And’** button will appear between the two conditions. This indicates the next condition must **ALSO** be true for a match. Click the button to change to **OR** for either condition to be true to constitute a match.
    - 1. Single parentheses are often added at the beginning of one condition and the end of the second when **OR** is selected in between. See example earlier in this section.
  - iv. Continue filling in the fields for **Condition 2**.
    - 1. The rules are the same for all 4 Conditions.
    - 2. You only need to setup more than two conditions when two is not enough to make this entry unique or you have a special condition.
- c. Click the **Test Document Being Viewed** button at the bottom of the Request List Editor to test whether the Request List record matches the open Form File.
- d. Adjust as necessary until you receive the **ReqList Record MATCHES!!!** message.
- e. Click **OK** on the Request List Editor when you have a successful match.
- f. Click the **Test for Matches** button at the top of the Form / Bank Request List Manager window to test the number of entries that match the open Form File.
  - i. You should only have 1 match.
  - ii. If there is more than one match, change or add a condition to the current Form / Bank Request List record to make it unique.
- 12. Click **CLOSE** on the Form / Bank Request list Manager when you are finished and **Close** the View.

Repeat as often as necessary to create a list of all required form and bank account combinations. **DO NOT** create more than one entry for the same Form File. The Notes field can be used to track updates to the record.

There are four conditions you can use to make a Request List record unique. It is very important to make each request list entry as unique as possible to avoid multiple matches when Auto Pick is enabled.

- ✓ It is very important to make each Request List entry as unique as possible to avoid multiple matches when Auto Pick is enabled.

## REQUEST LIST PROCESS

Click **Close** once all of the Request List records are complete. The next time a document is printed through PrintBoss, PrintBoss will evaluate the document for matches to the defined conditions and automatically select the appropriate Form and Bank combination to process the file.

PrintBoss may open the Bank List to choose a bank the first time you print using that account. This happens when the Bank Code does not exactly match the information from the accounting software. A check box at the bottom of the popup list will update the Bank Code to match the data passed from the accounting software. This allows PrintBoss to automatically pick the correct Bank Record the next time you print to that account.



## POSITIVE PAY

Banking institutions often offer a service called *Positive Pay*. This is a specially formatted file listing all valid checks written on the bank account. The file is sent to the bank and only checks identified in this file are cashed by the bank. If the bank receives checks that are slightly different, the bank will not accept the checks. This feature is offered for fraud prevention.

PrintBoss can generate a Positive Pay file for each check in a batch. The form must be edited to add and assign a copy to enable this feature. The copy is designated as a Positive Pay file. The structure of the Positive Pay file is designed to match individual bank requirements. Rarely are requirements the same for different banks.

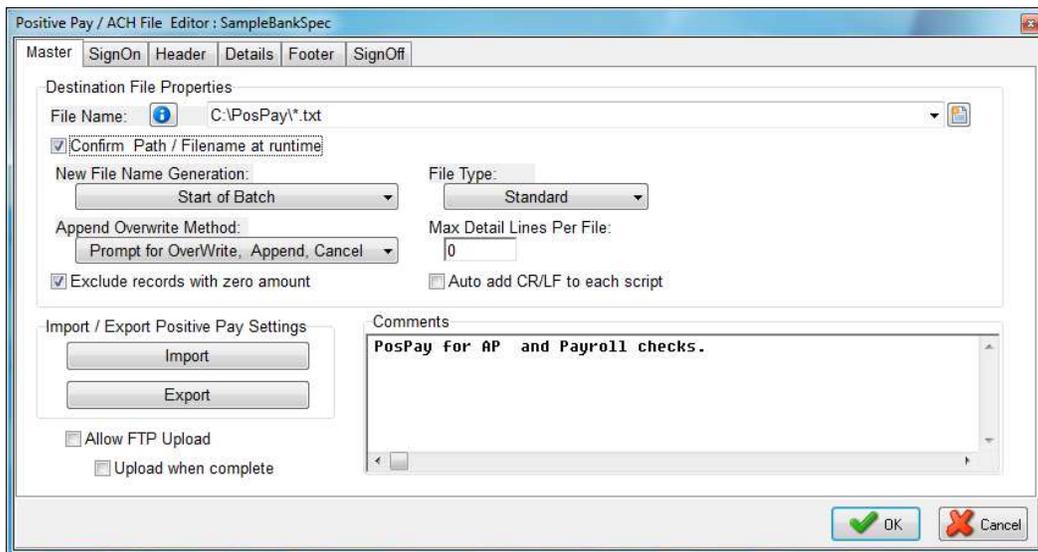
The Positive Pay specifications become part of the Form File. The specifications can be exported to a PrintBoss Positive Pay file (extension of ".ppx" in the PosPay subdirectory of PrintBoss). This file can then be selected in another form. Note that the .ppx files exported from within the PrintBoss Form Editor are NOT the actual Positive Pay files sent to the bank. They are simply the scripts PrintBoss uses to create the file.

## 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.

Settings	Special Controls	Block Mirrors	Multi-Parts & Printers	Comments	RunTime Objects
Copies	Print Time	Destination Printer/Device*	Source Tray*	Copy Name	
Original	Immediate	<Default PrintBoss Printer>	Default		
Copy 1	Immediate	<Positive Pay File>	 SampleBankSpec		

6. Click on the page symbol to open the Positive Pay Editor.



7. Typically it is easier to import a sample Positive Pay spec and modify it to meet the specifications of the current bank. Start with <Embedded in Form> prior to opening the Positive Pay / ACH File Editor, then click the Page symbol.
8. Click on the **Import** button on the **Master** tab of the Positive Pay Editor. The browse opens to the PosPay folder in the PrntBoss Home directory
9. Select the **SampleBankSpec** included with PrintBoss and click **Open**. You may also select the **SampleCSVPosPay** spec.
10. Enter a **File Name** and path for this Positive Pay file. This field is limited to 80 characters. The Enterprise edition 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.
11. Select **Confirm Path/File name at runtime**. This can be skipped in the Enterprise edition if macros are used in the file name path.
12. Choose a **New File Name Generation** method. The default is **Start of Batch**. The choices are:
  - a. Start of Batch
  - b. Each new page
  - c. Each new DocNo – Select this option when using variables in the file name. The use of variables in file names is only available in the Enterprise edition of PrintBoss.
13. Select the **File Type**. The default of **Standard** should always be used when creating Positive Pay files.
14. 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
15. **Max Detail Lines Per File** allows you to enter a maximum number of detail lines when required by the bank. This feature is only available in the Enterprise edition of PrintBoss. PrintBoss will automatically increment the file name using the {##} variable when the max detail lines are exceeded.
16. You may select the **Exclude records with zero amount** option.
17. Select **Auto add CR/LF to each script** only when you are creating a new Positive Pay File and would like PrintBoss to automatically add this carriage return/line feed command at the end of each script.
18. Only select one or both of the FTP options after FTP is setup. See Chapter 21, FTP, for more information.
  - a. **Allow FTP Upload** – Only select this option when FTP has been setup for ACH. This feature is only available when Security is enabled.
  - b. **Upload when complete** – Select this option to automatically upload the FTP file once it is created by PrintBoss. Only select his option after FTP has been setup. This feature is only available when Security is enabled
19. The **Comments** field is optional and for your use.
20. The **SignOn** tab is provided for the rare occasion when a sign on or introduction to the Positive Pay file is required by the bank. This is also known as a File Header.
21. Fill in the **Header** section when a Batch header is required by the bank. This information usually includes:
  - a. Account number
  - b. Company name

- c. Batch date
22. Fill in the **Details** section according to the bank's specifications. This section is always required for a Positive Pay file and often includes:
  - a. Account number
  - b. Check number
  - c. Check amount
  - d. Check date
  - e. Check recipient
23. Fill in the **Footer** section according to the bank's specifications. This section is often required and provides a summary of the batch. This may include:
  - a. Batch count
  - b. Batch amount sum
  - c. Batch date
24. The **SignOff** tab is provided for the rare occasion when a sign off or File Footer is required for a file summary, such as a File Count or File Amount value.
25. Click OK at the bottom of the Positive Pay Editor to save changes and close the window.
26. 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 within PrintBoss. Right click on any Positive Pay tab (except the Master) to select **List / Stuff Assignments** and then select the plus sign (+) next to **Positive Pay / ACH Fields** to view a list of available substitution functions specific to Positive Pay. 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 – Substitution Function Description*, for an example.
- Most sections usually end with a Carriage Return/Line Feed. This is represented with the expression Chr(13)+Chr(10) or {CF/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}.

## ENTERING ACCOUNT/ROUTING NUMBERS

There are 3 ways to enter an Account Number or Routing number into a Positive Pay spec.

1. Explicitly type the Account or Routing number into the spec. This is the most direct method, but it becomes a problem when more than one bank account is used by the same form since these values will not change dynamically.
2. Enter the Account or Routing number into one of the five MISC fields on the bank record. An advantage to this method is that you can type the number exactly as the bank wants it to appear. On rare occasion, the display of these values on the MICR line is not the way the bank wants them expressed in the PosPay file. The down side is remembering to keep the MISC field current in the bank record.
3. Use the calculated fields, {BMicrAcctNo} and {BMicrRoutNo}, in PrintBoss. The values of these fields are calculated each time they are accessed by examining the full MICR line and pulling out the appropriate sections. The advantage is no additional support is needed. The disadvantage is that on rare occasion the format of the account number in the Positive Pay file needs to be a different than the MICR line.

# OPERATION

Once the Positive Pay file is configured, it is treated as another printer. Select the Multi-Parts & Printers tab in the Form Editor and set the Print Time to print Immediate or as a Batch. Click on the File menu, select Open Document Work Files and select the form name to print when the Print Time is set to Batch. Print the whole file or set a range in the Scope to print only part of the file.

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 from the work file.

## 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.

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



See Chapter 9, *Form Files*.

# COMMON SUBSTITUTION FUNCTIONS USED

There are a number of functions in PrintBoss that are helpful when setting up the Header, Details, and Footer sections. A list of these functions can be accessed by right clicking in the scripting areas and choosing List / Stuff Assignments.

A few of the most commonly used functions are defined in Chapter 10, *#Text Command*, under *Substitution Functions*. These include: CurrentDate, CurrentTime, FormatNum, Pad, RECDate, and RECTime. See Chapter 10 for the complete explanation of these functions.

In addition, there are several Substitution functions specific for Positive Pay files. A complete list of Positive Pay variables and substitution functions can be found in Appendix E. A few of the commonly used functions follow.

## BatchAmnt

**{BatchAmnt}**

This function provides the sum of all the checks in a batch and is placed in the Footer tab of the Positive Pay File Editor. Use this function with the FormatNum function to specify the length.

Example: "{FormatNum: '{BatchAmnt}', 8, 2, '0', '0', Hide}" | This function formats the batch amount to 8 digits to the left of the decimal, 2 digits to the right of the decimal, fill left with zeros, fill right with zeros, and hide decimals.

## BatchChkNoSum

**{BatchChkNoSum}**

This function provides the sum of the check numbers in a batch and is typically placed in the Footer tab of the Positive Pay File Editor.

Ex: "{FormatNum: ÷{BatchChkNoSum}÷, 10, 0, '0', ", Hide}"

## BatchCount

**{BatchCount}**

This function provides the number of checks in a batch and is placed in the Footer tab of the Positive Pay File Editor. Use this function with the FormatNum function to specify the length.

Example: "{FormatNum: '{BatchCount}', 10, 0, " ", Hide}" |This function formats the batch count to 10 digits to the left of the decimal, 0 digits to the right of the decimal, fill left with spaces, no fill right, and hide decimals.

## CR/LF

{CF/LF}

This function adds a carriage return / line feed at the end of each Positive Pay tab that is used. This is the same as using: Chr(13)+Chr(10). Unlike most of the other functions, there are no double quotes around CR/LF.

## CSV or TSV

{CSV: ÷ <string> ÷ [, <ForceQuotesY/N> [, <SuppressTrailingCommaYN>]]}

{TSV: ÷ <str> ÷ [, <ForceQuotesY/N> [, <SuppressTrailingTABYN>]]}

This function creates a complete line for csv fields and encloses commas occurring in the string in double quotes as well as quotes occurring in the string in double quotes. Unlike the CommaDelimit and DBQuotes functions, quotes are not used to offset this function. An option allows forcing a field without quotes to be encapsulated in double quotes if double quotes may occur in the field for uniformity in displaying the data.

TSV works the same as CSV to create a tab delimited file.

Example: {CSV: ÷ {DocRecip} ÷, 'Y'} |Forces all DocRecip fields to be enclosed in double quotes. Note there are no quotes surrounding this function. The 'Y' at the end removes the last comma or tab.

## DBQuotes

{DBQuotes: '<string>'}

This function is similar to the Comma Delimit function, but it only looks for double quotes in the string and applies to Positive Pay files saved to the .txt format. The function can be used in either the Detail or Footer tab of the Positive Pay File Editor.

Example: "{DBQuotes: '{DocRecip}'}" |The name Robert "Bud" Shipman will display fully in the Positive Pay file using this function. Otherwise, the name would display as Robert only.

## FileAmnt

{FileAmnt}

This function returns the sum of all checks in a file and is usually placed in the SignOff tab of the Positive Pay File Editor.

## FileBatches

{File Batches}

This function returns the sum of all batches in the Positive Pay file and is usually placed in the SignOff tab of the Positive Pay File Editor.

## FileChkNoSum

{FileChkNoSum}

This function provides the sum of all check numbers in the Positive Pay file and is usually placed on the SignOff tab of the Positive Pay File Editor.

## FileCount

{FileCount}

This function returns the number of records in a file and is usually placed in the SignOff tab of the Positive Pay File Editor.

## PosPayFileCounter

{PosPayFileCounter: '<ZeroFillDigits>'}

This function adds a unique file creation number for those banks who require this feature and is normally added to the Header tab of the Positive Pay File Editor. The value after the function indicates the number of characters in the file counter. PrintBoss will automatically increment the counter by 1 every time a Positive Pay file is printed.

Example: "{PosPayFileCounter: '8'}" |This function creates a unique file creation number filled with zeros up to 8 characters.

## PosPayFileExt

{PosPayFileExt}

This function provides the extension of the current positive pay file that is created by PrintBoss.

## PosPayFileName

{PosPayFileName}

This function provides the name that is being used for the current positive pay file.



See Chapter 10, *#Text Command*, for additional information on Substitution Functions or Appendix C, Positive Pay Substitution Functions.

## PosPayLineCount

{PosPayLineCount}

This counter increments with each new PosPay line created to generate a total count. Use with the Pad function to set the length when displaying this field.

## PosPaySeqNo

{PosPaySeqNo}

This function adds a sequence number for each line added. This value is retained between batches and is most commonly used in ACH files to generate the Trace Number. Use with a Pad function to set the length for displaying this field.

## ACH SETUP

ACH file specifications are established by NACHA – The National Automated Clearing House Association. PrintBoss 5.65.1 and above contains a file with the standard NACHA specifications for use with PrintBoss. This file is accessed through the Positive Pay feature in PrintBoss.

Company (originator) specific data is stored on the ACH Definition tab of the Bank Records in PrintBoss. Receiver specific data can be stored in a Payee List in PrintBoss and associated with a bank record.

**NOTE:**

A charge of \$250.00 is required if a Wellspring technician is needed to assist with ACH Setup.

## BANK SETUP

This is outlined in Chapter 8, Bank Accounts, under item ‘4f’ of the ‘Create A Bank Record’ section.

## PAYEE LIST SETUP

PrintBoss can use data required to create the Detail records for the ACH file from the Payee List. This section covers setting up the Payee List.

1. Open the PrintBoss Master Application.
2. Click on the Edit menu and choose Payee Lists.
3. Click Create to start a new Payee List.
  - a. Enter a File Name for this list. There are no requirements for the File Name.
  - b. Click OK to create the list entry.
4. Select the list you created and click the Editor button. The Payee List Browse opens.
5. Entries can be made one at a time in the list by clicking on the + sign, or by importing a list formatted as a csv file. This section covers exporting a template to a csv file and importing back into the Payee List when completed. The first step is to create 1 record in the list to export the column headings.
  - a. Click the plus sign (+) to create the first record. The Payee List Edit window opens.

- b. Select Active in the top left corner. Notice the Payment Type was automatically set to 'ACH'.
  - c. Enter the first Payee name as it was entered in the accounting software.
  - d. Enter the Payee ID.
  - e. Select 'Remainder of check' for the 'Mode' in Account 1. We will discuss other options later.
  - f. Copy the Payee data to the 'Individual / Company Name' field on Account 1.
  - g. Copy the Payee ID to the 'Individual / Company ID' field on Account 1.
  - h. Select 'Checking'
  - i. Click O.K. to save this record.
6. Right click on the gears  in the top left corner of the Payee List Browse grid and choose Export. PrintBoss will indicate 1 record is selected.
  7. Click Yes.
  8. Enter a name and location to save this file. PrintBoss will save it as a Comma Delimited (\*.csv) file.
  9. Navigate to the save location and open the \*.csv file.
  10. Enter values in the following fields. Many of these fields are associated with the Detail tab of the ACH File Editor:
    - a. **Payee** – Enter the payee name as it appears in the accounting software. PrintBoss uses this field to match the payee name on the check. DocRecip must be assigned in the PrintBoss form to match on the Payee field. PrintBoss stops once it finds an exact match. Duplicates will be ignored.
    - b. **Payee ID** – Enter an ID for this payee. Alternatively, the Payee ID can be used by PrintBoss to match on an ID on the check advice. DocPayeeID must be assigned in the PrintBoss form to match on the Payee ID field. When both Payee ID and Payee are used, PrintBoss will use Payee ID first and only use Payee when not match is found for Payee ID.
    - c. **Active** – There will be a 'Y' in this field for 'activate'. Copy this value down the list for all records. 'N' denotes an inactive record.

- d. **Email** – Enter a primary email to send a notification of payment to the recipient if you plan to email the direct deposit statements. You may ignore this field if the email address is passed by your accounting system.
- e. **Email2** – A second email field is provided if a second recipient is necessary.
- f. **Payment Type (PYMNTTYPE)** – The Payment Type is a numeric value based on the type of file selected. **Enter 1 for ACH.** The other values are:
  - i. **0** – N/A This type is never used for ACH but may be selected when the Payee List is only used to store email addresses for emailing documents through PrintBoss.
  - ii. **2** – PS16 Only select this type when instructed by a Wellspring Software technician.
- g. **Payee Misc (MISC)** – The Payee Misc field is provided for any additional information for PrintBoss to retrieve and include in a file or email.
- h. **Mode1** – Enter the **Mode** for Account 1 to determine the amount of the ACH transfer. The most common choice is 1, Remainder of Check, to pay the entire amount of the check. This value can be copied down the csv column for vendors. Other choices are available for payroll as follows:
  - i. **Inactive** – Enter 0 (zero).
  - ii. **Remainder of Check** – Enter 1.
  - iii. **Percent** – Enter 2.
  - iv. **Set Amount** – Enter 3.
- i. **Amnt1** – Enter a fixed **Percent** or **Amount** for Account 1 if 2 for ‘Percent’ or 3 for ‘Set Amount’ were selected as the Mode for this payee. Leave blank if Remainder of check is selected for the Mode. The field name is {ACHAmount} and contains 10 characters, 8-dollar places and 2 cents places.
- j. **BnkID1** – Enter the routing number for Account 1 for this payee. This matches the **Bank ID** field on the Payee List. The field name is {ACHRecvBankID} and contains 9 characters, 8 for the routing number and a check digit added by PrintBoss in accordance with ACH Rules.
- k. **BnkAct1** – Enter the account number for Account 1 for this payee. This matches the **Bank Account Num.** field on the Payee List. The field name is {ACHRecvBankAcct} and contains 17 characters.
- l. **Name1** – Enter the **Individual/Company Name** for this payee as it appears on Account 1. The field name is {ACHRecvName} and contains 22 characters.
- m. **ID1** – Enter the **Individual/Company ID** for this payee if there are two or more identical names. The field name is {ACHRecvID}, contains 15 characters, and is optional.
- n. **Prenote (PRE1)** – Only select **PreNote (Y)** if this account is added after the PreNote file has passed the bank.
- o. **Print Check (PREPRNT1)** – This option is only available when Prenote is selected. A value of T (True) is entered to print a check when for this Prenote. Otherwise, the value is F (False).
- p. **TransCode1** – Enter a code to identify if the **Account Type**. The field name is {ACHTransCode} and contains 2 characters. The values are:
  - i. 22 = Checking
  - ii. 32 = Savings
- q. **Disc1** – Enter an optional 2-digit code for this account that is meaningful only to the originator. The field name is {ACHRecvDisc}, contains 2 characters, and is optional.
- r. Repeat for Account 2 or Account 3 ONLY if the check is payroll and the amount is divided between 2 or 3 bank accounts.
- s. The following is an image of the Details tab for the ACH File Spec where these fields are used:

```

Positive Pay / ACH File Editor : ACH Sample
Master SignOn Header Details Balance Record Footer SignOff
1 | ACH Detail Record for CCD type
2 |
3 | "6" | 1 01, 1: Record Type Code
4 | "{Pad:«{ACHTransCode}»,2,T}" | 2 02, 2: Transaction Code.. 22=CreditToCheck, 27=DebitT
5 | "{Pad:«{ACHRecvBankID}»,9,T}" | 3 04, 8: Receiving DFI (Bank) ID..T=Routing A=ABA Number
6 | | 4 12, 1: Check Digit.. this is actually the 9th digit in
7 | "{Pad:«{ACHRecvBankAcct}», 17, T}" | 5 13,17: DFI (Bank) Account Number
8 | "{FormatNum:«{ACHAmount}»,8,2,'0','0',H}" | 6 30,10: Amount
9 | "{Pad:«{ACHRecvID}», 15, T}" | 7 40,15: (Receivers) Id Num/Individual ID Num (*Optional
10 | "{Pad:«{ACHRecvName}», 22, T}" | 8 55,22: Receiving Company Name/Individual Name
11 | "{Pad:«{ACHRecvDisc}», 2, T}" | 9 77, 2: Discretionary Data (*Optional)
12 | "0" | 10 79, 1: Addenda Rec. Indicator.. 0 or 1 if addenda foll
13 | "{Pad:«{bACHOrgDFIID}»,8,T}" | 11 80,15: Trace Number (1st Half)
14 | "{Pad:«{PosPaySeqNo}»,7,L,'0'}" | 12 : Trace Number (2nd Half)

```

Col,Row: 1, 1

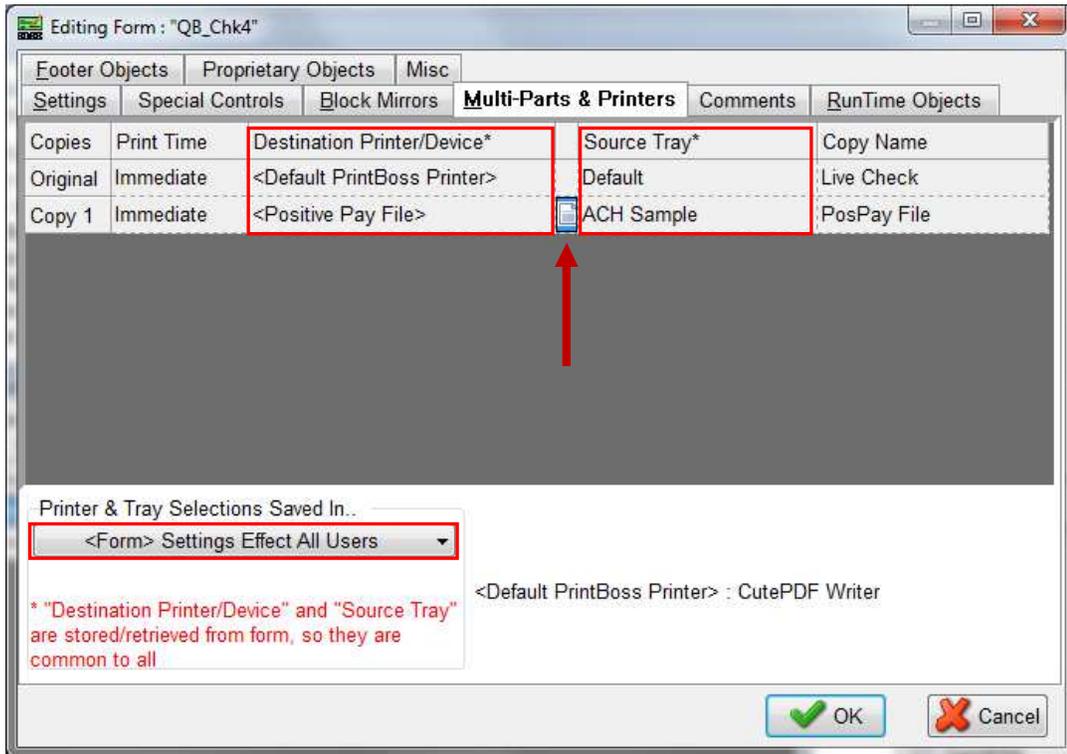
OK Cancel

11. Save changes to this file and click Yes to keep the features. We recommend you save the file as an xls or xlsx file if you need to open it multiple times before importing as the csv format will drop leading zeros. Then resave as a csv file (without opening the csv file) prior to importing.
12. When the csv file is finished, return to PrintBoss, click on the Edit menu, and choose Payee Lists.
13. Select the appropriate Payee List and click Editor.
14. Left click on the gears  in the top left corner of the Payee List Browse grid and select Import.
15. Select the appropriate csv file and click Open. The list will populate with the csv entries.
16. PrintBoss will prompt if there are duplicates and provide the choice to Save or Ignore.
17. Select a record and click the pencil  to make changes to the selected file.
18. Click the Close button when you are finished.

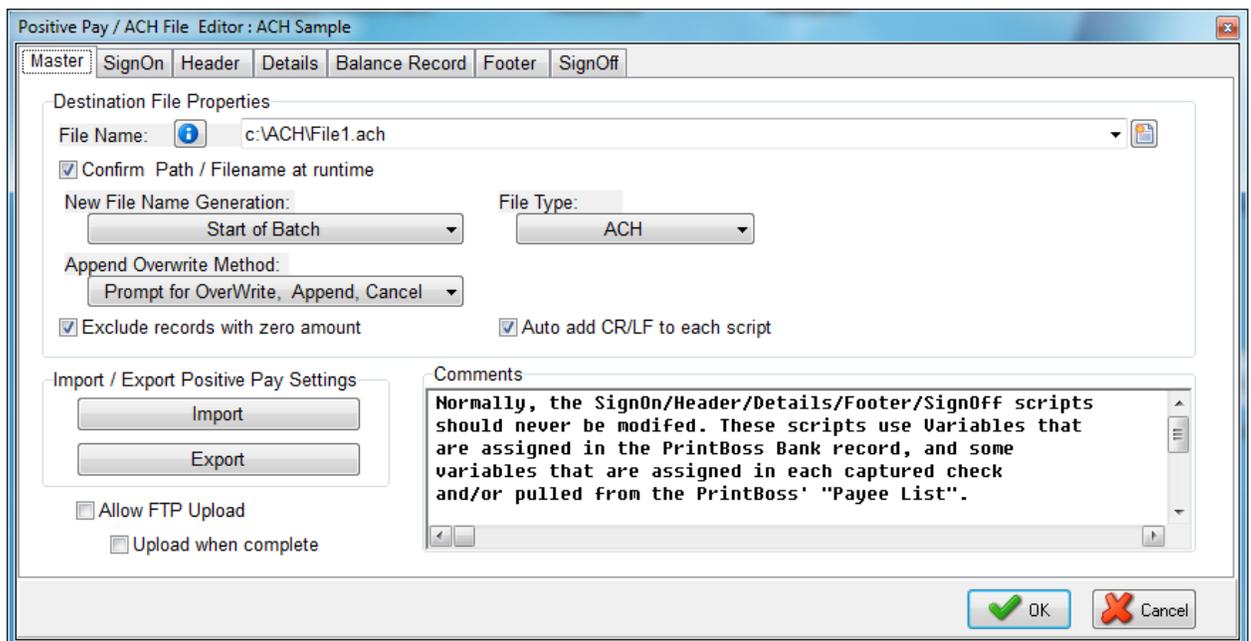
## FORM SETUP

In addition to the Bank and Payee Lists, the PrintBoss Form needs to be setup to print the ACH file. First, we will add a copy to the PrintBoss form to create the ACH file.

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 Settings tab.
5. Increase the number of copies by 1. For example, if the current Copies value is zero, type 1 in the field.
6. Select the Multi-Parts & Printers tab.
7. Click on the Printer & Tray Selections Saved In... drop-down menu and select <Form> to save these changes for all users.



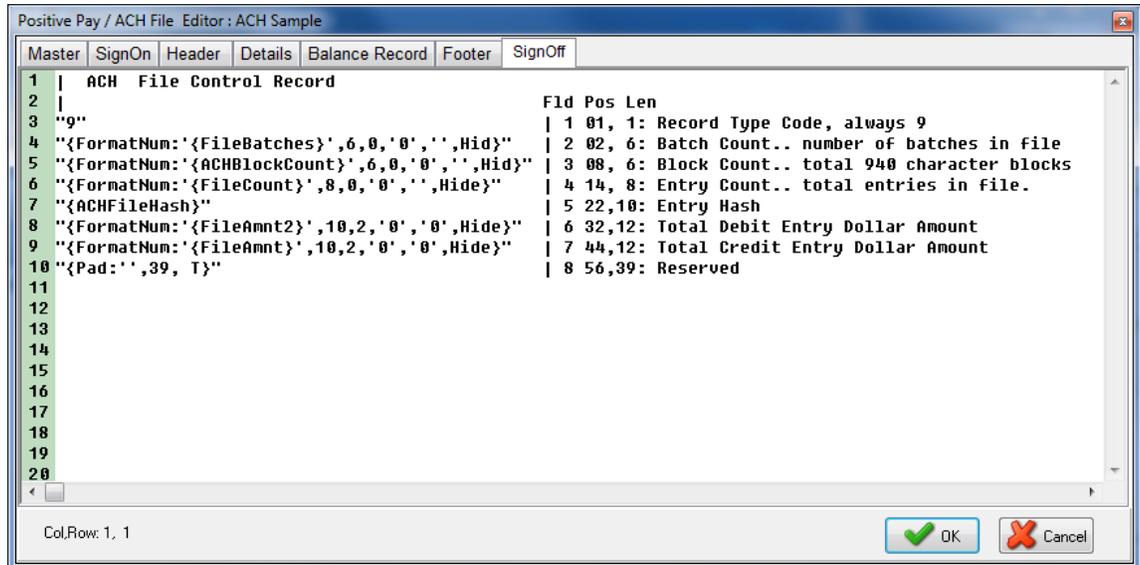
8. Locate the new copy, click on the Destination Printer/Device drop-down menu, and select <Positive Pay File>. This feature supports ACH files in addition to Positive Pay files.
9. Click on the *Source Tray* drop-down menu and choose ACH Sample. This is the NACHA file that comes with PrintBoss.
10. Change the File Path and Name if needed.
  - a. Click on the page symbol to the left of the Source Tray for the <Positive Pay File> copy to open the *Positive Pay / ACH File Editor*. The following is an image of the Master tab.



1. **File Name** – Set the destination path and file name for the ACH file in the *File Name* field. The browse button at the end of this field can be used to navigate to a location and will save the path when a file name is entered.
2. **Confirm Path / Filename at runtime** – Select this option to verify the destination location or file name before PrintBoss saves the ACH file.



- v. **ACH Company ID** – The information for this field is entered in the ACH Definition tab of the PrintBoss bank record. The variable name is {bACHCompID}.
  - vi. **Originating DFI ID** – The information for this field is entered in the ACH Definition tab of the PrintBoss bank record. The variable name is {bACHOrgDFIID}.
  - vii. **Batch Number** – PrintBoss generates a sequential number for each batch in the file beginning with 0000001. The variable name is {FileBatches}.
- b. **SignOff** – The SignOff tab contains fields for the “9” record and applies to the entire file.



- i. **File Batches** – Generates the total number of batches in the file. The variable name is {FileBatches}.
  - ii. **ACH Block Count** – Generates the correct number of lines to create complete blocks of 10 lines or 940 characters. These appear as rows of 9 at the end of the file. The variable name is {ACHBlockCount}.
  - iii. **File Count** – Generates the total number of entries in the file. The variable name is {FileCount}.
  - iv. **ACH File Hash** - This variable generates a value from the routing numbers entered for each detail record in the file. The value provides a check against inadvertent alteration of data contents. The variable name is {ACHFileHash}.
  - v. **File Amount** – Generates the sum of all Debit and Credit check amounts in the file. The variable name is {FileAmnt}.
12. Changes should not be made to the ACH file without consulting a Wellspring Software technician as these variables are defined by NACHA.
13. Click OK to save changes to the Editing Form.

Additional setup may be needed in the Form including:

- Setting up E-mail.
- Assigning ACH fields in the Form instead of using the Payee List.
- Adding Process Page commands to determine when to print the ACH file when live checks are included in the print batch from the accounting system.

Please contact Wellspring Software’s Technical Support for assistance with additional Form setup

## CREATING THE ACH FILE

The ACH file is created automatically during the print process. No further steps are necessary.

## Ⓟ FTP

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

### NOTE:

PrintBoss supports FTPS and beginning with version 6.03.1 SFTP.

## SECURITY

There are 2 settings under the Basic User Rights tab on the Security Settings dialog under the Options menu in PrintBoss. They are:

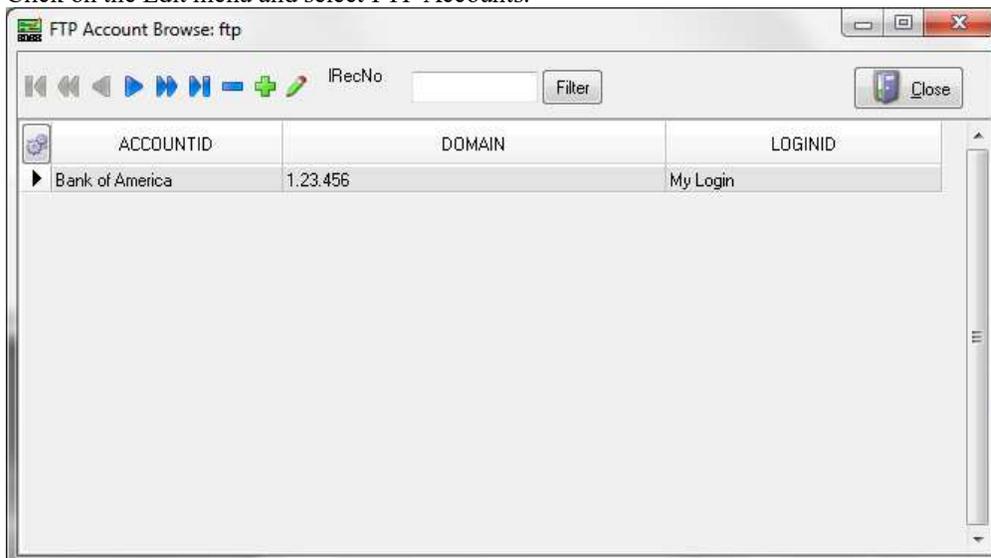
1. Allow FTP selection –The FTP tab is available on the bank record when this setting is selected.
2. Edit FTP List – The FTP feature is available under the Edit menu when this setting is selected.

Verify both settings are selected before proceeding with the FTP Setup.

## FTP SETUP

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

1. Open the PrintBoss Master Application.
2. Click on the Edit menu and select FTP Accounts.



3. Click on the + sign in the menu bar to add a new record. The Online Accounts window will open.

The screenshot shows a dialog box titled "Online Accounts". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains the following elements:

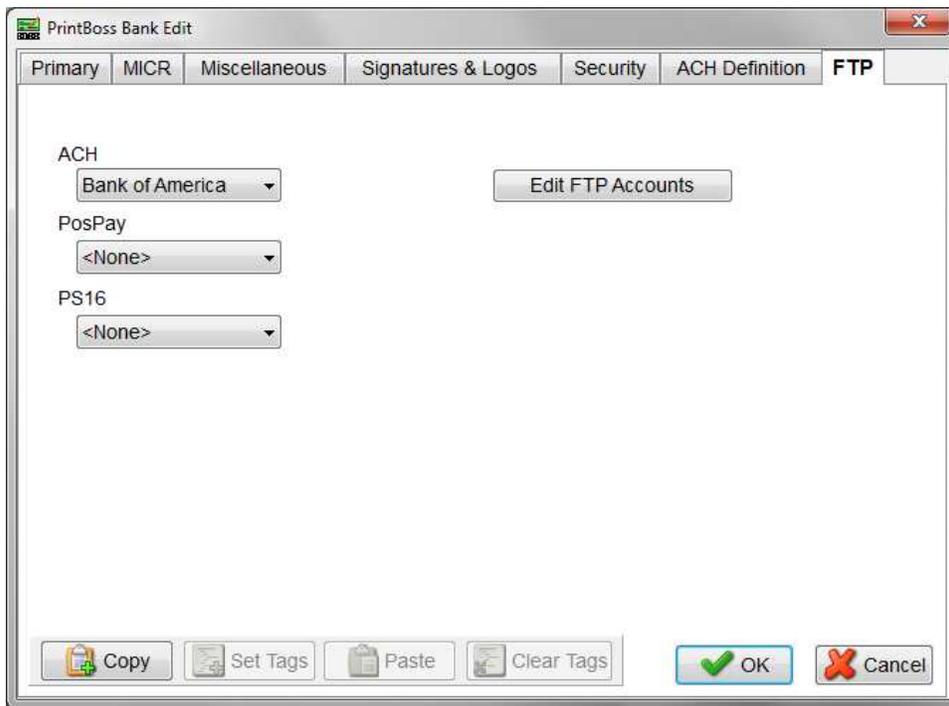
- Account Name:** A text input field.
- Domain URL:** A text input field.
- Login ID:** A text input field.
- Login Password:** A text input field.
- Port:** A text input field.
- TLS Support:** A dropdown menu with "None" selected.
- SSL Method:** A dropdown menu with "None" selected.
- Test Account Connection:** A button.
- Passive Mode:** A checkbox.
- OK:** A button with a green checkmark icon.
- Cancel:** A button with a red X icon.

4. Fill in the left 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 holds up to 25 characters.
  - b. **Domain URL** – Enter the URL provided by the financial institution. This field holds up to 40 characters.
  - c. **Login ID** – Enter the Login ID provided by the financial institution. This field holds up to 74 characters.
  - d. **Login Password** – Enter the Login Password provided by the financial institution. This field holds up to 30 characters.
  - e. **Port** - Enter the Port provided by the financial institution. This field holds up to 4 characters.
  - f. **Passive Mode** – Select if directed by the financial institution.
5. Select the TLS Support value provided by the financial institution if applicable.
6. Select the SSL Method provided by the financial institution if applicable.
7. Click Test Account Connection to confirm the setup is correct.
8. 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, or 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 in the menu bar.
4. Select the FTP tab.



5. Click the drop-down menu for one of the following file types:
  - a. ACH
  - b. PosPay (Positive Pay)
  - 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 accounts.
  - b. The FTP Account button will be grayed out if security to Edit FTP List is removed for the user under Security Settings in PrintBoss.
8. Click OK to save these changes.

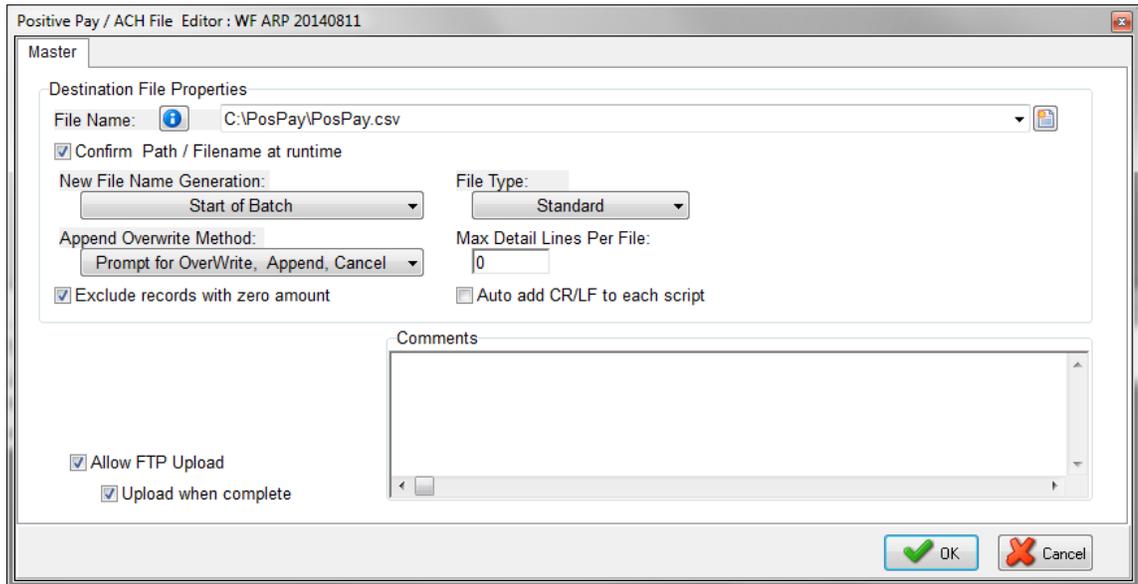
## FORM SETUP

The PrintBoss Form needs to be setup to use FTP In addition to the Bank and FTP Accounts lists. These steps should only be followed after a Positive Pay, ACH, or PS16 file has been setup on the PrintBoss Form.



See Chapter 19, *Positive Pay* or Chapter 20, *ACH Setup* for information on setting up a copy in the Form.

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 column. This opens the Positive Pay/ACH File Editor.



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

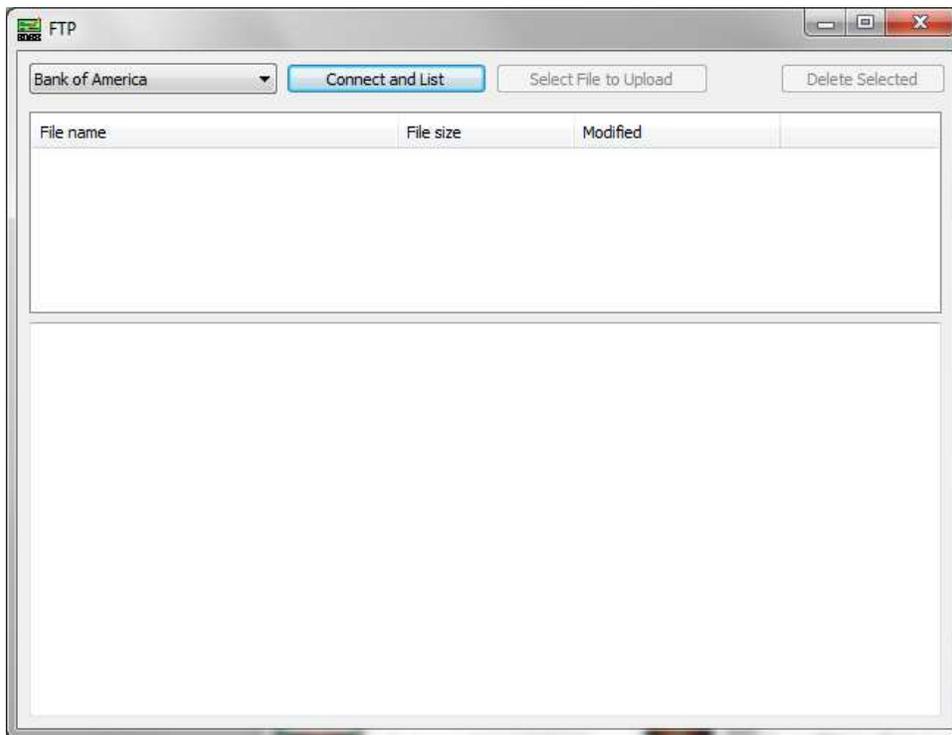
**NOTE:**

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 Multi-Parts & Printers tab of 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 first drop-down list on the FTP Loader. For example, the image above displays 'Bank of America' as the Account Name. The selected \*.upl file must have been created with the 'Bank of America' account name in order to upload.
6. An 'Upload Complete' message will appear in the lower left corner of the FTP window when the file finishes uploading. The actual file name may be hidden in any message returned from the bank if the bank's policy is to hide this information. Do not be concerned if the file name does not display.
7. Close the window by clicking on the red button with the white 'x' when finished.



## WORKFLOW/DOCUMENT APPROVAL PROCESS

Workflow allows companies to assign approvers to accept or decline checks. Checks that are not declined move on to the next approver. The last person in the process is the person who prints the checks. Typically, the person who generates the checks is also the person who prints the checks and handles the declines.

### NOTE:

We suggest 'Auto-Archiving' should be set to 'None'. Copies should be set to 'Batch'. This will prevent the batch from being overwritten as it flows through the approval process. You may also set Auto Archiving to Delete after a certain number of days. If you choose the latter, make sure the number of days will allow for all the approvers to view the checks.

## WORKFLOW SETUP

1. In 'Multi-Parts and Printers', set all copies to Batch.
  - a. Open PrintBoss
  - b. Click on the Edit menu and select 'Form Files'.
  - c. Locate your Form and click the 'Editor' button.
  - d. Locate Multi-Parts and Printers.
  - e. Click in the 'Print Time' column for each copy and select 'Batch' from the drop-down menu.
2. Select the 'Run Time' section.
3. Add a script anywhere on this page.
  - a. Ex: #AssignWorkflow workflow, ">Jack,Logan,Mary"
4. Click 'OK' when you are finished.

You may also add more complex routines. The following example uses dollar limit in addition to approver names:

```
#AssignWorkflow workflow1, ">wsuser"           |by default, everything goes here.
#If[>,"{DocAmnt}",100]                         |all documents with DocAmnt>100
#Assign Workflow, workflow2
#Endif

#If [>,"{DocAmnt}",500]                         |all documents with DocAmnt>500
#Assign workflow, workflow3
#ENDIF

#If [>,"{DocAmnt}",1000]                       |all documents with DocAmnt>1000
#Assign workflow, workflow4
#ENDIF

#AssignWorkflow workflow2, ">James"           |everything >$100 goes this route
```

```
#AssignWorkflow workflow3, ">ceo,Jane,wsuser" |everything >$500 goes this route
#AssignWorkflow workflow4, ">ceo,WSUser" |everything >$1000 goes this route
```

In the above example, all checks less than or equal to \$100 are automatically approved. Then two users approve everything above \$100; the CEO, paulam, and wsuser approves all checks above \$500, and finally, only the CEO and WSUser approves all checks above \$1,000. These are just examples. You may arrange your dollar amounts and approvers to meet your needs.

## TRAY UTILITY

In order to alert each approver that the checks are ready for approval, PrintBoss uses a Tray Utility. The following are instructions to setup the Tray Utility.

1. Open PrintBoss.
2. Click on the Options menu and select 'Configuration'.
3. Check 'Launch PrintBoss Windows Tray Utility on Setup' at the bottom of the Settings tab under Workflow. This will auto launch the 'PrintBoss Tray Utility' the next time you log into your computer.
4. Click on the button at the end of the Windows Tray Utility to launch the Tray Utility now. The user name will populate the 'WinUser monitoring' field.
5. PrintBoss will alert the user when a batch is waiting.
6. Click OK to close the PrintBoss Configuration Dialog.

The Tray Utility has several useful features:

- Monitor when a batch is ready for approval.
- Click on the File menu and select 'Launch PrintBoss' or use the button on the front of the utility to launch PrintBoss.
- Click on the Edit menu to select Configuration. The 'Scan Interval' is set in minutes. A 'Reminder' can be set in minutes as well.
- Verify the 'Run PrintBoss Tray Utility on Windows startup' is selected. You may want to remove this checkbox if you will be out of the office.



## CUSTOM INTERFACES

PrintBoss can be configured to work with almost any Windows package that prints documents if one of these conditions are met:

1. the printing operation is able to select the PrintBoss printer driver or
2. the document can be printed as a text file.

If the document is a check, the next question is, "How is the check number generated?" If the accounting software can send the check number, then PrintBoss will use it. If this is not possible, the check number can be set in the PrintBoss Bank List record. Once the checks have been printed and the print job received by PrintBoss, the form selection is made. The PrintBoss form contains instructions on how to process the incoming data. The following is a typical setup using the PrintBoss printer driver and the PrintBoss Form/Bank Request List to determine the bank and the form combination to be used.

## PRINTING TO PRINTBOSS PRINTER DRIVER

Now that a custom interface method is established, there are still a few questions that must be answered. The first is how the check number will be determined when the document is a check. If available, it is preferred that the check number from the accounting software. If this is not possible, the check number can be set in the PrintBoss Bank List record.



See Chapter 8, *Bank Accounts* – Next Check Number.

When a print job is received, a fundamental decision needs to be made by PrintBoss – what PrintBoss form should be used to process the incoming data? The following steps walk through a typical setup using the PrintBoss Printer Driver and the PrintBoss Request List to determine the form and bank combination used by PrintBoss.

## SETUP

1. Open the PrintBoss Master Application.
2. Click on the **Options** menu and select **PrintBoss Driver Settings**.
3. Set the **Capture Mode** to **Always Capture**.
4. Select the **Block all Non-captured pages** option if it is available. This only appears in older versions of PrintBoss.
5. Click **OK**.
6. Click on the **Options** menu again and select **Configuration**.
7. Select the **Request List determines Form/Bank** option under the Always Capture Settings section.
8. Click **OK**.

### CREATE A PRINTBOSS FORM FILE – SEE CHAPTER 9 FOR MORE INFORMATION

1. Click on the **Edit** menu and select **Form Files**.
2. Click the **Create** button to create a new Form.

3. Enter a **File Name** of not more than 8 characters for the form and click **OK**. This new form should be highlighted in the Form Select list.
4. Click the **Editor** button.
5. Verify **Copies** is set to **0** on the **Settings** tab and the **Auto-Archiving Completed Records** is set to **None (Manual)**. This will make it easier to test the interface. When everything is correct, these settings may be changed.
-  6. PrintBoss Enterprise users may choose to allow PrintBoss to capture graphics from the accounting software. All graphic elements (lines, boxes, shading, logos, etc.) are automatically stripped out by the standard edition of PrintBoss. Select the **Text AND Graphics are captured** option under **Text / Image Capture Mode** on the **Settings** tab to accept graphics.

#### DEFINE A BANK – SEE CHAPTER 8 FOR MORE DETAILS

1. Click on the **Edit** menu and select **Bank List** if this document requires bank account information.
2. Create a new bank record or edit an existing record.
3. Set the **Check Number** variable on the **MICR** tab to {CChkNo} if the check number will be passed from the accounting software. Otherwise, set it to {BChkNo}. The bank account information will only appear on the printed document if these fields are referenced in the Form, usually through #Text commands.

#### DEFINE A FORM / BANK REQUEST LIST – SEE CHAPTER 18 FOR MORE DETAILS

1. Click on the **Options** menu and select **Form / Bank Request List**.
2. Add a new entry.
3. Enter a **Prompt**. This should be something the user will understand to represent the form and bank combination.
4. Select the custom form you created from the drop-down menu of the **Form** field.
5. Select the appropriate bank for the **Bank** field (or NONE if this is not a check).
6. Repeat as often as necessary to create a list of all the required form and bank account combinations. **DO NOT** create more than one entry for the same Form.

#### PRINT A TEST CHECK

1. Return to the accounting software and print a check (or another document) to PrintBoss. Make sure the PrintBoss Printer Driver is selected as the destination printer for the accounting software. The Request List should pop up.
2. Choose the appropriate Form / Bank record.
3. Edit the Form / Bank Request List conditions to automatically pick the correct entry in the future.



See Chapter 18, *Form / Bank Request List*.

#### EDIT THE PRINTBOSS FORM – SEE CHAPTER 9, *FORM FILES*, FOR MORE DETAILS

It is easier to make final adjustments to the Form File once you print data to the work file.

1. Click on the **File** menu and select **Open Document Work Files**.
2. Select the work file for your form and click the **Browse** button.
3. Select a document in the work file and click **View**.
4. Double click any object in the View to see its coordinates. Edit the form as necessary.
5. Assign any text objects that will be moved or reformatted. Assign at least the following variables.
  - a. DocAmnt
  - b. DocNo
  - c. DocRecip
  - d. DocDate



See Chapter 23, *Capturing and Assigning Text*.

## Hints

It is usually easier to blank out a second advice that may be printed from your accounting software and use the PrintBoss *Block Mirrors* function instead.

*RegionMove* commands are normally used to align the advice and check sections to print properly. For this reason, the order the source check is received (Advice-Check, Check-Advice, Advice-Check-Advice) is not important since

it can always be arranged to fit PrintBoss' standard check stock. It is better to use a separate Region Move command for each section for flexibility in positioning data.

It is relatively easy to capture fields on the check to assign variables and place each variable on the final document with #Text commands. A common exception is the advice detail that can be placed accurately with the RegionMove command.

## CAPTURING AND ASSIGNING TEXT

When documents are processed through PrintBoss, there are many times when text on the document from the accounting software is captured and formatted or specifically placed on the PrintBoss Form before it is printed.

For example:

- The check number in a check is added to the MICR line.
- The bank account data on a check is used to automatically select a bank record in PrintBoss.
- An E-mail address is captured and used in sending the document.
- The value of a check is examined to determine the appropriate signature(s) to print on the check.
- Distribution methods are defined so PrintBoss can conditionally e-mail, or print.

This chapter explains the three methods for assigning data. These methods are fundamental to many tasks in Form design. All the methods assign the value of the captured text to an arbitrary variable name in PrintBoss. The variable name can be used in various ways by enclosing it in braces and adding it to expressions in a PrintBoss Form. For example:

```
#Text 7, 1, Arial/14/B, "{DocNo}"
```

This expression prints the document number in the top right corner of the page, assuming it is captured and assigned.

### METHOD 1: PRINTBOSS TRIGGER (USE OF PB#INFO ....)

The PrintBoss Trigger is only used for passing four very common pre-defined variable names, DocNo, DocAmnt, DocRecip, and DocMisc, to PrintBoss. It can ALSO communicate the name of the Form and the Bank Code for PrintBoss to use. This method requires the ability to edit the accounting software report content in order to properly add the PB#INFO expression. The syntax follows:

**PB#INFO <Form>, <Bank>, <DocNo>, <DocAmnt>, <DocRecip>, <DocMisc>**

The PB#INFO MUST BE CAPITALIZED. Delimiters such as quotes, double quotes, or brackets are not required, but are recommended for some of the variables to avoid confusion when a comma occurs in the data, such as the thousands separator in the amount.

Only the first parameter, Form, is required. So, the simplest use of this command might be:

**PB#INFO MYFORM**

The expression should be on a line all by itself, though it can be any size font and can occur anywhere on the page, though we recommend the trigger be placed in a Header or Footer so it prints on every page if the document flows to additional pages. The trigger prints as "View Only" in newer versions of PrintBoss. The trigger is removed at printing and does not appear on the final printed document.

Here is an example of a line that would print from the accounting software:

**PB#INFO MyChk1, "Checking 1", "100456", "1,456.23", "Acme Electric", "527-0012"**

Of course, this is the expression after it is evaluated and all the variables are replaced with data. The evaluation occurs after the report is printed from the accounting software. The actual content might be similar to the following, although the actual syntax and field names are dependent on your report writer:

```
"PB#INFO MyChk1, "+  
    "[["+ dbf.BankCode + "]," +  
    "[["+ dbf.CheckNo + "]," +  
    "[["+ dbf.Amount + "]," +  
    "[["+ dbf.Payee + "]," +  
    "[["+ dbf.VendorEmail + "]," +
```

The five assigned variables used in this method can be referenced in any PrintBoss script.

## METHOD 2: EXPLICIT VARIABLE ASSIGNMENT WITHIN THE ACCOUNTING SOFTWARE REPORT

Define a field in the source report to pass the assignment to PrintBoss if you have the ability to edit the accounting software report. It is important that the variable is just ONE field. This usually means you must create a variable in the source report that uses a combination of text and database fields. The resulting field must be similar to the following example:

```
PB#Assign EmailTo, Orders@WellspingSoftware.com
```

This is the field after it is evaluated and the text and database fields are replaced with data. The actual content might be similar to the following, although the actual syntax and field names are dependent on your report writer:

```
"PB#Assign EmailTo," + CustomerDBF.ContactEmail
```

This expression *must be on a line all by itself*, though it can be any font size or color and occur anywhere on the page. For example, a series of assignments can be printed very close together using a 4-point font. Once PrintBoss sees each line, it will automatically assign the value to the suggested variable name and remove the expression before printing.

The variables assigned in this method can only be referenced in the RunTime Objects section of PrintBoss when *Pre-Process Assignments* is checked on the *Special Controls* tab of the Form.

## METHOD 3: CAPTURED FROM THE PRINTED DOCUMENT BASED ON COORDINATES

This method requires the value that is to be captured and assigned by PrintBoss is displayed somewhere on the source report. PrintBoss can blank out the data after it is captured (if desired).

Verify the value appears in the document sent by the accounting software before setting up the assignment. This may entail opening the accounting system's report writer, finding the field in its databases, and inserting it somewhere on the report. It is very important that the data ALWAYS appears at the same location from page to page. This usually means inserting the field into the Header or Footer sections of the report.

Print a document to PrintBoss once the value appears in the report. The PrintBoss Form must be clearly defined. See the *Custom Interfaces* chapter for more information if this is not clear.

After PrintBoss has received a print job, open PrintBoss and select FILE / OPEN DOCUMENT WORK FILES. Select the desired work file and click the Browse button. There may be only one document in the work file, but that is all that is needed.

1. Select a document and click **View**.
2. Right click anywhere in the view and select *View Raw Capture*. You are now only viewing the actual text printed from the accounting software.
3. Locate the text field on the screen containing the desired captured value.
4. Double click on the field to open the **Captured Text Command Properties** dialog.
5. Select the **Click to Assign to Variable** bar in the top right of the dialog.

6. Replace **ReNameMe** in the **Variable Name** field with your own variable name. For example: MyVar
7. A description of some of the options follows:
  - a. **Capture Coordinates** – This section allows you to set a range for the capture coordinates to account for small deviations in the location of the data.
    - i. Some reporting engines (such as the latest Crystal Reports) tend to break up the text fields into smaller contiguous fields. A good practice is to click the ‘+/-’ button for the **Horizontal** field to change the coordinate range. This toggle button changes from +/- to **‘to’**. Set the ending coordinate far enough to the right to pick up the longest imaginable value without overlapping unrelated fields.
    - ii. The "to" range is often used in conjunction with **Add together fields in horizontal range**.
  - b. **Add together fields in horizontal range** – Select this option when the data field is fragmented. Use this in conjunction with changing for coordinate range from +/- to "to".
  - c. **Trim choices applied after segments appended** – This option is only available after Left Trim, Right Trim, or both are selected along with Add together fields in range. The trim is not applied until after the fields are appended.
  - d. **Make only 1 assignment per capture field** – This option is used when capture fields overlap more than one data source. PrintBoss captures the first data that occurs within the capture coordinates.
  - e. **Capture Raw Text Objects Only** – This option is often checked to allow PrintBoss to only capture Raw Text objects and not graphics or added text.
  - f. **Left Trim and Right Trim** – These options removed leading and trailing spaces.
  - g. **Upper Case** – This option converts captured text to Upper Case. Capture text can also be converted to Upper Case by using a #Text command.
  - h. **Blank Out After Capture** – Select this option to hide the raw data after it is captured. The data can be display elsewhere on the Form by using a #Text command.
  - i. **Substr of Value** – Select a starting character in the field and a length if the field is actually a long string and you only need to use part of the data.
8. Click **OK** when you are finished assigning properties to your variable. Variables assigned in the View are automatically inserted at the top of RunTime Objects tab in the Form.
9. **Close** the Properties dialog.
10. Right click on the raw view and deselect **View Raw Capture** to return to the formatted view.
11. Right click anywhere on the View and choose **Insert an Object / Text** if you would like to add the captured data to a different location. The **Text Command Properties** dialog opens.
12. Enter your variable in the **Text** field enclosed in brackets. For example: {MyVar}. You may change properties and add conditions as needed. Commands added to the View are automatically inserted at the end of Footer Objects tab in the Form.
13. Click **OK** when you are finished.
14. **Close** the View when you are finished and click *Yes* to save changes.

The variables assigned in this method cannot be referenced in RunTime Objects of PrintBoss unless *Pre-Process Assignments* is selected on the *Special* Controls tab of the Form. Assigned variables are not always printed. Sometimes they are used for the Email functions of PrintBoss.

## EXAMINING ASSIGNED VARIABLES

It can be very helpful to review a list of all the variables that have been assigned in a Form. Right click on a View from either the Form Editor or the work file Browser and select *Display Assignments*. The *Form Assignments* dialog opens. The assignments that are currently defined will show up grouped by category. Note that some of the categories such as *E-mail Fields* have variables that may not be assigned. They are listed because they are pre-defined and will be used in a specific way by PrintBoss if they are assigned.

View variables assigned in a specific script by clicking on the plus sign in front of *Assignments made in form*. The subcategories will identify where the variables are assigned, such as *Assigned in Form's Runtime Section* or *Assigned in Captured text*. Navigate to the designated script or back to the accounting software report (in the case of *Captured text*) to adjust these assignments.



## APPENDIX A: PRINTBOSS BANK LIST

The following detail describes the fields on the tabs of the Bank List. Rarely will all of the fields in a bank record be used. Each field in the PrintBoss bank record can be referenced in the PrintBoss form as a variable. The data in a field will not be used unless the PrintBoss Form references the associated variable. You only need to reference the fields you want to use. Place and hold your cursor over a field in the PrintBoss Bank Edit window to view a pop up indicating the field's variable name. **Variable names are NOT case sensitive.** A *#Text* command is typically used to reference a variable in a form or the variable may be used as part of a Condition.



See Chapter 9, *Form Files*.

One of the fields that is required is the **Bank Code**. Enter the exact name used for this account in the accounting software if your accounting software can print data that can be used for a bank code (see the Installation Notes printed during the PrintBoss installation). This code is used to synchronize your accounting software with PrintBoss. Do not leave the Bank Code field empty.

### NOTE:

PrintBoss prompts the user to select an account from a list when printing checks from accounting software that can print data used for a bank code when no entry in the PrintBoss list matches the code from the accounting software. A check box in the lower right of the prompt indicates PrintBoss will update the selected bank code to match the bank code sent from the accounting software. This box is checked by default.

Follow these steps to view the tabs:

1. Click on the **Edit** menu on the main PrintBoss window and select **Bank List**.
2. Select a Bank Record (any line in the list) and click the **Edit Bank** button.

The PrintBoss Bank Edit window opens on the Primary tab.

### Primary

This tab contains the company and bank information printed on the checks. The *Next Check Number* field is usually not relevant. Please check the *Installation Notes* specific to the accounting software to determine if this field should be used.

### BANK CODE

This field identifies the desired bank account. Either the accounting software or the Request List identifies the appropriate bank account by matching this code. PrintBoss requires an exact match of the database code with the code passed from the accounting software (though it is not case sensitive) to automatically select the bank account.

There is an option in PrintBoss to allow *Partial Matches*. This is not recommended but is available for special cases – usually legacy PrintBoss installs. To activate this setting, navigate to the main PrintBoss window and click on **OPTIONS / CONFIGURATION**. Select the *Internal* tab. The name of the setting is *Method of matching a Bank Code* and is found near the bottom of the screen. Change the setting to *Allow Partial Match of Bank Code that follows colon:*. Once this is selected, the Bank Code must match exactly up to the colon, if a colon exists. The

match is not case-sensitive. Following the colon, there must be a character-by-character match with the PrintBoss Bank Code until all characters in the Bank Code are used. The following chart illustrates successful matches:

Bank Code in PrintBoss	Bank Code from Accounting System	Match
Main Checking	Main Checking	Yes
Main Checking	Main Checking:ABC	Yes
Main Checking	Main Checking:XYZ	Yes
Main Checking	Main Check	No
Main Checking:A	Main Checking	No
Main Checking:A	Main Checking:ABC	Yes
Main Checking:A	Main Checking:XYZ	No

Notice the first three scenarios are all a match for PrintBoss. If there are bank codes that are very similar, set the Configuration / Internal setting to *Enforce Exact Bank Code Match*.

There may be an instance where more than one account with the exact bank code is passed from the accounting software, such as multiple payroll accounts for the same company. In this case, check the box labeled *Allow for Selection when multiple Bank Codes match* on the Internal tab of the Configurations Dialog. This box is found in the *Bank Application Properties* section. Enabling this check box alerts you to duplicates and possible mistakes even if you do not expect to have identical bank accounts.

The variable associated with the Bank Code field is:

Field Name	Variable Name	Additional Description	Length
Bank Code	{BCode}	Code used to define record. This should match the bank name in your accounting software.	30-60

## ALIAS

PrintBoss can work with more than one accounting software package using the same bank account, but the accounting software packages may need different Bank Codes. Instead of entering all of the information twice, you may use the ALIAS option. The Alias option allows two different Bank Codes to be used with the same bank account. This option will only work if both accounting packages use the same variable for the check number (see the *Installation Notes* printed during the PrintBoss installation for each accounting software package). If the check number variable must be different, two separate bank list entries need to be created in the PrintBoss bank list. An Alias will use one entry within the PrintBoss Bank list. This is important when considering the purchase of additional Bank Modules.



See the *MICR* section later in this chapter for more information about the check number variable.

## BANK PROMPT

The Bank Prompt provides a user-friendly definition for the account. This field is often used to give the account a nickname. It should not be left blank, but it can be filled with the same value as the Bank Prompt field. The variable associated with the Bank Prompt field is:

Field Name	Variable Name	Additional Description	Length
Bank Prompt	{BPrompt}	Name given for user recognition. PrintBoss will automatically copy the information entered in the Bank Code field when this field is left blank	25

## BANK INFORMATION NORMALLY PRINTED ON CHECK

Enter the bank information that should be printed on the check. This does not need to match the information in the accounting software database. Leave a field blank if it is not needed. There are some interfaces that do not use the bank information from the bank list. See the *Installation Notes* that were printed during the PrintBoss installation or the *Comments* tab of the Form Files Editor for more detail.

The variables associated with the fields in the Bank Information section are:

Field Name	Variable Name	Additional Description	Length
Bank Name	{BName}	Name of bank	40
Bank Address 1	{BAds1}	Address Line 1 of bank (usually city, state)	40
Bank Address 2	{BAds2}	Address Line 2 of bank (often left blank)	40
Bank Address 3	{BAds3}	Address Line 3 of bank (often left blank)	40

#### COMPANY INFORMATION NORMALLY PRINTED ON CHECK

Enter the company information you would like printed on the checks. This does not need to match the information in the accounting software database. Leave a field blank if it is not needed. There are some interfaces that do not use the company information from this list. See the *Installation Notes* printed during the PrintBoss installation or the *Comments* tab of the Form File Editor for more detail.

The variables associated with the fields in the Company Information section are:

Field Name	Variable Name	Additional Description	Length
Company Name	{BCName}	Company Name as it is to appear on the checks	60
Company Name 2	{BCName2}	2nd Company Name as it is to appear on the checks. This field is optional	60
Company Address 1	{BCAds1}	Company Address Line 1	40
Company Address 2	{BCAds2}	Company Address Line 2	40
Company Address 3	{BCAds3}	Company Address Line 3. This may be used for a telephone number, fax number, or email address	40
Company Address 4	{BCAds4}	Company Address Line 4. This may be used for a telephone number, fax number, or email address	40

#### FRACTIONAL CODE

The fractional code is the group of bank numbers that is often printed in a small font near the bank information on the check or near the check number. Not all banks require this information. Often, this information is represented as a number over a second number, similar to a fraction. PrintBoss places the first number next to the second with a slash (/) between. This method is perfectly acceptable to the American Banking Association and Canadian Payments Association.

**Contact your bank if you do not know the fractional code.** The variable associated with the Fractional Code field is:

Field Name	Variable Name	Additional Description	Length
Fractional Code	{BFrac}	Fractional Code	20

#### NEXT CHECK NUMBER

This field is only relevant for accounting software that does not pass a check number to PrintBoss, such as QuickBooks. It is seldom used except for QuickBooks/Quicken. PrintBoss will increment this number by 1 for each document that is processed by PrintBoss with this bank account, even if this field is not used. PrintBoss will pop up the check number for the bank record during printing when the *Confirm Check # at start of batch* is set to *Auto...* and the Check Number on the MICR tab is set to a value beginning with "B" or the *Confirm Check # at start of batch* is set to *YES...* If the pop-up number is edited, the PrintBoss bank record will be updated. Editing this field will not update the accounting software. The variable associated with the Check Number field is:

Field Name	Variable Name	Additional Description	Length
Next Check Number	{BChkNo}	Next Check Number Counter (only used if Check # is not sent from the accounting software)	10

### CONFIRM CHECK # AT START OF BATCH

This is set to *Auto... Confirm*. For accounting software that passes the check number to PrintBoss, setting this field to *Yes...* is IRRELEVANT since editing the number in the PrintBoss Bank List will NOT impact the actual check number used on the document. We recommend setting this option to *No.. Rely on Chk# from host accounting* for accounting software that prints check numbers.

### INCLUDE BANK ON POPUP BANK REQUEST LIST

For interfaces that use the PrintBoss Request List to prompt the user to select a bank, this option can restrict an account from appearing in the list. Often, this option is used when adding a bank account prior to the actual start date for use. The options are:

- Suppress if "Unused" in BankCode – Suppresses this record from the *Select Bank Account* popup list when the word Unused appears in the Bank Code field. This is the default.
- Suppress this bank – Suppress this record from the *Select Bank Account* popup list. It will still appear on the Bank List and on the *Bank Select for non-matched Bank Codes* list when a bank field is passed to PrintBoss and a match is not found on the Bank List.
- Include this bank always – This bank will always appear in the *Select Bank Account* popup list.



See Chapter 18, *Form Bank / Request List*, for more information.

### PASSWORD REQUIRED AT START OF BATCH

A password may be added to a bank account either for security purposes or as an additional confirmation that the correct account has been selected. There are 3 options to require a password. No selection indicates no password is required.

#### When picking Popup Bank Request List

This option requires a password to be entered when a bank is selected from the *Select Bank Account* list.



See Chapter 18, *Form Bank / Request List*, for more information.

#### During Un-Matched Bank Selection

This option requires a password to be entered when selecting a match from the *Select Bank Account* list when no match is found by PrintBoss.

#### Every time bank is auto-picked

This option requires a password to be entered any time a bank account is automatically selected by PrintBoss. This option is primarily used for security purposes.

### ACCOUNT AUTO SELECT OPTIONS

This section contains options for PrintBoss when it is automatically selecting a bank account.

#### Always Confirm Auto Selection

This option requires the user to always confirm the selected account when it is auto selected and is usually selected when two or more bank accounts have identical Bank Codes. This setting is grayed out unless the '*Allow for Selection when multiple Bank Codes match*' option is enabled at the bottom of the Internal tab on the Configuration dialog. Once both bank accounts exist and a request is made for the shared Bank Code, a popup allows the operator to select the correct account. The popup occurs even when only one bank is identified. This allows the operator to select the single account or cancel and identify another account that will share the code.

### Enable "Payroll" alias name

In most cases, PrintBoss automatically chooses the bank account via the Form/Bank Request List function. (See the Options menu for the Form/Bank Request List.) Some accounting software will print both the Checking Account ID from the chart of accounts and the Company Name on a check. When used together they create a more precise match on the Bank Code. In a few cases, the Checking Account ID can be printed for AP, but not for Payroll. The difference in the bank code matching when the same bank account is used for both AP and Payroll triggers PrintBoss to constantly request the user to rename the Bank Code. Select this option to allow PrintBoss to "ignore" the Checking Account ID when looking for a match on a Payroll account and only use the Company Name for a match. The Bank Code will remain 'Checking Account ID:Company Name' and it will no longer trigger the request to rename the Bank Code. This option is often selected for QuickBooks and Timberline users.

## MICR

This tab holds the MICR information for the selected Bank record: Routing Number, Account Number, and Check Number fields.

It is important that the MICR line is accurate. Enter the Routing Number and Account Number exactly as they are provided by the bank. Use periods to represent spaces and a single dash ( - ) to represent the three dash MICR symbol (see Substitute Characters later in this section).

The PrintBoss variable {CChkNo} is normally used to capture check numbers passed from accounting software. The {BChkNo} variable is normally used for accounting software that does not pass check numbers, such as Quicken and QuickBooks. The {BChkNo} variable will use the check number from the PrintBoss bank record.

### STANDARD FORMAT FIELDS

Instead of entering the MICR line directly, each component may be entered separately. One advantage is PrintBoss will automatically suggest proper placement of special characters based on American Banking Association (ABA) standards. As a starting point, refinements can be made based on the bank's unique specifications.

At the very bottom of the MICR tab is the same MICR line in the actual MICR font characters. This is a visual confirmation of the components entered above. The MICR characters will update to reflect any changes made on the MICR tab.

#### Routing Number

Enter the correct routing number for the bank account. Do not use any substitute characters. The variable associated with the Routing Number field is:

Field Name	Variable Name	Additional Description	Length
Routing Number	{BMICRRoutNo}	Routing Number from bank	9

#### Account Number

Enter the account number. Use a period to designate a space. It is very common to have a leading space (period). Use a dash if there is a three-dash character in the account number. The variable associated with the Account Number field is:

Field Name	Variable Name	Additional Description	Length
Account Number	{BMICRAcctNo}	Account Number from bank	20

#### Check Number

One portion of the MICR line is the Check Number. Since this value changes from check to check, a variable is entered. The available variables are:

- {BChkNo} Check number pulled from bank record.
- {CChkNo} Check number printed from accounting software.
- {DocNo} Check number passed from accounting software (Does not appear in drop-down menu).
- ✓ **Often {DocNo} and {CChkNo} are interchangeable.**
- BBBBBB Check number pulled from bank record with the number of digits specified by the number of letters. Left filled with zeros. You can choose 6 or 8 digits.
- CCCCCC Check number passed from accounting software with the number of digits specified by the number of letters. Left filled with zeros. You can choose 6 or 8 digits.

Select the appropriate variable from the drop-down menu. See the *Installation Notes* specific for the accounting software for a recommendation.

**Include US Funds flag...**

See *Character 45* below.

**CHECK FORMAT TYPE**

The check style **only determines the order of the components** for the MICR line on the check. This does not impact the actual style of the check form. Select the appropriate style for the check stock that is going to be used.

**Standard 8.5" Business Check**

Standard interfaces use this style. Usually this is for a check between 7" and 8.5" wide.

**Small 6" Wallet Size Type 1:**

This option is for a wallet-sized check with the check number on the far right of the MICR line.

**Small 6" Wallet Size Type 2:**

This option is for a wallet-sized check with the check number in the middle of the MICR line.

**Deposit Slip:**

This option is for printing deposit slips that do not have a check/document number. Only the bank routing number and account number will appear.

**Custom (enter MICR line directly):**

The MICR line may be edited directly instead of editing the individual components. This allows any formatting required by your bank. This option enables the "Custom Format" field at the bottom of the window. The MICR characters will adjust accordingly.

**CUSTOM FORMAT**

This section displays how the MICR line will appear when printed. The field updates to reflect changes made in the individual components. On rare occasions, it is better to modify the line directly rather than use the individual components. This requires selecting the *Custom* option under Check Format Type.

Each character (including blank spaces) must be entered exactly as it is received by the bank. A common MICR string would be similar to the following:

/{BChkNo}/ [123456789[ 123-12345/

The variable associated with the MICR Line is:

Field Name	Variable Name	Additional Description	Length
MICR Line	{BMICR}	MICR Line (See #MICR in Chapter 8)	--

**SUBSTITUTE CHARACTERS**

Whether the MICR line is entered directly or through the individual components, substitute characters and check number variables must be used. Substitute characters replace the special MICR characters with keyboard strokes. Check number variables are used to place the correct check number on each check.

Four characters that may appear in the MICR line of a check cannot be reproduced with any computer keyboard key. Therefore, we have assigned replacement characters for the MICR line characters as listed in the following table:

Symbol	Description	Represented By
	Transit	[
	On Us	/
	Dash	-
	Amount	\$

**MODULUS 9**

On occasion, a bank will request a modulus 9 character to follow the check number. PrintBoss will perform the modulus 9 calculation and insert the digit when it sees an asterisk ( \* ) at the end of the check number. To add the

modulus 9 calculation to the MICR line, simply insert an asterisk immediately following the check number variable. This can be done by typing in the Check Number field or, if you have the Custom check format type selected, directly in the Custom Format field.

### CHARACTER 45

The Canadian Payments Association regulations suggest a "Character 45" in the MICR line of accounts printing checks drawn on US Dollars. Select the *Include US Funds flag...* option to add this character.

## Miscellaneous

This tab provides miscellaneous variables that can be customized for specific needs.

### MISCELLANEOUS INFORMATION

The *Misc* fields are optional and may contain a string, numeric value, or a file path and name. The description for each of these fields is editable to add a reminder for the contents of the field. Roll your mouse over the *Values* field to view the name of the associated variable. The following table outlines all the variables in this section:

Field Name	Variable Name	Additional Description	Length
2 <sup>nd</sup> Logo	{BMisc1}	Often used to place a 2 <sup>nd</sup> Logo on a check	40
Misc Field 2	{BMisc2}	Miscellaneous Field 2	40
Misc Field 3	{BMisc3}	Miscellaneous Field 3	40
Misc Field 4	{BMisc4}	Miscellaneous Field 4	40
Misc Field 5	{BMisc5}	Miscellaneous Field 5	40

### MISCELLANEOUS FLAGS

The *Miscellaneous Flags* return a value of TRUE when checked. The first flag, {BFlag1}, is assigned to the 2<sup>nd</sup> Signature Line and the text 'Two Signatures are Required' in the Form script. Check the flag to enable a second signature line on checks for this specific bank record. Misc Flags 2 – 4 are user definable and have description fields that may be edited as a reminder of their purpose. Roll you mouse over the Values field to view the name of the associated variable. The following table outlines all the variables in this section:

Field Name	Variable Name	Additional Description	Length
2 <sup>nd</sup> Signature Line	{BFlag1}	Use for a 2nd signature line – YES if checked	--
Misc Flag 2	{BFlag2}	Miscellaneous Flag 2 – returns TRUE if checked	--
Misc Flag 3	{BFlag3}	Miscellaneous Flag 3 – returns TRUE if checked	--
Misc Flag 4	{BFlag4}	Miscellaneous Flag 4 – returns TRUE if checked	--
Date/Amount Box	{BFlag5}	Miscellaneous Flag 5 – returns TRUE if checked	--

Miscellaneous Information and Flags are independent of each other.

### SPECIAL ITEMS

Check the *Canadian Style Date/Amount* box if this bank account requires the newer Canadian format (often referred to as the CPA06 style). This activates conditional formatting in standard PrintBoss Forms. For additional information regarding Canadian check requirements, please see our web site's SUPPORT DOCUMENTS page for Canadian Customers.

## Signatures & Logos

This tab allows the assignment of bank account specific signatures and logos.

If unique placement, resizing, or conditional use based on a required amount is needed, use the appropriate fields to assign properties to the specified file.

tried to do a WS install to install the driver again but it needs admin permission and she doesn't have it; she'll have the IT run the setup and reinstall the driver. tried to do a WS install to install the driver again but it needs admin permission and she doesn't have it; she'll have the IT run the setup and reinstall the driver.

See Chapter 9, *Form Files*, for further information.

### LOGO PROPERTIES

PrintBoss can read logo files in BMP, PCX, and JPG file formats. PrintBoss will assume the location of a file entered in this field is the LOGOS folder under the PrintBoss HOME DIRECTORY. . This is the preferred location. Otherwise, the full path and file name need to be entered. Use the browse button (folder icon) to select a file and enter the correct path and file information. The variable associated with the Logo Properties field is:

Field Name	Variable Name	Additional Description	Length
Logo Properties	{BLogoFile}	Logo file name, Ex: Mycompany.jpg	40

#### NOTE:

Logos will not view or print when the file path and name exceed 40 characters.

### SIGNATURE AND SIGNATURE 2 PROPERTIES

PrintBoss can read signature files in BMP, PCX, SIG, and JPG file formats. PrintBoss will assume the location of a file entered in this field is the LOGOS folder under the PrintBoss HOME DIRECTORY. This is the preferred location. Otherwise, the full path and file name need to be entered. Use the browse button (folder icon) to select a file and enter the correct path and file information. The variables associated with the Signature Properties fields are:

Field Name	Variable Name	Additional Description	Length
Signature Properties	{BSigFile}	Signature File Name, Ex: JohnSmith.sig	40
Signature 2 Properties	{BSig2File}	Second Signature File Name; this signature will appear on the top signature line	40

#### NOTE:

Signatures will not view or print when the file path and name exceed 40 characters.

### POSITION

These coordinates are used to place files of any size on a form. Coordinates are measured from the edge of the paper to the top left corner of the file, not the graphic, by default. A different justification can be set in the associated command (i.e. #PIC). The variables associated with the Position fields are:

Field Name	Variable Name	Additional Description
Logo X	{BLogoX}	X Coordinate for logo
Logo Y	{BLogoY}	Y Coordinate for logo
Signature X	{BSigX}	X Coordinate for signature
Signature Y	{BSigY}	Y Coordinate for signature
Signature 2 X	{BSig2X}	X Coordinate for signature 2
Signature 2 Y	{BSig2Y}	Y Coordinate for signature 2

### OPTIONS

These fields are for additional options available for the file, such as size or watermark.



See Chapter 9, *Form Files*, for further information on the #PIC command.

The variables associated with the Options fields are:

Field Name	Variable Name	Additional Description
Logo Options	{BLogoOp}	Optional properties for logo file
Signature Options	{BSigOp}	Optional properties for signature file
Signature 2	{BSig2Op}	Optional properties for signature 2

Options		
---------	--	--

PrintBoss version 5.736 and above includes the options to automatically align the *Company Name and Address* 'Below' the logo or to the 'Right' of the logo. This feature automatically works with newer PrintBoss Forms included with PrintBoss 6.0 and above.

### RANGE CONDITION

Typically used for signatures, this option can indicate a low and high dollar amount to limit when the signature prints. The variables associated with the Range Condition fields are:

Field Name	Variable Name	Additional Description
Logo Hi	{BLogoHi}	Maximum \$ for AmntRange condition – typically used only if the logo is an additional signature
Logo Lo	{BLogoLo}	Minimum \$ for AmntRange condition – typically used only if the logo is an additional signature
Signature Hi	{BSigHi}	Maximum \$ for AmntRange condition (optional)
Signature Lo	{BSigLo}	Minimum \$ for AmntRange condition (optional)
Signature 2 Hi	{BSig2Hi}	Maximum \$ for AmntRange condition (optional)
Signature 2 Lo	{BSig2Lo}	Minimum \$ for AmntRange condition (optional)

### SIZE

PrintBoss is able to resize a file down to 10% and up to 300% of the original size. These fields indicate a change in either the specific size in inches using width (Wdt) and height (Ht) or a percent. Either percent *or* inches should be used – not both. The variables associated with the Size fields are:

Field Name	Variable Name	Additional Description
Logo Width	{BLogoWd}	The Logo Width in inches
Logo Height	{BLogoHt}	The Logo Height in inches
Logo Percent	{BLogoSize}	Logo size adjusted by Percent from 10% - 300%
Signature Width	{BSigWd}	The Signature Width in inches
Signature Height	{BSigHt}	The Signature Height in inches
Signature Percent	{BSigSize}	Signature size adjusted by percent from 10% - 300%
Signature 2 Width	{BSig2Wd}	The Signature Width Size in inches
Signature 2 Height	{BSig2Ht}	The Signature Height Size in inches
Signature 2 Percent	{BSig2Size}	Signature size adjusted by percent from 10% - 300%

## Security

Security can be added to each Bank Record to define the users who may access the Bank Record. This process is outlined in Chapter 8, *Bank Accounts* and is separate from the Password section on the Primary tab.

## ACH Definition

The ACH Definition tab may be used to enter data to be used in creating an ACH file for this bank record according to the NACHA Operating Rules and Guidelines.

### FILE HEADER RECORD FIELDS

These fields are used in the SignOn tab of the ACH File and are defined in the bank record. They apply to every record in the file.

Field Name	Variable Name	Additional Description
Immediate Destination	{bACHImdDstNo}	Contains a space followed by the 9-digit routing number of the ACH Operator or receiving point where the file is being sent.

Field Name	Variable Name	Additional Description
Immediate Origin	{bACHImdOrgNo}	Contains a space followed by the 9-digit routing number of the ACH Operator or sending point that is sending the file.
Immediate Destination Name	{bACHImdDstName}	Optional. The name of the ACH receiving point; 23 characters.
Immediate Origin Name	{bACHImdOrgName}	Optional. The name of the ACH sending point; 23 characters.
File Mode ID	{bACHFileIDMode}	Increments beginning at A for multiple files in a day; 1 character.
Pre-Note Override	{bACHPreNote}	Global override of the PreNote setting. This should only be used once, the first time an ACH batch is processed. The values are N or Y.

### COMPANY BATCH RECORD FIELDS

These fields are used in the Header tab of the ACH File and are defined in the bank record. They apply to every record in a batch.

Field Name	Variable Name	Additional Description
Service Class Codes	{bACHSvcClassCode}	Identifies type of ACH file; 3 characters.
Company Name	{bACHCompName}	Name of the Company or Payee; 16 characters.
Company Discretionary Data	{bACHCompDisc}	Optional. Allows Company to include codes of significance only to them to enable specialized handling of all entries in the batch; 20 characters.
Company Identification	{bACHCompID}	An alphanumeric code used to identify the Originator; 10 characters.
Standard Entry Class	{bACHStdEntryClsCod}	This field holds various predefined character abbreviations representing standard descriptions. Ex: CCD (Corporate Credit or Debit).
Company Entry Description	{bACHCompEntry}	Provides a description for the purpose of the transaction. Ex: Payroll; Water Bill; etc., up to 10 characters.
Originating DFI Identification	{bACHOrgDFIID}	Bank routing number plus ABA number with no leading space; 8 characters total.

## SAVED BANKS

Banks are saved in a file located at the root of the PrintBoss Home directory. The main bank file is Banks.pbb. You may also see Banks.smt and Banks.nsx. A history of changes is also kept at the root of the PrintBoss Home directory. These files are numbered sequentially beginning with Banks000.pbb. It is prudent to keep a backup of the most current version of Banks.pbb in the event your server or computer crashes.

## APPENDIX B: FORM EDITOR

The following detail applies to PrintBoss Form Files. Form Files capture data from accounting software and use scripts to add additional objects or format captured text.

### FORM EDITOR

The Form Editor has several tabs and options for customizing forms or handling special needs. Some of the tabs only display when they are selected. The following provides descriptions for the options available on each of the primary tabs on the Form Editor.

#### Settings

This tab contains general settings for the form including the form size and orientation, the number of copies, archiving options, and whether the form will require a keystroke acknowledgment to start printing. The order copies of the form will print is determined here as well.

#### DESCRIPTION

This field contains a brief description of the purpose of the form and often identifies the accounting software associated with the form. This information is kept when a new form is copied from an older form.

#### FORM DATE

The date & time the original form was created. This information is kept when a new form is copied from an older form.

#### INTER FORM DELAY

This field inserts a pause between each page processed with the form. The length of the pause is measured in seconds. Zero indicates no pause.

#### FORM NEXT NUMBER

This field is used to provide independent numbering on the form. This is NOT recommended for checks. This field is typically used for other types of forms, such as invoices. Once the option is activated (check the box), a next number can be designated. Each time a document is created with this form, PrintBoss will increment the number by one. There is no confirmation dialog for the number.

The number can be used in the form by referencing the variable {FormNextNumber} in a command. More information about variables is provided in the *Form File Commands* section later in this chapter.

#### CAPTURED TEXT TREATMENT

This section allows PrintBoss to format the font of the text captured from the accounting software, changing the original font. These settings are global for all of the data from the accounting software using this form. This DOES NOT override #TEXT commands.

### X,YTextOffset

This option provides a global offset of the placement of all the data from the accounting software. This is typically used for centering data on the page.

### FontOverride

This option designates a specific font style to be used for the data from the accounting software in place of the font passed with the data. This does not override #TEXT commands.

### PointAdjust

This field increases or decreases the original font size by the number indicated: 0 = original size, 2 = increase the original size by 2 points. A negative number decreases the original size. The *Point Adjust* field will be ignored when there is a font description in the *Font Override* field.

### IgnoreTextBetween

PrintBoss will remove any incoming data on the page within the vertical coordinates of this option. The full width of the page is assumed. The coordinates measure in inches from the top edge of the page.

## **TEXT / IMAGE CAPTURE MODE**

This field is typically set to *Text Only is captured*. The alternate method is *Text AND Graphics are captured*. The following options are available when Text AND Graphics are captured.

### GraphicImage

**P** This option is only available for PrintBoss Enterprise edition using the PrintBoss 50 driver and allows graphic images to pass to PrintBoss.

### GraphicText

This option allows graphic text to pass through to PrintBoss. This is often necessary for printing from PDF file formats, such as QuickBooks Online.

### Adj.

This option only applies to the Graphic Text option. PrintBoss will automatically switch to Captured Text option when Adj. is selected and the source is from an NT40 work file.

### CapturedText

This is the typical capture by PrintBoss. Checking only this box is the same as using the *Text Only* option for the capture mode.

### Default

Clicking this box sets the check boxes back to their default settings (Graphic Image & Captured Text checked, Graphic Text unchecked).

## **FORM WIDTH, LENGTH**

This is the measurement of the form's size in inches followed by the standard paper size option. The paper size option can be changed if it does not match the data sent from the accounting software.

## **ORIENTATION**

No orientation request is sent to the printer when this option is set to Default. Choose portrait or landscape to send an orientation command change to the printer. This command overrides the default of the printer at time of printing.

## **SIZE/ORIENTATION ALERTS**

PrintBoss has a feature to alert the user when the page size and orientation do not match the information passed by the accounting software. The choices are: Suppress Alerts (no alert will be provided), Orientation Mis-Match, and Orientation or Size Mis-Match.

## **PRINTER PAPER SIZE**

When PrintBoss prints this form, it will NOT tell the printer what paper to select when this option is set to Default. The other options will tell the printer to use the specified paper size.

## **COPIES**

Enter a value from 1 to 7 in this field to set the number of COPIES PrintBoss should generate: 0 = 1 original and no copies, 1 = 1 original AND 1 copy (2 pages), etc. PrintBoss can generate the original plus up to 7 copies.

If at least 1 copy is designated, the order of the copies needs to be set. The default is *Documents*. This will print the original and all of the copies for the first page prior to the second page if there is more than 1 page. Click on the drop-down menu for this field and select *Copy Type* to print the originals for all pages first, and then copy 1 for all pages, then copy 2 for all pages, and so on for as many copies as are specified for the form.

### **SPECIAL HANDLING**

Special handling is only available when at least 1 copy is selected and the drop-down menu is set to *Copy Type*.

#### **No special handling**

PrintBoss will not pause between copy types. This is the default setting.

#### **Pause printing between copy types**

PrintBoss will pause between copies to allow paper to be changed when *Copy Type* is selected and this option is selected. The user will be prompted to confirm the paper has been changed before printing the next copy type. This is typically used when only one paper tray is available and check copies are printed on blank paper. Another common use is with Invoices where each page requires a different paper color and the paper needs to be changed in the tray after each copy.

This option is only available when printing one or more copies and *Copy Type* is selected.

#### **Send as single print job**

PrintBoss will send all of Copy 1, then all of Copy 2, etc., but it will not pause the process to change paper. This is often helpful when sending a print job to a printer with a stapling function or when using *Copy Type* to streamline the sending of Emails.

### **FORMS PER PAGE**

Enter a value to determine the number of forms printed on a single piece of paper. This might be more than 1 when printing wallet sized checks. A value of zero is not valid and will generate an error message.

### **ASK 1<sup>ST</sup> PAGE**

This option is only available when printing more than one form per page. The feature is most commonly used when printing 3 checks per page and the last check run only printed one or two checks on the last page. PrintBoss prompts the user to enter the number of checks to print on the first page of the run to allow all portions of the page to be used.

### **WORK/ARCHIVE FILE COMPRESSION**

This feature is rarely used. It allows for slight compression of the work and archive files to save space.

### **WORK FILES INDEXED AT CREATION**

Indexing the work file automatically prepares it to be sorted in an order other than generation. Generation is the order the work file batch was sent by the accounting software.

### **ARCHIVE FILES INDEXED AT CREATION**

Indexing the archive file automatically prepares it to be sorted in an order other than generation. Generation is the order the archive file batch was sent by the accounting software.

### **DEFAULT PRINT ORDER**

If either the archive or work files are indexed at creation, this option will designate the order the documents should be printed. The default value (Natural Order) is the order generated by the accounting software. The other choices are:

- Recipient
- Amount
- Doc Number
- Misc Field
- Bank
- Misc2 Field
- Payee ID

## IMMEDIATE PRINT DIALOG METHOD

Typically, this field is set to 'Start printing w/out a prompt'. A prompt may be preferred to confirm printer availability or as a reminder to put checks in the paper tray. In this case, select *Prompt to start printing*. PrintBoss will open the *Print Copies Dialog* and wait for the user to click on the *Print Start* button before the print job is sent to the printer.

## COLLAPSED WHEN OPENED

Select this checkbox to collapse the bottom portion of the Print Copies Dialog from the Scope down when it is automatically opened by PrintBoss.

## AUTO-ARCHIVING OPTIONS FOR RECORDS

Every time PrintBoss processes a batch of documents, the records are sent to a work file. Any copies of the form set to *Immediate* in the Multi-Parts and Printers tab will print immediately. This option controls what happens to the work file both before the batch begins and after the batch is processed.

- *None (Manual)* – The work file for this form is appended each time data is sent to PrintBoss and will grow indefinitely. Typically, this setting is only used for testing.
- *Archive Completed Records* – The files are transferred from the work file to an archive file of the same name when all copies of each record have been successfully processed. *Archive Records w/Prompt* prompts the user before transferring the records. Refer to the 'Special Controls' tab to add a suffix to the Archive file name.
- *Delete Completed Records* – The work file records are all deleted when all copies of each record have been successfully processed. Historical information is not available once the work file is deleted. *Delete Records w/Prompt* prompts the user before deleting the records.
- *Overwrite Work File at Start of Batch* – This is the default setting. Each time a new batch of data is sent to PrintBoss the new batch overwrites the previous work file for the form. All documents in the current work file, regardless of the status, are overwritten. Files not processed (printed, emailed, etc.) are lost. The resulting work file always contains the latest batch of documents sent to PrintBoss.
- *Archive Records after \_ days* – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when the completed records are automatically transferred to archives. The largest available value is 299999. *Archive Records after \_ days w/Prompt* prompts the user before transferring the records.
- *Delete Records after \_ days* – PrintBoss displays a *Days till Deleting* field when this option is selected to allow the user to input when the completed records will be deleted. The largest available value is 299999. *Delete Records after \_ days w/Prompt* prompts the user before deleting the records.
- *Archive Work File at Start of Batch* – Completed work file documents are automatically transferred to Archives at the start of the next batch printed to the same PrintBoss work file. The resulting work file always contains the latest batch of documents sent to PrintBoss.

If no choice is of particular interest, **the default option is *Overwrite work files at start of batch***. This setting requires little maintenance.

## Special Controls

This tab gives note to special requirements for the form.

### MINIMUM PRINTBOSS VERSION REQUIRED FOR THIS FORM

This field identifies the oldest version of PrintBoss that can successfully use this form. Older versions of PrintBoss do not have all of the features accessed by this form. An error message will appear if this form is accessed by an older version warning PrintBoss should be updated to allow full functionality of the form.

### REQUIRES INPUT FROM PB50 PRINTER DRIVER

Features on some forms may require the use of the PB50 printer driver to work correctly instead of the NT40 printer driver. This option will be checked when the PB50 printer driver is required for full functionality of the form. The NT40 driver is no longer used, but this feature is retained for compatibility with older forms still in use.

## LOG FILE MODE

The default setting for this field is **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 will include the date, time, and operator 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 may be changed.

## WELLSPRING STOCK NO

This field displays the Wellspring paper stock item number to use with this form. Click on the link for the Wellspring Software web site to order additional checks and paper stock. The link opens to the check stock page of the online store.

## LEFT ZERO FILL CHECK NUMBER

This field will add the designated number of zeros to the left of the check number for all accounts that use this form.

## DOCUMENTS PER INPUT PAGE

This field indicates the number of documents passed by the accounting software on a single page. Often this is used with wallet style checks. Enter the height of the document in the *Input Document Height* field. The value in this field is 1 when only one document per page is passed.

## INPUT DOCUMENT HEIGHT

Indicate the height per document when more than one document per page is passed from the accounting software. This field is not available when there is only one document per page. (See *Documents Per Input Page* above).

## ENABLE PRINTING ON BACK OF PAGE

This option allows printing on the back of a form. A duplex printer is required to use this option and the duplexer option on the printer must be activated. An additional tab called *Page Back* will appear in the form editor when this option is checked. Commands entered on this tab will appear on the reverse side of the form. The text can be set by copy.

If this feature is activated while using a printer that does not have an activated duplexer, the back page will print as a separate page.

**NOTE:** This is not a duplex option. This feature merely activates a new tab to add text and formatting that may be printed on the back of a page when duplex is enabled on the printer. Click “View” and then “View Back of Check” at the top of the Form View to preview items entered on the *Page Back* tab.

## PRE-PROCESS ASSIGNMENTS

Click on the drop-down menu and select *Special* to cause PrintBoss to process the assignments in the Runtime, Footer, Page Back, and Design Objects tabs *before* processing the rest of the document.

✓ **This must be active when there is a #PaperBin, #SkipPage, or #ProcessPage command in use.**

Activation of the Pre-process Assignments feature may slow the printing process slightly.

## SCAN FORM FOR {BANKCHKNUMINC}

Select this field to include the {BankChkNumInc} variable in the pre-processing of assignments when Pre-process Assignments is active. The {BankChkNumInc} variable increments the ‘Next Check Number’ in the PrintBoss bank record.

## SUPPRESS CONFIRMATION OF CHECK NUM.

Check this field to suppress the Check Number Confirmation pop up for the form. This is especially helpful when using two accounting packages – one that passes check numbers and one that does not. This setting can always be checked on the forms for the accounting packages that DO pass check numbers.

### **FLIP TOP TO BOTTOM WHEN PRINTING**

Check this setting to print the bottom edge of the document first. This is often used when the bottom margin of the printer is too large for correct placement of the MICR line. Check paper needs to be rotated 180 degrees in the paper tray for this to work.

### **ACCESS**

This feature is used to limit some tabs from appearing in the Form Editor. Most notably, the Design Objects is no longer used and the Proprietary tab is not currently used on all standard forms. RunTime, Footer, and Page Back Objects tabs can also be disabled. This button requires an access code to enable or disable tabs. The Access Code is the same as the Security Master Password.

### **STANDARD SHADE**

Adjust the shade often used in many graphic objects, such as the legend area of a grid, with this option. It may be desirable to lighten or darken shaded areas when using some printers. This feature is offered as a convenience to avoid selecting and changing the shade of individual objects on the form.

### **SECURITY STAMP STRING**

This field is an additional security feature. Select a security stamp from the drop-down menu and reference the {SecurityStamp} variable in the form (usually with a #Text command) to place the security stamp information on each document using this form. Typically, the font size is small so as not to detract from the document.

### **WORK FILE NAME SUFFIX**

Select or enter a suffix to attach to each work file name (optional).

- Ⓟ Dynamic components can be used as the suffix in the Enterprise edition. For example, enter {YYYY\_MM} in this field for the Ca\_ap1 form to date stamp the work file. A new work file will be created each month stamped with the year and month: Ca\_ap12016\_10.

### **ARCHIVE FILE NAME SUFFIX**

Select or enter a suffix to attach to each work file name (optional). This function works in both the Standard and Enterprise editions of PrintBoss.

## **Block Mirrors**

This tab defines an area of the form and copies it to another area of the same page. Define the top and bottom edge of an area (or Block). The entire width of the page is automatically included in the defined area. The mirrored copy can be the same height or it can be resized either smaller or larger. Check *Enable any mirrored blocks* to use Block Mirrors.

This feature is most frequently used to duplicate a stub section or, as in many standard interfaces, to copy the check and stub sections into the mini copy at the top of the page.

### **SUPPRESS BLOCK MIRROR ON THESE COPIES**

Enter a copy number, such as 1, to suppress Block Mirrors on that copy. This is often used when Overflow is printed with the check batch.

### **START OF SOURCE BLOCK**

Enter the top edge in inches of the area to be copied.

### **END OF SOURCE BLOCK**

Enter the bottom edge in inches of the area to be copied.

### **DESTINATION SIZE**

Enter the height of the destination area to place the copy. PrintBoss will compress or stretch the original block to fit within the designated space.

### TOP OF DESTINATION 1

Enter the top edge of destination area where the mirrored copy should start.

### TOP OF DESTINATION 2

Enter the top edge of a 2<sup>nd</sup> destination where the mirrored copy should start. (Optional. Enter zero to disable). This feature is often used with deposit slips.

### TOP OF DESTINATION 3

Enter the top edge of a 3<sup>rd</sup> destination where the mirrored copy should start. (Optional. Enter zero to disable). This feature is often used with deposit slips.

### TEXT FONT SIZE CALCULATION IN DEST BLOCK

This section adjusts the font size in the mirrored copy section. By default, the font size is reduced (or enlarged) using the same percentage applied to the whole block. This default value is displayed in gray and cannot be edited. Often, the text is hard to read when the block is reduced. This setting allows you to increase the font size a little for readability. The down side of increasing the font is at some point the lines of text will start overlapping each other or the outline of the destination block. A bit of trial and error will allow you to pick a reasonable compromise between readability and staying true to the original block.

### FORCE FONT SIZE TO THIS PERCENT OF ORIGINAL

Enter a different percent to override the automatic sizing when text is difficult to read. It can be helpful to separately control the reduction percentages between captured text and text that is part of the form design in PrintBoss.

#### Captured

Adjust the size of *captured* fonts as a percent of the original size. This field is not available if the capture font has an override that indicates no compression in copies (indicated as a + after the font size in the captured font description).

#### #Text

Adjust the size of text items placed with #Text commands. This will not impact any items that have a font description forcing no compression in the copies.

#### Note:

Objects can be suppressed from the Block Mirrors by adding a 'B' after the Copy number. For example:

```
#[C,0B]Pic 5.500, 9.850, "Your_sig.pcx", "/MIR", DEFGA
```

The B after the zero for Copy 0 will suppress the signature file in the Block Mirror. If the value needs to be suppressed in more than 1 copy, then the B needs to follow every Copy number. For example:

```
#[C,0B1B2B3B]Text 8.24R, {LASTLINEY}, "Arial/13/B", "{CChkNo}"
```



See Chapter 10, *#Text Command*, for more information.

## Multi-Parts & Printers

These settings relate to individual copies of the form.

### COPIES

This is a list of the copies activated for this form, including the original. (See *Settings / Copies*). Copies are numbered sequentially.

### PRINT TIME

Select whether a copy (or original) prints immediately, is sent to a batch in the work file to be processed later, or will never print.

## DESTINATION PRINTER/DEVICE\*

Define the destination or printer for the selected copy. The destination choice defines the *Source Tray* selections. Choose <Manual Select> to receive the printer list and select a specific printer at the beginning of the document batch.

Destination options include printers as well as other PrintBoss functions such as Positive Pay, PDF, and E-mail. When PDF is selected as a destination, a new PDF tab will appear in the Form Editor.



See Chapter 18, *Positive Pay*, and Chapter 16, *E-Mailing*. Also see section on *PDF* later in this section.

## BLANK

A page symbol will appear in the blank column between the Destination Printer/Device and Source Tray columns when Destination Printer/Device is set to <Positive Pay>. Click on the page symbol in that column to open the Positive Pay/ACH File Editor.

## SOURCE TRAY\*

Choose the appropriate paper tray for the selected copy. The tray options are defined by the printer selected in the *Destination Printer/Device* column. The tray names are sent by the selected printer driver and do not always correspond to the tray names on the hardware. Test each tray to find the one desired. Note that anytime the printer is changed (like in the *Destination Printer/Device* column or by changing the PrintBoss Default printer) the tray selection will be reset to *Default*.

This field also allows the selection of existing Positive Pay files when Destination is set to <Positive Pay File>.

### NOTE:

Selection of a *manual* tray will result in a physical prompt from the printer hardware for each document. Find a tray selection that pulls from the correct tray without the prompt. This can still be the *manual feed* tray.

## COPY NAME

This field is provided as a label for the different copies and can be used as a reminder. The copy name will appear in the *Print Documents* dialog. This value can also be referenced by a command in the form using the {CopyName} variable. For example, #Text can use this variable to print Original or Packing Slip on the associated documents.

## PRINTER & TRAY SELECTIONS SAVED IN..

PrintBoss allows the settings on the Multi-Parts & Printers tab to be saved by Form or User. *Form* is a global setting that shares the features marked with an asterisk ( \* ) on this tab with everyone using this PrintBoss form and license. If one person in the group changes the destination of a form to a new printer, all users will print to the new destination. *Locally* is also a global setting, but it allows each user to save their own settings. If someone changes the print destination, no one else is affected.

A third option, *Independent*, allows individual users to choose between the global Form settings or their own Local settings. When Independent is selected, a second drop-down menu appears to allow the user to choose the Form setting or Local setting for each situation.

## FORM PRINTER/DEVICE\*

This feature appears in versions of PrintBoss prior to 5.3 and is available after 5.3 as a setting on the Legacy tab under Options / Configuration. This feature is called *Original Method with Form Printer*.

Set the printer/device for this form. Any copy whose '*Destination Printer/Device*' is set to <Form Printer> will use this value as its destination. If the value of this field is set to <Default PrintBoss Printer>, PrintBoss will use the printer selected under *File / Printer Setup* from the main screen of the PrintBoss Master application. The drop-down menu will list all printers available to this workstation or user.

The default Destination Printer/Device setting for most forms is <Form Printer> and the default Form Printer/Device is <Default PrintBoss Printer>. In this case, the printer selected under *File / Printer Setup* will determine the printer for all copies of the form.

### NOTE:

PrintBoss is very literal with printer names. If a printer name changes by a single character, PrintBoss will see it as

a new printer.

## Comments

The Comments tab contains notes associated with this form – often a version number or customization reminders.

## Design Time Objects

This edit group allows backward compatibility of forms. It is no longer used in the creation of new forms.

This tab may appear in older forms. However, it does not appear in Wellspring Software's currently distributed form files. It will no longer appear in new forms when clicking on *Create* in the Form Select window.

### NOTE Regarding Runtime & Footer Tabs:

Virtually all commands defined later in this chapter can be entered in either the RunTime or Footer Objects tabs. The result of the command can be affected by whether it is placed in the RunTime or Footer tab. This is due to the order the scripts are processed. PrintBoss processes the RunTime scripts first. #Assign statements telling PrintBoss the location of data elements coming from the accounting software are often included in RunTime Objects. Then PrintBoss processes all the data that is captured from the accounting software, including the actual values of the assigned variables. Finally, it processes commands in the Footer Objects. Any commands that use one of these assigned/captured values will need to be placed in the Footer section. If they were placed in the RunTime section, they would be blank since the data is not captured at that point.

## RunTime Objects

This edit group allows the user to implement any of the PrintBoss commands listed later in this chapter. These commands provide the ability to create any form design the user may require.

Assignments made in this tab can only be used in the Footer or Page Back Objects tabs unless the *Pre-process Assignments* option is selected on the Special Controls tab.



See Chapter 9, *Form Files*, for more information on #Assign.

## Footer Objects

This group of design objects is processed at the end of printing the form. The same commands are available in this group but they are processed after all of the other commands.

Variables assigned in the RunTime Objects tab can be referenced here (see #Assign in Chapter 9).

## Proprietary Objects

Occasionally the Proprietary Tab may appear. This is similar to the RunTime Objects tab and holds commands that need to be processed prior to the Footer Objects Page. Often this tab will contain scripts used with ACH.

## Misc

The Misc tab allows users to import and manage jpg or bmp files to use in the background of a PrintBoss form. A #Pic command must reference this file in the RunTime Objects section of the form in order to view or print the graphic. The graphic is selected by clicking on the button at the end of the Graphic File option on the Pic Command Properties window.

This tab also includes special treatment of key fields during the creation of the PrintBoss Work File. These fall into the following two categories.

### KEY FLDS RE-CALC FORWARD

This section provides options that allow PrintBoss to carry forward or re-calculate values from selected fields under special circumstances. This area is primarily for use by a Wellspring Software Technician.

## KEY FLDS RE-CALC BACKWARDS

This section provides options that allow PrintBoss to process documents backwards immediately after they are processed forward for the purpose of counting or calculating values from the end of a group or file. This area is primarily for use by a Wellspring Software Technician.

## Page Back

This tab only appears when the *Enable Printing on Back of page* option is enabled on the Special Controls tab. This script uses commands the same way as Footer Objects, but all items will appear on the reverse side of the page.

A printer with duplexing capabilities is necessary for this *page back* feature to function properly. If duplexing is not activated, the *page back* information will be printed on a separate page.

## PDF

This tab only appears when the *Destination Printer/Device* in the Multi-Parts & Settings tab is set to PDF.

### DESTINATION FILE NAME

Enter a path and filename to store the PDF file.

Example: C:\PDF\Invoices\inv.pdf

- P** Click the information button  to view instructions for creating dynamic file names. It is often helpful to include the date and time as part of the file name or path. Variables from the form can also be used, enabling values like Company Name or Invoice Number to be part of the file name or path. Counter characters may be used at the end of a file name to dynamically increment a sequential number.

Example: C:\PDF\Invoices\{YYYYMMDD} {DocNo}

### CONFIRM DESTINATION FILENAME AT RUNTIME

Enable this option to provide a pop-up window displaying the current destination for the file. The prompt will allow the destination to be changed before printing the documents.

### NEW FILE NAME GENERATION

This option determines *when* a new PDF file name is created.

#### Start of Batch

Create a new PDF file at the beginning of each batch.

#### **P** Each New Page

Create a new PDF file for each page.

#### **P** Each New DocNo

Create a new PDF file for each new document number. This option assumes the form is utilizing the {DocNo} variable. This option should be used whenever variables are used in the PDF File Name. The use of variables in the File Path or Name is only available in the Enterprise edition of PrintBoss.

### APPEND OVERWRITE METHOD

Select the appropriate option to *Overwrite Existing File* automatically, *Append to Existing File* automatically, or prompt the user to choose *Overwrite*, *Append*, or *Cancel*. Note the Append option is only available for PDF and Tiff file types.

### FILE TYPE

The default file type is PDF. However, Tiff, JPG, and BMP files can also be created. The File Properties section changes to display options for the chosen file type. The Append option is only available for PDF and Tiff files.

## PDF FILE PROPERTIES

### Resolution of PDF File

Choose the resolution of the PDF in DPI (Dots Per Inch). Typically, the best resolution for a black and white document is 300 dpi (the default setting). Higher DPI values will generate a larger PDF file. Choose the *216 dpi - Color* setting if there is color or shades of gray in the PDF file. The best choice for most cases is 216 dpi - Color.

### Searchable Text PDFs

Select this option to create a searchable PDF file. PDF readers, such as the Adobe PDF Reader, will be able to search for specific text in this file.

### NOTE:

Selecting the 'Searchable Text PDFs' feature will remove any hyperlinks from the document.

### Embed TrueType Fonts

Select this option to permanently embed TrueType Fonts into the PDF file. This increases the size of the file, but it maintains the look and size of the fonts. Otherwise, a substitute font may be used and the text could appear smaller. This option is only available when the Searchable Text PDFs option is selected.

## **(P)** SECURITY

PrintBoss Enterprise users may activate additional security that is recognized by all PDF readers.

### View Only

Select this option to only open and read PDF files. No printing.

### Read Only in a PDF editor

Select this option to prevent anyone from opening the file in a PDF Editor and making changes.

### Password to open PDF

Enter a password that must be used to open and read the PDF file. One password is assigned to all PDF files. No variables can be used here. A dynamic password may be assigned in the Form's Footer Objects section. The use of a Variable to define a dynamic password is only available in the Enterprise edition of PrintBoss.

## TIFF FILE PROPERTIES

### Compression Method

Choose a compression method if you need to reduce the size of the TIFF file. The default value is *No Compression All Colors*. The choices are the standard compression methods for a TIFF file.

Changes to the Compression Method also affect the color depth of the file. The best color depth is True Color (24bit). Higher color depth will generate larger TIFF files. Some color depth choices are not available with certain Compression Methods.

### Resolution (DPI)

Choose the resolution of the TIFF in DPI (Dots Per Inch). Typically, the best resolution for black and white documents is 300 dpi. Higher DPI values will generate larger TIFF files. The default value is 150.

## JPEG FILE PROPERTIES

### Quality

Choose a Quality setting if you need to reduce the size of the Jpeg file. The default value is 75 with 100 as the best. Click on the right arrow to access a slider bar to choose a different quality level. The slider moves in increments of 5.

### Resolution (DPI)

Choose the resolution of the Jpeg in DPI (Dots Per Inch). Typically, the best resolution for black and white documents is 300 dpi. Higher DPI values will generate larger Jpeg files. The default value is 150.

## BMP FILE PROPERTIES

### Resolution (DPI)

Choose the resolution of the BMP in DPI (Dots Per Inch). Typically, the best resolution for black and white documents is 300 dpi. Higher DPI values will generate larger BMP files. The default value is 150.

## Positive Pay

Positive Pay is no longer a tab on the Form Editor. Instead, a separate window can be opened by clicking on the page symbol to the right of the <Positive Pay File> Destination.



See Chapter 19, *Positive Pay*, for additional information.

## FORM FILE COMMANDS

Form File commands are used to accomplish various tasks in PrintBoss. These commands are entered on the Object tabs of the Form Editor. The following is a description commands not included in Chapter 9.

### #AssignLines

**#AssignLines <VarName>**

This is used to assign several lines of data at one time. This is very similar to the #Paragraph command. It appends all lines after the #AssignLines command until another #command is encountered. It is recommended that a #Rem command be placed at the end of the paragraph of lines after the #AssignLines command.

For example:

```
#AssignLines EmailBody
  Thank you for your order from Wellspring Software, Inc.
  The invoice for your order is attached to this e-mail for your convenience.
  The original paper invoice is being mailed.

Please call us with any questions.
#Rem – end of EmailMsg
```

Once assigned, the variable is actually a multiple line variable. See the Multi-Line Variables section in Chapter 9.

### #AssignmentsBlock

**#AssignmentsBlock X1, Y1, X2, Y2 or #AssignmentsBlock Y1, Y2**

This command is used to capture a group of assignments made in a specification or report. It allows variable names and values to be assigned dynamically from the host. The first text object on any *line* within this block becomes a variable name and the following text objects become the value (more than one object is appended together). All text within the block can be blanked out after capturing.

For example, assume the following lines are in the defined block:

```
DocNo      1234
DocRecip   John Smith
DocAmnt    $1,200.00
```

PrintBoss reads the first text object in each line (i.e. DocNo, DocRecip, and DocAmnt) as the variable names and the second text object in each line (i.e. 1234, John Smith, and \$1,200.00) as the variable values. This method is often used with Adagio Software.

### #Assigns

**#Assigns 'VarName', 'Value' [, CaptXRange, CaptYRange [, Options]]**

The parameters for #Assigns are identical to the #Assign command (without the ending “s”) and is used to assign a multi-line variable. There are 2 methods to assign a value, though they differ from the #Assign command.

The first method is to simply provide the value by entering the *Value* parameter. Each time an additional #Assigns command occurs with the same VarName, an additional line is added to the multi-line variable. For example:

```
#Assigns EmailBody, "Thank you for your order from Wellspring Software, Inc."
#Assigns EmailBody, "The invoice for your order is attached to this e-mail for your convenience."
#Assigns EmailBody, "The original paper invoice is being mailed."
```

```
#Assigns EmailBody, " "  
#Assigns EmailBody, "Please call us with any questions"
```

The second method to assign a value is to supply coordinates to capture data. Of course, it is expected that the vertical range includes a region large enough to capture more than one line. If the option *Add together fields in horizontal range* is checked, each ROW of text objects will be added together and treated as a single element in the multi-line variable. For example, to capture a variable for the payee lines in a check that occur between 8 and 9.5 inches down the page, the following command might be used:

```
#Assigns PayeeAds, "", 1.183/.0100, 8000-9.500, LRB1WS |This command captures several lines of text  
at once. These lines can be printed as a  
group using the VText command.
```

The first value range defines the CaptXRange and the second defines the CaptYRange. The letters and number represent various options for the captured text. For example, B indicates the raw data is blanked out after capture.



See Chapter 9, *Form Files – Multi-Line Variables, and Form File Commands* – for more information.

## #BMP

**#BMP X, Y, "GraphicFileName"[, Options]**

This command prints a graphic on the document and operates the same as the #PIC except that it expects a .BMP file type. It has been replaced in favor of the #PIC command. See #PIC in Chapter 9 for more information.

## #Disable / #Enable / #SetEnable

The #Disable and #Enable command pair allow for deactivation of sections of commands. When #Disable is encountered, all commands following it will be ignored until #Enable occurs. At least one of the 2 commands will logically have a condition. (See *Conditional Commands* in Chapter 9). It is not necessary to have matching pairs.

The #SetEnable [Condition] is an alternate way to enable or disable the processing of commands. For example, #SetEnable[true] is equivalent to #Enable and, likewise, #SetEnable [false] is equivalent to #Disable.

Here is a simple example of using these commands to create blocks of commands (in this case just one text command) that run based on a condition. It must be unconditionally enabled so all further lines will be processed normally.

```
#SetEnable [Copy, 0]  
#Text 1, 10, Arial/12, 'This is my message for Copy 0'  
#SetEnable [Copy, 1]  
#Text 1, 10, Arial/12, 'This is my message for Copy 1'  
#Enable
```

Use of the #If / #Endif commands is recommended instead of using #Enable / #Disable / #SetEnable when reasonable. These newer commands are clearer and can be nested more logically.

## #Else

See #If / #ElseIf / #Else / #Endif.

## #Elseif

See #If / #ElseIf / #Else / #Endif.

## #Enable

See #Disable.

## #EndIf

See #If / #ElseIf / #Else / #Endif.

## #FileErase

**#FileErase <FileName/Path>**

This command will erase the file(s) specified by the FileName/Path. The FileName may include an \* (asterisk) or ? (question mark) as a wildcard(s). It is mainly used internally by PrintBoss but is available if needed.

## #For N =

**#For N = <starting number> TO <ending number> [STEP n.nn]**

This command provides a loop to repeat the number of times indicated by the starting and ending numbers. Designate the end of the loop with a #Next N command. By default, each loop will increment the value of n by 1. Append the phrase STEP to the end of the line followed by the desired increment to change the step. All three entry values (Starting Number, Ending Number, and Step) may be decimal numbers (i.e. 1.456). The loop will end at the matching #Next command when the value of n is greater than the ending number after it is incremented by the STEP.

## #ForceWinPrintJob

**#ForceWinPrintJob**

This command forces the Windows print job to end and a new print job to start with a specified page. Typically, a condition is placed on this command. Otherwise, a new print job would be forced with every single page. An example of using this command is to start a new Print Job with each new invoice number so all the pages of the same invoice number can be stapled by an advanced printer that supports stapling by print jobs. The *Pre-process Assignments* option must be set 'Special' on the Special Controls tab of the Form Editor for this command to work. For example:

```
#[Copy,0][!=e, ÷{DocNo}÷, ÷{Prev.DocNo}÷]ForceWinPrintJob
```



See Chapter 9, *Form Files* – Conditional Commands.

## #GoToMarker / #Marker

**#GoToMarker <MarkerName>**

**#Marker <MarkerName>**

The GoToMarker command jumps FORWARD in the RunTime Objects, Footer Objects, or Page Back Objects tabs without considering ANY commands in between this command and its Marker. Even #Enable/#Disable and #If/#Endif commands are ignored. The #GoToMarker must be used in conjunction with a #Marker command to identify where PrintBoss should jump. The GoToMarker should not be used to jump into or out of matched pairs of #If / #Elseif / #Else / #Endif commands.

## #HGrid

**#HGrid X1, Y1, X2, Y2, Ya, Yb ...Yz [, Options]**

This command creates a frame and then draws horizontal lines to fit into the frame. Options provide further modifications with corner radius, shadow, and edge shading. This command has been largely replaced by the #Grid command.

### X1, Y1

These are the coordinates for the top left corner of the frame in inches from the left and top edge of the page. The coordinates may be entered in thousandths of an inch.

### X2, Y2

These are the coordinates for the bottom right corner of the frame.

## YA, YB...YZ

This parameter represents any number of lines drawn horizontally across the frame. Each line is defined as the distance in inches from the top of the **page**.

## OPTIONS

### Radius

/Rnnn where nnn is the radius size. For example, /R.1 is a corner radius of 1/10 of an inch.

### Edge Shading

/STnnn (Shade Top), /SLnnn (Shade Left), /SBnnn (Shade Bottom) or /SRnnn (Shade Right) where nnn is the width of the edge shade in inches.

### Shadow

/SHDnnn where nnn is the width of the shadow in inches.

### Line Color

/OLC followed by a number representing a color. The color number can be 4 to 8 digits.

## **#If, #Elseif, #Else, #Endif**

**#If [Parameter]**

**#Elseif [Parameter]**

**#Else**

**#Endif**

Blocks of code can be conditionally processed based on the parameters that follow #IF and #Elseif commands. There must be a matching #Endif whenever a #If [Parameter] occurs. Optionally, any number of #Elseif [parameter] sections can follow the original #IF. Finally, a single #Else may occur after the #IF and all #Elseif, but before the #Endif.

#If/ #Endif structures may be nested. They may not stretch from one section to the next, such as going from the RunTime to the Footer Objects section.

Use of the #If / #Endif is encouraged over the #Enable / #Disable / #SetEnable, and neither constructs should pass across the boundaries of the other type. For example:

```
#If «[FileExists, "{BLogoFile}"]»
#If «[Inu, ÷/AB÷, {BLogoOp}]»
#Pic {BLogoX}, {BLogoY}, "{BLogoFile}", "/Size:{BLogoSize} ",,DEFGA
#Text 0.35, {LastLineYEnd+.03}, "Arial/12/B", ÷{BCName}÷
#Else
#Pic {BLogoX}, {BLogoY}, "{BLogoFile}", "/Size:{BLogoSize} ",,DEFGA
#Text {LastLineXEnd+.05}, 7.750, "Arial/12/B", ÷{BCName}÷
#Endif
#Else
#Text 0.350, 7.750, "Arial/13/B", ÷{BCName}÷
#Endif
```

Notice there are delimiters around the parameters. These are created automatically by PrintBoss when you double click on the #IF to enter the parameter(s). The delimiter can be added manually by clicking Ctrl+' . This keyboard shortcut only works within an Objects tab of the PrintBoss software.

Two or more parameters may be used. Each parameter needs to be enclosed in square brackets [ ]. Two or more parameters default to 'and'. For example:

```
#If «[Empty, "{DDInfo1}"]|[!In,'DD','{CChkNo}']»
```

This can be changed to an 'or' by adding two pipe symbols || between the parameters as follows:

```
#If «[Empty, "{DDInfo1}"]||[!In,'DD','{CChkNo}']»
```



See *PrintBoss Conditional Commands* in chapter 9.

## #Lines

**#Lines X1, Y1, X2, Y2, ... Xn,Yn [,/Wn.nnn] [,/C<color>]**

This command draws a line from point X1, Y1 to Xn, Yn, passing through all the points in between. The width and color are set as options.

## #LineSet

**#LineSet StartingY, LineSpacing**

This command is useful in formatting a series of commands with coordinates that follow one after another. Use this command prior to the first line to define the starting Y coordinate as well as the consecutive line spacing. This is especially helpful in eliminating blank lines from an address used in conjunction with conditional #Text commands.

This command overrides any internal variable, such as {LineY}. The variable {LineY+} will use the current coordinate and increment it internally by the LineSpacing amount.

The following example uses the #LineSet to place the Bank Fractional Code directly under the last non-blank bank address line.

```
#LineSet 7.9, .15
#Text 3.8, {LineY+}, 'Arial/12', '{BName}'
#[!Empty, BAds1]Text 3.8, {LineY+}, 'Arial/12', '{BAds1}'
#[!Empty, BAds2]Text 3.8, {LineY+}, 'Arial/12', '{BAds2}'
#[!Empty, BAds3]Text 3.8, {LineY+}, 'Arial/12', '{BAds3}'
#Text 3.8, {LineY+}, 'Arial/12', '{BFrac}'
```

### NOTE:

It is more common to use the {LastLineY+n.nnn} variable instead of using this command.

## #Macro

**#Macro X, Y, PrinterMacroCode**

This command calls a Hewlett-Packard printer macro using Windows *Passthrough* printer escape sequence. If X and Y are passed as non-zero, then the cursor control commands will be executed to place the cursor prior to calling the macro.

## #Marker



See #GoToMarker.

## #Next N

This command indicates the end of a loop.



See #For N =.

## #PaperBin

**#PaperBin <PaperBin number>**

This command conditionally selects the source paper bin based on dynamic values and overrides the value set in the *Multi-Parts & Printers* tab of the Form. For example:

```
#[C,1]PaperBin 261
```

### NOTE:

The *Pre-process Assignments* property on the Special Controls tab of the Forms MUST be set to 'Special' to use the #PaperBin command (EDIT / FORM FILES / <highlight form> / EDITOR / SPECIAL CONTROLS).

The command expects the numeric ID of the tray in the PaperBin parameter. To determine the numeric ID of the tray: Select FILE / PRINTER SETUP in PrintBoss. Choose the printer (this may be temporary, and when finished, set back to the desired default printer.) Click on the *Printer Setup* button at the bottom of the screen. Find the *Source* field, select the appropriate tray, and click *OK*. Notice the PrintBoss Printer Setup screen shows the selected *Paper Source* tray with a number preceding it in parentheses. Take note of this number to enter in the PaperBin command.

If the PaperBin number (or Tray ID) evaluates to 0, the command is ignored and the tray is selected based on the parameters specified in the *Multi-Parts & Printers* tab or the printers default tray.

## #Paragraph

### #Paragraph X, Y, "Font/Size", Spacing

This command places a paragraph of text without printing each line as a separate #Text command. The paragraph command ends as soon as the program encounters the next #. A good practice is to use the remark #REM or #ParagraphEnd command to end a paragraph.

The properties of the font in the paragraph are set similar to the #Text command.

The paragraph will NOT automatically word wrap. Lines appear exactly as they are entered in the command. Set a *Width* to the paragraph to cause lines to append and apply word wrap. New paragraphs within the text will occur after blank or indented lines. Be sure to start the text in the first column in the editor if the width is set to initiate word wrap. If the width is enabled, the justification box may also be checked to force the right edge of paragraphs to align.

For Example:

```
#Paragraph 3.500, 5.500, "Arial/10", .167, N,  
This is the first line of the paragraph.  
This is the second line of the paragraph.  
#ParagraphEnd
```

Add //XJ2.00 immediately after the font size to right justify and set a width of 2 inches. The N indicates the *Strict Paragraph End Flag* is not checked.

## #PassThru

### #PassThru X, Y, PassThroughString

The character string is passed directly through to the printer. The Windows' printer driver does nothing to the string. If the X or Y parameters are non-zero, the cursor position will be set to the X and Y location prior to the PassThru and then the cursor position will be popped. If the ASCII character number 127 appears in the string, it will be replaced with ASCII character 27 to allow Escape sequences in the string.

This is rarely used and its operation differs between printers due to differences in the way the Windows PassThrough escape sequence was built into the printer drivers.

## #PCX

### #PCX X, Y, "GraphicFileName" [, Options]

The PCX command prints a graphic on the document. It operates the same as the #PIC except that it expects a *PCX* or *SIG* file type. See #PIC in Chapter 9 for details on the operation of this command.

## #Pie

### #Pie <CenterX>, CenterY>, Radius, Start Degree, End Degree [, Options]

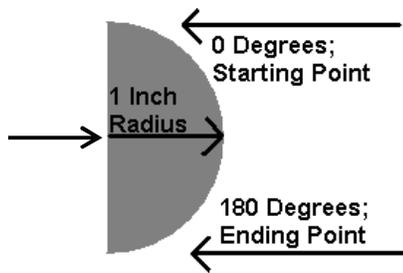
This command creates a circle (or part of a circle) in the Form. Zero degrees points to 12 o'clock.

For example:

```
#Pie 5.00, 4.00, 1.00, 0, 180
```

The object appears as:

The center point would be 5 inches left and 4 inches from the top of the page.



## OPTIONS

/F<FillString> – This option defines the contents of the pie shape.

## #Polygon

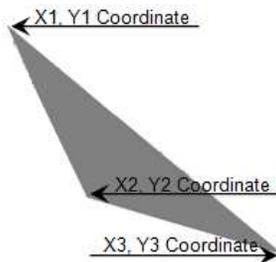
**#Polygon X1, Y1, X2, Y2, X3, Y3, X4, Y4, .... (up to 20 different points) [/F<FillString>]**

This command creates a polygon on the Form. Each point of a polygon is a different coordinate. The last coordinate connects with the first coordinate, enclosing the polygon. The command can have up to 20 different coordinates.

For example:

```
#Polygon .75, 1.15, 2.45, 5.00, 7.00, 6.35
```

The object appears as:



## #Rem

Anything that follows #Rem is a remark or comment. Though any line without a '#' is a comment, there are times, like at the end of a paragraph, when it is helpful to enter #Rem to end a command.

## #SetEnable

See #Disable / #Enable / #SetEnable.

## #SIG

**#SIG X, Y, "GraphicFileName" [, Options]**

#Sig prints a signature graphic on a document. This command is virtually the same as #PIC, except the #SIG *Hide File Errors* option is forced to true and cannot be changed. Use of #PIC instead of #SIG is recommended.

## #SkipPage

**#SkipPage**

This command tells PrintBoss to skip the processing of a page. A condition must be placed on this command or all pages will be skipped and nothing will be processed! The SkipPage command may be in either the RunTime Objects or Footer Objects tabs. *Pre-process Assignments* MUST be set to 'Special' on the Special Controls tab of the Form Editor to use the #SkipPage command.

Unlike the #ProcessPage command, the #SkipPage command only skips and places an “S” in the printed column of the work file or places an “s”, indicating an error. It does not provide a condition to process a page.



See *Conditional Commands* later in this chapter.

## #SubCopyCount

### #SubCopyCount SubCopyNo

The SubCopyCount command was created to print multiple copies of a specified PrintBoss Form Copy. For example, Copy 0 on the PrintBoss form needs to be printed multiple times based on a value that is printed on form. Copy 1 always needs to be printed 3 times. The commands may look like the following:

#[C,0]SubCopyCount {SubCopyNo} – Print the number of copies for Copy 0 based on the value assigned to {SubCopyNo}.

#[C,1]SubCopyCount 3 – Always print 3 copies of Copy 1.

The variable {SubCopyNo} is usually assigned on the RunTime Objects tab of the PrintBoss form. This value may change with each document.

#### NOTE:



This is an Enterprise only feature.

## #VGrid

### #VGrid X1, Y1, X2, Y2, Xa, Xb ... Xz [, Options]

This command creates a frame and then draws vertical lines to fit into the frame. This command is useful when creating the background columns for the detail section of an invoice. Options provide further modifications with corner radius, shadow, line color, and edge shading. This command has been largely replaced by the #Grid command since the internal dimensions of the #Grid are relative, making it easier to move the grid.

#### X1, Y1:

These are the coordinates for the top left corner of the frame in inches from the top left edge of the page. The coordinates may be entered in thousandths of an inch.

#### X2, Y2:

These are the coordinates for the bottom right corner of the frame.

#### XA, XB ... XZ:

This parameter represents any number of lines drawn vertically across the frame. Each line is defined as the distance in inches from the left edge of the page.

For example, the VGRID command could be used as follows to create a box the width of the check with four columns:

```
#VGRID 0.250, 0.500, 8.250, 4.000, 2.000, 4.000, 6.000
```

This command produces a frame with three vertical lines inside. The first vertical line is at 2 inches from the left edge of the page, the second vertical line is at 4 inches from the left edge of the page, and the third vertical line is at 6 inches from the left edge of the page.

## PRINTBOSS CONDITIONAL COMMANDS & PARAMETERS

The following table lists the conditions available for use with the form commands.

Condition	Parameters	Notes
=	'String1', 'String2'	Compares only as many characters as in string2

<b>=u</b>	'String1', 'String2'	Same as "=", with Upper case Compare Option (not case sensitive)
<b>=e</b>	'String1', 'String2'	Same as "=", with Exact match Compare Option (case sensitive)
<b>=ue</b>	'String1', 'String2'	Same as "=", with Upper case and Exact match Compare Options
<b>==</b>	'NumericValue1', 'NumericValue2'	Compares 2 numeric values
<b>&lt;&gt;</b>	'NumericValue1', 'NumericValue2'	Compares 2 numeric values
<b>&lt;=</b>	'NumericValue1', 'NumericValue2'	Compares 2 numeric values
<b>&gt;=</b>	'NumericValue1', 'NumericValue2'	Compares 2 numeric values
<b>&lt;</b>	'NumericValue1', 'NumericValue2'	Compares 2 numeric values
<b>&gt;</b>	'NumericValue1', 'NumericValue2'	Compares 2 numeric values
<b>AmntRange</b>	LoRange, HiRange, Test Amount	Confirms DocAmnt is within the stated range
<b>Assigned</b>	'<Name of assigned variable to test>'	True if assigned by #Assign or PB#Assign (Do Not Include Braces!)
<b>Captured</b>	'<Name of captured variable to test>'	True if successfully captured from raw data (Do Not Include Braces!)
<b>Copy</b>	'String of Digits'	True if current copy is in string of digits
<b>Dates=</b>	'<Date1>', '<Date2>'	True if dates are equal
<b>Dates&gt;</b>	'<Date1>', '<Date2>'	True if Date1 is greater than Date2
<b>Empty</b>	'StringToTest'	True if StringToTest is empty
<b>False</b>		Always false, helpful for debug purposes
<b>FileExists</b>	'<FilePathName>'	True if the specified file name exists
<b>Flagged</b>	'<Bank Flag Name>'	True if expression starts with T,Y,t,y (True or Yes)
<b>In</b>	'StringFragment', 'StringToSearchIn'	True if Fragment is anywhere in SearchIn, case sensitive
<b>Inu</b>	'StringFragment', 'StringToSearchIn'	Same as In, but not case sensitive
<b>InsideOfCreation</b>		True when adding record to work file
<b>InsideOfForwardCalc</b>		True when re-calculating key fields forward
<b>InsideOfBackwardCalc</b>		True when re-calculating key fields backward
<b>InsideOfRender</b>		True when rendering or processing from work file
<b>PreLoadLoop</b>		True when Pre-process Assignments is selected on the Special Controls tab of the Form Editor
<b>True</b>		Always true, helpful for debug purposes
<b>Type</b>	'SourceTypeName'	True if current source is in SourceTypeList
<b>View Only</b>		Sets an item to View, but not to print

**NOTE:**

Although it is helpful for us humans to see the condition names spelled out completely, only as many characters as is needed to make the condition unique are required. For example, *Fi* is enough to register as the *FileExists* condition, or *As* is enough to register as the *Assigned* condition, or *E* as the Empty condition.



## APPENDIX C: #TEXT FEATURES

### SUBSTITUTION FUNCTIONS TABLE

There are times when a text command needs to be limited, formatted, or altered for special circumstances. Substitution functions are available for the #Text command to accommodate those special situations. A list of Substitution functions is available in the Form Editor by RIGHT clicking on an Objects tab and selecting *List/Stuff Assignments*. Alt+A calls the list as well. Click on the plus sign in front of Substitution Functions to view the list. A table of these functions follows.

Function	Description
<b>Abs:</b>	'<Str>'
<b>Case:</b>	'<Str>','U/L/P'
<b>Chr:</b>	'<ASCII Value>'
<b>CityStateZip:</b>	'City State Zip string'
<b>CurrentDate:</b>	'mm/dd/yyyy'
<b>CurrentTime:</b>	'hh:mm:ss tt'
<b>Delete:</b>	'<Str>', <StartingCharIndex>, <NumToDelete>
<b>DocAmnt:</b>	/HidDec /Zero /Width:nn /Commas /Trim
<b>DocWordAmnt</b>	DocWordAmnt: <Line 1 or 2> [, <LineLength90> [, <CurrencyDollars> [, <Style A or B> ]]]
<b>Eval:</b>	'<Numeric Str>',[, <Num of Decimal Places>]
<b>FormatDate:</b>	'<DateInExpr>', 'mm/dd/yyyy' [, AddDays [, AddMonths [, AddYears [,EOM]]]]
<b>FormatDate2:</b>	'<DateInExpr>', '<DateInExprMask>', 'mm/dd/yyyy' [, AddDays [,AddMonths [, AddYears [,EOM]]]]
<b>FormatNum:</b>	'<NumStr>', WholeDigits, DecimalDigits, '<LeftFill>', 'RtFill', 'HideDec/Commas'
<b>If</b>	'<Condition>', '<TrueStr>', '<FalseStr>'
<b>Length:</b>	<value>
<b>Mod:</b>	<Value>,<Divisor>
<b>Pad:</b>	'<Str>', <Len> [, <Left, Rt, and/or Trunc> [, <PadChar>]]
<b>Pos:</b>	'<Substr>', '<LookInStr>', [, <Occurrences> [, Uppercase]]
<b>PutDashInZip:</b>	'<ZipCodeString>'
<b>RECAmnt:</b>	'#,###,##0.00'
<b>RECDate:</b>	'mm/dd/yyyy'
<b>RECTime:</b>	'hh:mm:ss tt'
<b>StrExtract</b>	'<OrigString>', '<Delimiter>', <Occurrence>[, '<mode>']
<b>StrExtract</b>	'<OrigString>', 'CDF', <CommaDelimitedFldOccurrence>[, '<mode>']

<b>StrStuff:</b>	'<OrigString>', '<StrToStuff>', <StartCharIndex>
<b>StrTran:</b>	'<OrigString>', 'SearchKey', 'ReplKey'[, '<Occurrences>' [, Recursive]]
<b>SubStr:</b>	'<Str>', '<StartCharNo>', <Length>
<b>Trim:</b>	'<Str>' [, <Left/Right/Both>]
<b>TrimAll</b>	'<Str>'
<b>WordAmnt:</b>	<Amnt>[, <Line1or2>[, <LineLength90>[, <Currencydollars>[, <Style AorB>]]]]

**NOTE:**

Parameters enclosed in brackets [ ] are optional.

## SUBSTITUTION FUNCTION DESCRIPTIONS

The following is a complete list. See Chapter 10, *#Text Command*, for descriptions of the more common Substitution Functions.

### Abs

**Abs:** '<String>'

This function changes negative numbers to positive numbers.

### Case

**Case:** '<String>', 'U/L/P'

This function changes the case of text to Upper, Lower, or Proper (first letter of word capitalized).

### Chr

**Chr:** '<ASCII Value>'

Sometimes it is necessary to insert a specific ASCII character regardless of the font used. This function inserts these ASCII characters and is often used for carriage returns in Positive Pay.

### CityStateZip

**CityStateZip:** 'city state zip string'

This function is used to clean up data when all three fields are included in a single text string. It removes extra spaces (over three consecutive spaces) and adds a comma after the city if necessary.

### CurrentDate

**CurrentDate:** 'mm/dd/yyyy'

This function returns the current date as specified by the Windows Regional date.

### CurrentTime

**CurrentTime:** 'hh:mm:ss tt'

This function returns the current date as specified by the Windows Regional date. Inserts the current time formatted according to the mask. If no mask is passed, the Windows regional time mask will be used. The 'tt' forces a 12-hour clock with *am* or *pm* in place of tt. See Chapter 9, *Form Files – Date & Time Format Masks*, for more format options.

## Delete

**Delete:** '<Str>', <StartingCharIndex>, <NumToDelete>

Sometimes it is necessary to delete some of the characters in a string. This function deletes characters starting at a specific location for the number of characters indicated. This is most often used to eliminate extra spaces in the middle of a string that repeat at the same location.

## DocAmnt

**DocAmnt:** /HideDec /Zero /Width:nn /Commas /Trim

This function is used to specifically format the document's amount as recorded in the work file *Amount* column.

Parameter	Description
HideDec	Determines if a decimal appears or not; only the H is required to hide the decimal
Zero	Number of zeros or places following the decimal, typically 2
Width:nn	nn specifies maximum width of the value in characters, such as 10
Commas	Indicates whether or not commas separate thousands and millions; only the C is required to display commas
Trim	Trims the value; only the T is required to trim both sides of the DocAmnt.

FormatNum is more commonly used to format number as it has more features.

## DocWordAmnt

**DocWordAmnt:** <Line 1 or 2> [, <LineLength90> [, <CurrencyDollars> [, <Style A or B> ]]]

This function calls the *WordAmnt* function using the current DocAmnt as the amount to be converted to words. See *WordAmnt* function for a description of the parameters. There are several different syntaxes for this command depending on whether Line 1 or 2 is part of the function name or the first character. An example of each syntax is displayed below.

{DocWordAmnt: 1,90}

{DocWordAmnt1: 90}

{DocWordAmnt1.90}

{DocWordAmnt:1, 90, "Canadian Dollars"}

This function only works when DocAmnt is assigned.

## Eval

**Eval:** '<Numeric Str>'[ , <Num of Decimal Places>]

This function evaluates mathematical equations. The second parameter sets the number of decimal places to which the answer is carried. Zero is the default when the *Num of Decimal Places* parameter is missing. For example:

#Assign X, ÷{Eval:"2.85+({n}\*0.2)",3}÷

This function assigns the X value for placing detail on a deposit slip. The value is calculated to 3 decimal places. This assignment is included in a #For loop where {n} is defined as 1 to 27. The loop starts at 1 and increments on each pass until it reaches 27.

## FormatDate

**FormatDate:** '<DateInExpr>', 'mm/dd/yyyy' [, AddDays [, AddMonths [, AddYears [,/EOM/FOM]]]]

This function is used to format a date. <DateInExpr> represents the date to format (or a variable referencing a date) followed by the appropriate format mask. Typically {DocDate} is used as the variable when assigned in the form. The mask may change the order or the separators of the date. By default, the AddDays/ AddMonths/ AddYears parameters are 0. Insert positive or negative values for these parameters to shift the date accordingly. Include the

"/EOM" option to return the end of month, or the last day of the month for the DateInExpr. FOM will return the first day of the month for the DateInExpr. If the DateInExpr is empty, the FormatDate will use the date displayed on your computer.

## FormatDate2

**FormatDate2:** '<DateInExpr>', '<DateInExprMask>', 'mm/dd/yyyy' [, AddDays [,AddMonths [, AddYears [,/EOM/FOM]]]]

Same as FormatDate, except this function includes identifying the DateInExprMask format for those cases where the input is different than the Windows' ShortDateFormat.

## FormatNum

**FormatNum:** '<NumStr>', WholeDigits, DecimalDigits, 'LeftFill', 'RtFill', 'H/C'

This function formats the structure of a numeric value and is often used for Positive Pay. The following letters are used to represent HideDecimal/Commas:

- H* Hide decimal (used in Positive Pay Scripts)
- C* Comma is inserted as the thousands and millions separator

These letters can be used separately or together. The following are examples of Hide Decimal and add Comma separately:

{FormatNum: '{DocAmnt}', 8, 2, '0', '0', 'H'}

In this example, the number of Whole Digits is 8, the number of Decimal Digits is 2, zeros are used to fill Left, zeros are used to fill Right, and the decimal is hidden. If the DocAmnt is \$123.40 it would appear as: 0000012340

Here is an example of a #Text using the FormatNum Substitution function:

#Text 7.950R, 8.500, 'Arial/10/B', ÷\*\*\${FormatNum: '{DocAmnt}', 0, 2, ", '0', 'C'}÷

Here, the zero Whole Digits represents any number. Notice there is no Left Fill and the comma is inserted.

## If

**If:** '<Condition>', '< TrueStr >', '<FalseStr>'

This function is used to define both results when a condition is evaluated. For example:

If: "[Flagged,{BFlag2}]", "Canadian Funds", "US Funds"

## Length

**Length:** <Value>

This function returns the length of everything AFTER the colon, including spaces. For example:

#[V]Text 0.2, 0.00, Arial/10, «{Length: ÷{InvNo}÷}»

This line would display the number of characters and spaces in the {InvNo} string.

## Mod

**Mod:** <Value>, <Divisor>

Use this function to determine the number of times a task is performed. For example, to place three details on a single line, test the counter against a divisor or 3:

#Text 0.2, 0.00, Arial/10, «{Mod:÷{rowcounter}÷,3}»

If the evaluation above returns a value of zero, a CR/LF can be inserted.

## Pad

**Pad:** '<Str>', <Len> [, <Left/Rt/Trunc> [, <PadChar>]]

This function defines the length of the string and adds extra characters when the string is short. Spaces are the default characters when PadChar is not defined. This function is often used with Positive Pay.

The option parameter may specify L, R, or T for Leftpad, Rightpad, or Truncate. The Truncate will truncate it to the length <Len> specified.

## Pos

**Pos:** '<SubStr>', '<LookinStr>' [,<Occurrences> [,Uppercase]]

This function returns the position of a sub string within a string. For example:

```
#[View Only]Text 8.200R, 6.825, 'Arial/12', «{Pos:'$',÷{Deposit}÷, 1,}»
```

Returns the character position of the first instance of a dollar sign in the string Deposit and displays it in the view at the specified coordinates.

## PutDashInZip

**PutDashInZip:**'<ZipCodeString>'

This function inserts a dash into a zip code. This is usually used when the accounting software database sends a zip code with the complete 9-digit American zip code minus the proper formatting.

## RECAmnt

**RECAmnt:** '#,###,##0.00'

This function displays the amount of the document at the time the work file was generated. The only parameter is the mask, and it is optional.

Mask	Description
#	Digit placeholders that are suppressed if not needed
0	Digit placeholders that will force a zero when no value is present
,	Thousands separator (suppressed if not needed)

## RECDate

**RECDate:** 'mm/dd/yyyy'

Inserts the date the PrintBoss work file was created. The optional mask uses the characters defined in Chapter 9, *Form Files – Date & Time Format Masks*.

## RECTime

**RECTime:** 'hh:mm:ss tt'

Inserts the time the PrintBoss work file was generated. The optional mask uses the characters defined in Chapter 9, *Form Files – Date & Time Format Masks*.

## StrExtract

**StrExtract:** '<OrigString>', '<Delimiter>', <Occurrence> [, '<mode>'] OR  
**StrExtract:** '<OrigString>', 'CDF', <CommaDelimitedFldOccurrence> [, '<mode>']

This function extracts a substring from within a string. The original string is divided into substrings separated by the specified delimiter. The following example extracts asterisks from the string before printing the word amount.

```
Example: #Text 0.675, 9.102, 'Arial/10', ÷{StrExtract:«{WordAmnt}», «*»,1} Dollars÷
```

Parameter	Description
OrigString	This is the original string with substrings delimited by the delimiter.
Delimiter	Delimits the substrings. Often this is a comma or semi-colon, but it may be multiple characters. This parameter is Case Sensitive. See CDF note below.
Occurrence	Identifies the substring to select within the original string. If this value is negative, it will count occurrences from the right. An occurrence of -1 will return the last substring in the original string.
Mode	Enter any of the abbreviations L, R, B or U to indicate Left trim, Right trim, All trim, or Uppercase.

#### CDF NOTE:

A special type of string is called a *Comma Delimited String*. In this case, each substring is delimited by a comma, but the substring itself may also be delimited with double quotes. This enables the substring to contain commas. Enter CDF as the delimiter for a Comma Delimited String and PrintBoss will look for the double quote substring delimiters and treat them appropriately.

### StrStuff

**StrStuff: '<OrigString>', '<StrToStuff>', <StartCharIndex>**

This is used to "stuff" a character or characters (StrToStuff) into a string (OrigString) before the specified number of characters starting from the left. If the StartCharIndex is 1, the character(s) will be stuffed in front of the OrigString. If the StartCharIndex is negative, PrintBoss will locate the insertion point by counting characters from the right.

### StrTran

**StrTran: '<OrigString>', '<SearchKey>', '<ReplKey>', '<Occurrences>' [, Recursive]]**

This function replaces a substring (SearchKey) with another substring (ReplKey). A number entered in Occurrences will limit the number of replacements starting from the left of the string. A negative number will count from the right. An option of -1 will replace the last occurrence in a string. The following example removes all the asterisks in the DocAmnt string by replacing the asterisks with nothing as symbolized by the two apostrophes.

**Example:** #Text 7.923R, 8.641, 'Arial/11', "{StrTran: '{DocAmnt}', '\*', ''}"

### SubStr

**SubStr: '<Str>', '<StartCharNo>', <Length>**

This function pulls a designated number of characters from a string. The following example removes asterisks after the check amount:

#Text 8.00R, 8.7, "Arial/12", «{SubStr: ÷{DocAmnt}÷,2,}»|Canadian Style cheque

### Trim

**Trim: '<Str>' [, <Left/Right/Both>]**

This function eliminates spaces at either end of a string based on L, R, or B as a second parameter. The default is R when no second parameter is entered.

### TrimAll

**TrimAll: '<Str>'**

This function trims the spaces from both ends of the string. It is the same as using the Trim function with the option of B for *both*.

## WordAmnt

**WordAmnt:** <Amnt> [, <Line1or2> [, <LineLength90> [, <CurrencyDollars> [, <Style A, B, or C> [, <Language E, F, S> [, <Decimal Length> ]]]]]

This function takes the numeric value of a variable and translates it into English, French or Spanish text. PrintBoss places the returned text on line 1 based on the length provided, but it will wrap to line 2 if necessary. If an entry in the form specifies both line 1 and line 2, each line must use the same specified max line length. All parameters except <Amnt> have defaults, so any parameter may be left blank and the default value will be used.

**Example:** #Text 0.700, 9.10, 'Arial/10', ÷{WordAmnt: '{DocAmnt}', 1, 120, Dollars,A,F}÷

**Example:** #Text 0.700, 9.00, 'Arial/10', "{WordAmnt: ÷{DocAmnt}÷, 1, 90, Kuwaiti Dinars, C, 'E', 3} Fils"

Parameter	Description
Amnt	Amount to be converted to a text expression
Line 1 or 2	Identifies the location for the returned text. Default is 1
LineLength90	Length of line based on characters in the line. Default is 90. Max value is 130.
CurrencyDollars	The currency phrase will use this value in the text. Default is <i>Dollars</i> . This can be replaced with other denominations.
Style A, B, or C:	Default style is A
Style A example:	Ten and 11/100 Dollars
Style B example:	Ten Dollars and Eleven Cents
Style C example:	Ten Dinar and 103 Fils; The new value for 'Cents' needs to be added to the code in the Form after the last brace but before the delimiter.
Language	Translates numeric values to French (,F) or Spanish (,S). The default is English (no indicator necessary).
Decimal Length	Enter the number of characters after the decimal. For example, 3





## APPENDIX D: SECURITY SETTINGS

### GENERAL SETTINGS

#### SECURITY METHOD

The default security is the *Standard* method. The *Advanced* method allows *User Disks* and *User Logins* to be used to access secured features. The *Advanced* method may be selected by default in older versions of PrintBoss that had security activated and then upgraded to the newer version.

#### SUPPRESS PRINTING SIGNATURES IN ARCHIVE REPRINTS

Check this option to prevent a secure signature (file with the extension of “.sig”) on a document from printing when the document is reprinted from the Archive files.

#### MASTER PASSWORD

The *Master Password* is used to access the security settings within PrintBoss. The initial password is *ADMIN* and it is case sensitive beginning with PrintBoss version 5.71.3. A dialog box will confirm any changes to this field. This password is also used for duplicating signature disks. This password is NOT linked to logging in to PrintBoss as a user. It is recommended that an *administrator* user account be defined with a different password to have full access to the PrintBoss program once security has been activated.

#### CONFIRM MASTER PASSWORD

This confirmation dialog box only appears if the Master Password is changed. If the confirmation does not match the new password exactly, the security window will not close. An error message will warn that the two passwords do not match and that both must be re-entered. The password is CASE SENSITIVE.

#### DRIVE WHERE USER DISK RESIDES

This option is only available when the Advanced security method is selected. Indicate the system wide drive letter for user disks.

#### AUTO LOGIN MATCHING WINDOWS USERS

PrintBoss will automatically login a user based on their Windows User name if there is a match in the PrintBoss users list (on the *Advanced User Rights* tab) when this option is selected.

#### DISPLAY ONLY PRIMARY FIELDS IN BANK LIST BROWSE AND ENCRYPT KEY FIELDS IN THE BANK LIST

Select this check box to only display primary bank fields (Bank Code, Bank Prompt and Bank Name) in the Bank List (EDIT / BANK LIST) and encrypt key fields so they cannot be viewed or copied.

#### ENABLE USER SECURITY IN BANKS

Access to each bank account can be controlled by the Administrator when bank security is enabled. This button will display ‘Disable User Security in Banks’ when the security is enabled.

## SIGNATURE DISK LOG



### Logging Active

Select this check box to activate a log file for your secured signature disk(s).



### SigDisk Log Retention in Days

Set the retention period for the SigDisk log file.

## BASIC USER RIGHTS (STANDARD SECURITY MODE)

Determine security by menu function. Check all functions you want all users to access. Functions that are not checked require specific permission assigned to a user on the *Advanced User Rights* tab. Otherwise, the function is not available to the user.

## SECURITY REQUIRED (ADVANCED SECURITY MODE)

This tab is only available when Advanced is selected as the Security Mode on the General Settings tab. Select the menu functions that require security. There are two types of access – password and user device. No security is required to access a function if there is no check in either the *User Logged In* or *User Device* columns. Functions checked in the *User Logged In* column require the user to login to PrintBoss with a password to access the function. Otherwise, it will not be available on the menu. Functions checked in the *User Device* column require an encoded USB disk be used for access. Select check boxes in both columns to require User Login along with the use of a disk.

## ADVANCED USER RIGHTS (STANDARD SECURITY MODE)

The administrator can define users on this tab and assign access to specific features not available to all users. Click the Plus  button to add a user. Enter the User Name and Password in the User Edit dialog box. All features that are grayed out are automatically available to all users. Select additional options to assign to the current user. The Uncheck All button will deselect all optional features (those that are bold). The Check All button selects all optional features. Click OK to save changes after selecting the appropriate features.

## ADVANCED USER RIGHTS (ADVANCED SECURITY MODE)

The administrator can define users and assign access to specific features not available to all users. The type of access (password and device) is also defined. Click the Plus  button to add a user. Enter the User Name and Password in the User Edit dialog box. All features that are grayed out are automatically available to all users. Check features on the list to provide access for this user. An *L* next to a field indicates a user password is required for access. A *D* next to a field indicates a user device is required for access. A *B* next to a field indicates BOTH a user login AND a user device are required for access. If this user only needs a password for access, click *OK*.

### WRITE A USER DISK

If this user needs a User Device, enter the destination drive and set the expiration date for the device. Enter a password in the field under the User Name to password protect the device. Place a USB device in the drive and Write User Disk.

### READING A USER DISK

The user name and expiration date of a user device may be verified. Open Security in PrintBoss and enter the Master Password. The security method should be set to Advanced on the General Settings tab. Select the Advanced User Rights tab and either edit a current user or add a new user by clicking on the plus symbol. Put the device in the available USB drive and choose *Read User Disk*. The user properties will appear in the User Edit window. Click *OK* after reading the disk. You may edit the user properties or click *Cancel* to exit without saving the changes.

## APPENDIX E: VARIABLES BY CATEGORY

### ACH VARIABLES

The following is a list of variables associated with the ACH function of PrintBoss, but not included in the Bank List or the Payee List.

Field Name	Variable Name	Additional Description	Length
ACH Active	{ACHActive}	Returns Y for Yes or N for No based on whether the Active checkbox for the Payee List is selected	1
ACH Amount	{ACHAmount}	Returns the amount of the ACH after it is calculated or zero when PreNote is selected. This applies per account	10
ACH Batch Hash	{ACHBatchHash}	Entry Hash	10
ACH Block Count	{ACHBlockCount}	Total of the 940-character blocks	6
ACH Check Amount	{ACHChkAmnt}	Provides the remaining amount to be paid by check. The value is zero when there is no remaining amount	10
Effective Entry Date	{ACHEfctvDate}	This optional field allows a date to be assigned in the form. Otherwise, the date the file is created is used. Add '!' to the end of the variable and a calendar will pop up to select a date on the fly when saving the ACH file	6
ACH File Hash	{ACHFileHash}	Entry Hash	10
ACH Mode	{ACHMode}	Returns the numeric value of the Mode, i.e. 0 = Inactive; 1 = Remainder of Check, etc. This is only used on the Payee List	1
ACH PreNote	{ACHPreNote}	Returns the PreNote value if used. The default is No; otherwise Yes	3
ACH Receiving Bank Account	{ACHRecvBankAcct}	Account number for the receiving company or individual	17
ACH Receiving Bank ID	{ACHRecvBankID}	Routing and ABA Number for the receiving bank	9
ACH Receiving Discretionary	{ACHRecvDisc}	Optional data that can be defined by the sender	2
ACH Receiving ID	{ACHRecvID}	Optional Payee ID for the receiving Individual or Company	15

ACH Receiving Name	{ACHRecvName}	Receiving individual or company name	22
ACH Status	{ACHStatus}	Numeric value of the active account status. Values less than 1 indicate the record is inactive	1
ACH Total Amount	{ACHTotAmnt}	Provides the calculated ACH total amount from all accounts for this check	10
ACH Transaction Code	{ACHTransCode}	Indicates credit or debit to Checking account or Saving account	2

## BANK VARIABLES

The following is a list of variables associated with the Primary tab of a PrintBoss Bank Record.

Field Name	Variable Name	Additional Description	Length
Bank Code	{BCode}	Code used to define record. This should match the bank name in your accounting software	50-60
Bank Prompt	{BPrompt}	Name given for user recognition. PrintBoss automatically fills this field with a Record number	25
Bank Name	{BName}	Name of bank	40
Bank Address 1	{BAds1}	Address Line 1 of bank (usually city, state)	40
Bank Address 2	{BAds2}	Address Line 2 of bank (often left blank)	40
Bank Address 3	{BAds3}	Address Line 3 of bank (often left blank)	40
Company Name	{BCName}	Company Name as it is to appear on the checks	60
Company Name 2	{BCName2}	2nd Company Name as it is to appear on the checks. This field is optional	60
Company Address 1	{BCAds1}	Company Address Line 1	40
Company Address 2	{BCAds2}	Company Address Line 2	40
Company Address 3	{BCAds3}	Company Address Line 3. This may be used for a telephone number, fax number, or email address	40
Company Address 4	{BCAds4}	Company Address Line 4. This may be used for a telephone number, fax number, or email address	40
Alias	{BankAliasedFrom}	Identifies the Bank Code of the bank record used as the source for the Alias	50-60
Fractional Code	{BFrac}	Fractional Code	20
Next Check Number	{BChkNo}	Next Check Number Counter (only used if Check # is not sent from the accounting software)	10

The following is a list of variables associated with the MICR tab of a PrintBoss Bank Record.

Field Name	Variable Name	Additional Description	Length
Routing Number	{BMICRRoutNo}	Routing Number from bank	9
Account Number	{BMICRAcctNo}	Account Number from bank	20
Check Number	{BChkNo}	Check number pulled from bank record; also known as Next Check Number	10
Check Number	{CChkNo}	Check number printed from accounting software	10

Check Number	{DocNo}	Check number passed from accounting software (Does not appear in drop-down menu of MICR tab)	10
MICR Line	{BMICR}	MICR Line (See #MICR in Chapter 8)	--

The following is a list of variables associated with the Miscellaneous tab of a PrintBoss Bank Record.

Field Name	Variable Name	Additional Description	Length
Misc Field 1 / 2 <sup>nd</sup> Logo	{BMisc1}	Often used to place a 2 <sup>nd</sup> Logo on a check	40
Misc Field 2	{BMisc2}	Miscellaneous Field 2	40
Misc Field 3	{BMisc3}	Miscellaneous Field 3	40
Misc Field 4	{BMisc4}	Miscellaneous Field 4	40
Misc Field 5	{BMisc5}	Miscellaneous Field 5	40
2 <sup>nd</sup> Signature Line	{BFlag1}	Use for a 2nd signature line – YES if checked	1
Misc Flag 2	{BFlag2}	Miscellaneous Flag 2 – returns TRUE if checked	1
Misc Flag 3	{BFlag3}	Miscellaneous Flag 3 – returns TRUE if checked	1
Misc Flag 4	{BFlag4}	Miscellaneous Flag 4 – returns TRUE if checked	1
Misc Flag 5 / Date/Amount box	{BFlag5}	Use for Date/Amount Box format – returns TRUE if checked	1
Canadian Style Date/Amount	{bCDN_CkStyle}	Returns TRUE if checked	1
Enable Security Text on Check	{BSecurityText}	Returns TRUE if checked	1

The following is a list of variables associated with the Signatures & Logos tab of a PrintBoss Bank Record.

Field Name	Variable Name	Additional Description	Length
Logo Properties	{BLogoFile}	Logo file name, Ex: Mycompany.jpg	40
Logo X	{BLogoX}	X Coordinate for logo	5
Logo Y	{BLogoY}	Y Coordinate for logo	5
Logo Options	{BLogoOp}	Optional properties for logo file	10
Logo Hi	{BLogoHi}	Maximum \$ for AmntRange condition – typically used only if the logo is an additional signature	10
Logo Lo	{BLogoLo}	Minimum \$ for AmntRange condition – typically used only if the logo is an additional signature	10
Logo Width	{BLogoWd}	The Logo Width in inches	4
Logo Height	{BLogoHt}	The Logo Height in inches	4
Logo Percent	{BLogoSize}	Logo size adjusted by Percent from 10% - 300%	3
Signature Properties	{BSigFile}	Signature File Name , Ex: JohnSmith.sig	40
Signature X	{BSigX}	X Coordinate for signature	5
Signature Y	{BSigY}	Y Coordinate for signature	5
Signature Hi	{BSigHi}	Maximum \$ for AmntRange condition (optional)	10

Field Name	Variable Name	Additional Description	Length
Signature Lo	{BSigLo}	Minimum \$ for AmntRange condition (optional)	10
Signature Options	{BSigOp}	Optional properties for signature file	10
Signature Width	{BSigWd}	The Signature Width in inches	4
Signature Height	{BSigHt}	The Signature Height in inches	4
Signature Percent	{BSigSize}	Signature size adjusted by percent from 10% - 300%	3
Signature 2 Properties	{BSig2File}	Second Signature File Name; this signature will appear on the top signature line	40
Signature 2 X	{BSig2X}	X Coordinate for signature 2	5
Signature 2 Y	{BSig2Y}	Y Coordinate for signature 2	5
Signature 2 Options	{BSig2Op}	Optional properties for signature 2	10
Signature 2 Hi	{BSig2Hi}	Maximum \$ for Amount Range condition (optional)	10
Signature 2 Lo	{BSig2Lo}	Minimum \$ for Amount Range condition (optional)	10
Signature 2 Width	{BSig2Wd}	The Signature Width Size in inches	4
Signature 2 Height	{BSig2Ht}	The Signature Height Size in inches	4
Signature 2 Percent	{BSig2Size}	Signature size adjusted by percent from 10% - 300%	3

#### ACH FILE HEADER RECORD FIELDS

The following is a list of variables associated with the ACH Definition tab of a PrintBoss Bank Record. These fields are used in the SignOn tab of the ACH File and are defined in the bank record. They apply to every record in the file.

Field Name	Variable Name	Additional Description	Length
Immediate Destination	{bACHImdDstNo}	Contains a space followed by the 9-digit routing number of the ACH Operator or receiving point where the file is being sent	10
Immediate Origin	{bACHImdOrgNo}	Contains a space followed by the 9-digit routing number of the ACH Operator or sending point that is sending the file	10
Immediate Destination Name	{bACHImdDstName}	Optional. The name of the ACH receiving point.	23
Immediate Origin Name	{bACHImdOrgName}	Optional. The name of the ACH sending point.	23
File Mode ID	{bACHFileIDMode}	Increments beginning at A for multiple files in a day	1
Pre-Note Override	{ACHPreNote}	Global override of the PreNote setting. This should only be used once, the first time an ACH batch is processed.	1

#### ACH COMPANY BATCH RECORD FIELDS

These fields are used in the Header tab of the ACH File and are defined in the bank record. They apply to every record in a batch.

Field Name	Variable Name	Additional Description	Length
Service Class Codes	{bACHSvcClassCode}	Identifies type of ACH file	3
Company Name	{bACHCompName}	Name of the Company or Payee	16
Company Discretionary Data	{bACHCompDisc}	Optional. Allows Company to include codes of significance only to them to enable specialized handling of all entries in the batch	20
Company Identification	{bACHCompID}	An alphanumeric code used to identify the Originator	10
Standard Entry Class	{bACHStdEntryClsCod}	This field holds various predefined character abbreviations representing standard descriptions. Ex: CCD (Corporate Credit or Debit).	3
Company Entry Description	{bACHCompEntry}	Provides a description for the purpose of the transaction. Ex: Payroll; Water Bill; etc.	10
Originating DFI Identification	{bACHOrgDFIID}	Bank routing number plus ABA number with no leading space	8

### ACH BALANCE RECORD FIELDS

These fields are used in the Balance Record tab of the ACH File and are defined in the bank record.

Field Name	Variable Name	Additional Description	Length
Balanced File	{bACHBalFile}	This is the checkbox that determines whether a balanced file is used for ACH. The value is either Y or N	1
Routing Number	{bACHBalRout}	Receiving DFI Bank Routing Number for balancing entry	8
Bank Account Number	{bACHBalAcct}	DFI (Bank) Account Number for balancing entry	17
Account Name	{bACHBalName}	Receiving Company Name for balancing entry	22

## EMAIL AND SMTP VARIABLES

There are several e-mail variables PrintBoss automatically recognizes when they are assigned. These variables are:

Enterprise Only	Variable Name	Additional Description
	{AttachmentCount}	Insert this variable in the email body to display the number of separate attachments. This variable can also be used in the Email Subject.
	EmailBCC	The <i>BCC</i> address for sending the e-mail
	EmailBody	The <i>Message Body</i> of the e-mail; overrides EmailBodyFile content when defined
	EmailBodyFile	Assigns a file to be used for the Email Body in the form. When no path is present, PrintBoss points to the {PBDir}\Email\Body folder.
	EmailCC	The <i>CC</i> address for sending the e-mail
	EmailFromAddress	The <i>From</i> E-mail address
	EmailFromName	The <i>From</i> Name

Enterprise Only	Variable Name	Additional Description
	EmailReplyAddress	The <i>Reply To</i> e-mail address
	EmailReqReadRcpt	Assign yes to request a <i>Read Receipt</i> for the e-mail. This feature only works with mail applications that have this feature, such as Outlook
	EmailSubject	The <i>Subject</i> of the e-mail
	EmailTo	The <i>To</i> address for sending the e-mail
(P)	EmailAttachments	Assign additional file attachments to the e-mail
(P)	EmailCombinePages	Conditionally assign this variable as follows: 0 = Never combine 1 = Combine when Email address is same as prior page 2 = Combine when Email address AND DocNo are same as prior page
(P)	EmailDelay	/D:## Delay sending emails X number of seconds between emails
(P)	EmailPDFAlias	The PDF File name alias
(P)	EmailOptions	Add additional options to the e-mail
(P)	EmailPDFNoEdit	Restrict the PDF file from being edited. Assign a Yes or No
(P)	EmailPDFNoPrint	Restrict the PDF file from being printed. Assign a Yes or No
(P)	EmailPDFPassWord	Assign a required password to open the PDF file
(P)	EmailProfile	Assign a profile to use with Outlook.
	SMTPHost	Assign the SMTP or Gmail host path, i.e. #Assign SMTPHost, ÷smtp.gmail.com÷
	SMTPUserID	Assign the User ID (email address) compatible with the SMTPHost
	SMTPUserPassword	Assign the Password associated with User ID
	SMTPPort	Assign the Port used for the SMTP address. Common ports are 25 for SMTP and 587 for Gmail
	SMTPAuth	These values are 0, 1, 2, and correspond with the SMTP Authentication Method drop-down menu from top to bottom. For example, 1 = Default.
(P)	SMTPSSL	These values are 0 through 6 and correspond with the SMTP SSL Type drop-down menu from top to bottom. For example, 6 = TLS 1.2.



See Chapter 9, *Form Files*, for more information on #Assign.

### {EMAILATTACHMENTS}

E-mail only attaches a PDF of the document printed to PrintBoss by default.

- (P) PrintBoss Enterprise allows adding other documents as attachments to the e-mail. The path and name of the additional PDF attachments need to be entered in one of the Objects tabs of the Form Editor with an assignment command and may use variables. Two examples of the syntax for this assignment follows:

#Assign EmailAttachments, "L:\Legal\Invoicing\Payment Requirements.doc"

#Assign EmailAttachments, "S:\Customers\{DocRecip}\Terms.\*"

Wildcards can be included in the file name.

### **{EMAILCOMBINEPAGES}**

Standard e-mail does not combine attachments. Each document is sent in a separate e-mail with only 1 attachment.

- (P)** PrintBoss Enterprise allows you to combine e-mails into one e-mail with one attachment containing multiple pages. The choices are:
- 0 – Never combine emails or attachments
  - 1 – Combine attachments into one email when the email address is the same as the prior page
  - 2 – Combine attachments into one email when the email address AND DocNo are the same as the prior page

An example of the syntax for this assignment follows:

```
#Assign EmailCombinePages, "1"
```

A condition can be used at the beginning of the assignment to determine when to combine pages.

```
#[Inu, '1', {DelMethod}]Assign EmailCombinePages, "1"
```

### **{EMAILPDFALIAS}**

The name of the PDF file attachment is the same as the PrintBoss Form file name by default.

- (P)** PrintBoss Enterprise allows you to define the attachment name. The assignment for the PDF attachment needs to be entered in one of the Objects tabs of the Form Editor and may use variables. Two examples of the syntax for this assignment follows:

```
#Assign EmailPDFAlias, "Invoice from Wellspring Software, Inc."
```

```
#Assign EmailPDFAlias, "Invoice #{DocNo}"
```

### **{EMAILPDFNOEDIT}**

The PDF file attachment may be edited by default when someone has the proper software.

- (P)** PrintBoss Enterprise allows you to restrict editing the PDF file attachment. This is accomplished by assigning the value of EmailPDFNoEdit to "NO". This assignment needs to be entered in one of the Objects tabs of the Form Editor. The syntax for this assignment follows:

```
#Assign EmailPDFNoEdit, "NO"
```

### **{EMAILPDFNOPRINT}**

The PDF file attachment can be printed by default.

- (P)** PrintBoss Enterprise allows you to restrict the printing of the PDF file attachment. This is accomplished by assigning the value of EmailPDFNoPrint to "NO". This assignment needs to be entered in one of the Objects tabs of the Form Editor. The syntax for this assignment follows:

```
#Assign EmailPDFNoPrint, "NO"
```

### **{EMAILPROFILE}**

Assign a profile to use with Outlook.

- (P)** PrintBoss Enterprise allows you to assign an Outlook Profile when you have more than 1 Profile. The syntax for this assignment follows:

```
#Assign EmailProfile, "outlookprofilename@yourcompany.com"
```

### **{EMAILOPTIONS}**

The following options may be defined by assigning them to the *EmailOptions* variable. For example:

```
#Assign EmailOptions, "/FP /SD"
```

The following options are available:

```
/D:## - Delay in sending emails X number of seconds
```

- /FP Force Pause
- /NC No Combine
- /SS Skip Sending e-mail
- /SD Skip Deleting the PDF attachment (only when PDF Alias is assigned)

- Ⓟ /OA Omit Attachments

**NOTE:**

Use of the /OA Omit Attachments condition, you must use PrintBoss release 6.1.1.3 dated 10/06/20 or higher.

**{EMAILPDFPASSWORD}**

The PDF file attachment does not use a password to open by default.

- Ⓟ PrintBoss Enterprise allows you to password protect the PDF attachment. The password for the PDF file needs to be entered in one of the Objects tabs of the Form Editor with an assignment command and may use variables. Two examples of the syntax for this assignment follows:

```
#Assign EmailPDFPassWord, "abracadabra"
#Assign EmailPDFPassWord, "{SSN}"
```

## FORM VARIABLES

The following standard variables are related to the PrintBoss Form.

Field Name	Variable Name	Additional Description	Length
Font Override	{CapturedTextFontOverride}	Assigns the font specified in the Font Override field under the Captured Text Treatment section on the Settings tab of the form	--
Check Number	{CChkNo}	Returns the check number assigned in the form, similar to DocNo.	12
Copy Name	{CopyName}	Returns the name of the specified PrintBoss copy, such as Copy 0 or Copy 1. C,0 and C,1 may also be used.	--
Destination Device	{DestDevice}	Returns the name of the Destination for the specified copy	--
Destination Device Status	{DestDeviceStatus}	Returns the Status Log information from the Work File Edit window.	--
Document Amount	{DocAmnt}	Returns the amount, usually the check amount, assigned in the form.	--
Bank	{DocBank}	Assign values to allow PrintBoss to automatically select a bank record.	--
Duplex Enabled	{DuplexEnabled}	Add a condition to this variable to conditionally turn Duplex off and on. This may be set by User or some other value. Use with the #ForceWinPrintJob command.	--
Form Next Number	{FormNextNumber}	Provides an incremental value that can be accessed in the Footer Objects tab of the Form. Must be enabled on the Settings tab of the Form to be used.	--

Field Name	Variable Name	Additional Description	Length
Page Options	{PageOptions}	Assign this variable to /S to Suppress Block Mirrors. Use a condition such as C,1 to suppress by copy.	--
PDF File Path and Name		Length of the PDF 'Destination File Path and Name' field	80
Positive Pay File Extension	{PosPayFileExt}	Displays the Positive Pay file extension	--
Positive Pay File Name	{PosPayFileName}	Displays the Positive Pay file name	--
Security Stamp String	{SecurityStamp}	Used to print information, such as Operator, Current Date, Current Time, etc., on the check as a security measure. The string is added on the Special Controls tab of the Form.	--
Set Destination Printer	{SetDestPrinter}	Use a condition with this variable and assign it on either the Footer Objects or RunTime Objects tab to the exact printer name. Set Pre-process Assignments on the Special Controls tab to Special.	--
Set Duplex Enabled	{SetDuplexEnabled}	Use a condition with this variable to turn the print on Page Back feature on or off. The values are Y for Yes and N for No.	--
Sub Copy Number	{SubCopyNo}	Assign any number of copies to the Sub Copy Count function.	--

## SET DUPLEX ENABLED

Example of the SetDuplexEnabled feature:

```
#IF «{>, {DOCNO},÷5250÷»
  #ASSIGN SETDUPLEXENABLED, ÷Y÷
#ELSE
  #Assign SETDUPLEXENABLED, ÷N÷
#Endif
```

A #ForceWinPrintJob can be used to toggle this option between individual checks vs. the whole batch or to toggle to different copies. This command is added to the top of the RunTime Objects of the PrintBoss Form. If the #ForceWinPrintJob is not used, the second page will be printed on a separate piece of paper because the printer cannot toggle during a print job.

### NOTE:

This feature can only be used with printer drivers. It does not work with the internal PrintBoss PDF file creator as this output is not accessed through a printer driver.

## MISCELLANEOUS VARIABLES

The following variables are miscellaneous variables available in PrintBoss.

Field Name	Variable Name	Additional Description	Length
------------	---------------	------------------------	--------

Operator	{Operator}	PrintBoss Login name or WinUserName when not logged in	--
PrintBoss Home Directory	{PBDir}	Returns the path of the PrintBoss Home Directory	--
Prev. and Next.	{Prev.DocXxx}; {Next.DocXxx}	Prev. and Next. can be used with variables populated in the PrintBoss' Work File to create a comparison condition. This has been used with DocNo to define when to use the ForceWinPrintJob function.	--
PrintBoss Serial Number	{PBSerialNo}	Returns the serial number for the current copy of PrintBoss	--
PrintBoss Version	{PBVersion}	Returns the version for the current copy of PrintBoss	--
Windows Computer Name	{WinComputerName}	Returns name of computer where PrintBoss is used	--
Windows User Name	{WinUserName}	Returns Windows login name	--

## PAYEE LIST VARIABLES

The following variables are associated with the Payee List in PrintBoss.

Field Name	Variable Name	Additional Description	Length
Active	{ACHActive}	Returns Y for Yes or N for No based on whether the Active checkbox for the Payee List entry is selected. The default is N.	1
Payment Type	{PLPaymentType}	Payment type entered in the Payee List; 0=N/A, 1=ACH	1
Payee (Name)	{PLPayeeName}	Name of the Payee; defined by {DocRecip} in the form and is used to match a check with a Payee List entry when the Payee ID is not available	50
Payee ID	{PLPayeeID}	ID for Payee; defined by DocPayeeID in the form and is used to match a check with a Payee List entry. This is the preferred method	50
Payee Email Address	{PLEmail}	Email address entered in the Payee List	50
Payee Email Address #2	{PLEmail2}	This field is available for a 2 <sup>nd</sup> Email Address if needed.	50
Payee Misc	{PLMisc}	This field is provided for Miscellaneous information that may need to be stored in this record.	50
Mode	{ACHMode}	Returns the numeric value of the Mode, i.e. 0 = Inactive; 1 = Remainder of Check, etc.	1
Receivers Name	{ACHRecvName}	Receiving individual/company name	22
Receivers ID	{ACHRecvID}	Optional ID for the receiving individual /company	15
Discretionary Data	{ACHRecvDisc}	Optional data that can be defined by the sender	2
Amount/Percent	{ACHAmount}	Returns the amount of the ACH after it is calculated or zero when PreNote is selected. This applies per account. See ACHTotAmnt for a total of all accounts.	10

Field Name	Variable Name	Additional Description	Length
Receiving DFI (Bank) ID	{ACHRecvBankID}	Routing and ABA Number for the receiving bank	9
DFI (Bank) Account Number	{ACHRecvBankAcct}	Account number for the receiving company or individual	17
Account Type / Transaction Code	{ACHTransCode}	Code indicates Credit or Debit to Checking or Savings account	2
ACH PreNote	{ACHPreNote}	PreNote may be set globally in the Bank Record or on an individual record in the Payee List. This field is Optional. The values are Y or N and the default is N (blank).	1
ACH PreNote Print Check	{ACHPreNotePrint}	Print a check when PreNote AND Print Check are selected. The values are Y or N and the default is N (blank).	1
Bank Payee List	{BPayeeList}	Defines the Payee List associated with a bank record	--

## POSITIVE PAY SUBSTITUTION FUNCTIONS & VARIABLES

The following variables are associated with the Positive Pay function in PrintBoss. These are Read Only variables and are only available in the Positive Pay File Editor.

Field Name	Variable Name	Additional Description	Length
Batch Amount	{BatchAmnt}	Sum of all the checks in a batch or the sum of Credit ACH transactions in a batch	--
Batch Amount2	{BatchAmnt2}	Sum of the Debit ACH transactions in a batch	--
Batch Check Number Sum	{BatchChkNoSum}	Sum of all the check numbers in a batch	--
BatchCount	{BatchCount}	Count of all records in the batch	--
CommaDelimit	CommaDelimit	See Notes below this section	--
CR/LF	{CR/LF}	Enters a Carriage Return/Line Feed; use at the end of each PosPay tab with scripts	--
Comma Separated Value	{CSV:...}	See Notes below this section	--
DBQuotes	{DBQuotes: '<string>'}	See Notes below this section	--
Destination Device Status Code	{DestDeviceStatusCode}	Returns the codes from the Printed column of the work file	8
File Amount	{FileAmnt}	Sum of all the checks in a file or the sum of Credit ACH transactions in the file	--
File Amount2	{FileAmnt2}	Sum of the Debit ACH transactions in the file	--
File Batches	{FileBatches}	Count of all batches in the file	--
File Check Number Sum	{FileChkNoSum}	Sum of all the check numbers in a file	--
FileCount	{FileCount}	Count of all records in the file	--

Positive Pay File Counter	{PosPayFileCounter}	Provides a unique numeric value that increments with each new Positive Pay file. The format is PosPayFileCounter: '4', where the '4' represents the numeric value indicating number of digits for the counter	--
Positive Pay File Extension	{PosPayFileExt}	Returns the extension of the Positive Pay file, i.e. .txt or .csv	--
Positive Pay File Name	{PosPayFileName}	Returns the name of the Positive Pay file	--
Positive Pay Line Count	{PosPayLineCount}	Increments with each new Positive Pay line in the file. The value starts over with each new file	--
Positive Pay Sequence Number	{PosPaySeqNo}	Provides a unique ascending value for each new Positive Pay line. This value does not start over until it reaches 9999999	7
Tab Delimited	{TabDelimit...}	See Notes below this section	--

## CommaDelimit

**{CommaDelimit: <string>[,<ForceQuotesY/N>]}**

This function prepares a string for a csv file and encloses commas occurring in the string in double quotes as well as quotes occurring in the string in double quotes. This allows all the data in the field to display. Otherwise, the field will cut off at the comma or double quote. The function can be used in the Detail or Footer tab of the Positive Pay File Editor and only applies to files that are saved to a csv format. An option allows forcing a field without quotes to be encapsulated in double quotes if double quotes may occur in the field for uniformity in displaying the data.

Example: "{CommaDelimit: '{DocRecip}'}" |A name enclosed in quotes in the DocRecip field will evaluate properly instead of cutting off part of the line. The name Robert "Bud" Shipman displays in full instead of stopping after the name Robert. The same example would work if there was a comma in the DocRecip field, such as James King, III.

## CSV or TSV

**{CSV: <string>[,<ForceQuotesY/N> [,<SuppressTrailingCommaYN>]]}**

**{TSV: <str>[,<ForceQuotesY/N> [,<SuppressTrailingTABYN>]]}**

This function creates a complete line for csv fields and encloses commas occurring in the string in double quotes as well as quotes occurring in the string in double quotes. Unlike the CommaDelimit and DBQuotes functions, quotes are not used to offset this function. An option allows forcing a field without quotes to be encapsulated in double quotes if double quotes may occur in the field for uniformity in displaying the data.

TSV works the same as CSV to create a tab delimited file.

Example: {CSV:<DocRecip>,'Y'} |Forces all DocRecip fields to be enclosed in double quotes. Note there are no quotes surrounding this function. The 'Y' at the end removes the last comma or tab.

## DBQuotes

**{DBQuotes: '<string>'}**

This function is similar to the Comma Delimit function, but it only looks for double quotes in the string and applies to Positive Pay files saved to the .txt format. The function can be used in either the Detail or Footer tab of the Positive Pay File Editor.

Example: "{DBQuotes: '{DocRecip}'}" |The name Robert "Bud" Shipman will display fully in the Positive Pay file using this function. Otherwise the name would display as Robert only.

## TabDelimit

{TabDelimit: <str> [, <ForceQuotesY/N>]

This function prepares the string for a CSV file by replacing single quotes with double quotes and enclosing commas in single quotes. This feature had been replaced by the TSV function.

## WORK FILE VARIABLES

The following table provides the field lengths for the Work File Browse window:

Field Name	Variable Name	Additional Description	Length
BankCode	{BCode}	PrintBoss automatically populates the Bank Code field in the work file.	50-60
Amount	{DocAmntStr}	Document amount string is the value of the check amount saved in the work file.	12
Misc	{DocMisc}	The Miscellaneous field can be used to store a variable printed from the accounting software.	60
Misc2	{DocMisc2}	Additional miscellaneous field that is sometimes used to store the E-mail address printed from the accounting software. This field can be used to store any value.	60
DocNo	{DocNo}	Document Number	12
PayeeID	{DocPayeeID}	ID number to use with the Payee List	12
Recipient	{DocRecip}	Payee Name	30-60*

### NOTE:

The DocRecip length is set under the Options menu in PrintBoss. Select Configurations, then the Internal Tab to locate the *DocRecip Length* field.



## FAQs

### **CAN PRINTBOSS PRINT CANADIAN CHEQUES?**

Yes! PrintBoss is distributed with standard forms that allow checks to be printed in both the standard American format and Canadian format as desired. In most cases, the only modification necessary is to check the *Canadian Style Date/Amount* box in the Special Items area on the Miscellaneous tab of the PrintBoss Bank record. Please consult the Support Documents section on our website for a complete list of standard PrintBoss forms that have been modified to comply with the CPA standard.



See Chapter 9, *Form Files*, for more information on *#CanadianDate*.

### **CAN PRINTBOSS PRINT OTHER DOCUMENTS BESIDES CHECKS?**

Yes! PrintBoss can print a variety of accounting forms such as invoices, picking slips, or statements. These forms are printed on blank paper. PrintBoss specializes in printing multiple part forms. Each copy of a form is printed on plain copy paper saving money over carbon-less or preprinted forms and making it easier to disperse the form copies.

### **WHAT KIND OF PRINTER IS NEEDED TO PRINT DOCUMENTS WITH PRINTBOSS?**

PrintBoss requires a PCL5 or PCL6 compatible Laser printer (100% HP Compatible). PrintBoss can access any font that is available to the printer. Either internal fonts or cartridge fonts can be used to improve the look of the form. Compatibility with MICR toner cartridges may be important for check printing so PrintBoss can produce a MICR line readable by magnetic scanners. Be sure to investigate before purchasing a printer. MICR toner is not available for all LaserJet printer models.

### **HOW SHOULD THE PRINTBOSS PRINTER DRIVER BE CONFIGURED?**

Install the PrintBoss printer driver through the PrintBoss setup program. This process will configure the driver properly for all systems. DO NOT change the properties of the PrintBoss printer driver.

Do not alter the Laser printer driver to use the PrintBoss driver.

### **SHOULD PRINTBOSS BE THE DEFAULT PRINTER?**

NO. The only time the PrintBoss printer driver should be selected is for printing the specific documents required to pass through PrintBoss. PrintBoss may be set as the default only for your specific accounting software reports.

The PrintBoss printer driver SHOULD NOT be designated as the Windows system default nor should it be set as the accounting software's default printer, except in special cases. The PrintBoss printer driver should also never be selected as the PrintBoss default printer since PrintBoss needs to print to an actual physical printer.

### **CAN DIFFERENT COPIES BE PRINTED TO DIFFERENT TRAYS ON THE SAME PRINTER?**

Yes. This selection is made within the PrintBoss form. Edit the Form file and select the Multi-Parts & Printers tab. For each copy, including the original, there is a setting for the Source Tray. Select the desired tray from the drop-down menu. The tray names are defined by the printer, so the tray names may change based on the printer model selected within PrintBoss.

### **CAN DIFFERENT COPIES BE PRINTED TO DIFFERENT PRINTERS?**

Yes. This selection is made within the PrintBoss form. Edit the Form File and click on the Multi-Parts & Printers tab. Select a printer from the *Destination Printer/Device* drop-down menu for the original and each copy. Choose <Form Printer> to use the Default PrintBoss Printer.

### **CAN PRINTBOSS PRINT A SIGNATURE ON A CHECK?**

Yes. PrintBoss can add one or more .BMP, .JPG, or .PNG files as signatures to a check. Conditions can be added to the signature command to specify printing at a certain dollar amount or range. PrintBoss can also print a security protected signature on checks with a .SIG extension. This signature requires a special disk to be inserted into the computer to allow the signature to display or print. Contact Wellspring Software for more information on security protected signatures.

### **CAN CUSTOM DESIGNED FORMS BE USED?**

Wellspring Software can create custom forms according to your specifications. Submit a sample or a description for a quote.

### **HOW CAN I ADD A SECOND SIGNATURE LINE TO A CHECK?**

A second signature line can be added based on the bank account using a standard PrintBoss form. Edit the Bank List. Select the account requiring the second signature line. Check the *2<sup>nd</sup> Signature Line* box on the *Miscellaneous* tab. Click *OK*. Repeat for any additional accounts requiring a second signature line.

### **HOW CAN I PRINT A SIGNATURE ONLY FOR CERTAIN DOLLAR AMOUNTS?**

Use a condition on the command that prints the signature. See *AmntRange* in *Chapter 9, Form Files*.

### **HOW CAN I ADJUST THE MICR LINE?**

Click the Options menu in PrintBoss and select Configuration. The *MICR Offset Adjustment* feature on the Settings tab has two fields: *Left/Right* and *Top/Bottom*. The defaults are set to zero. Run the *MICR Adjust Wizard* to properly adjust the values.

This setting is computer and printer specific.

### **WHAT LOGO FORMATS CAN PRINTBOSS READ?**

PrintBoss can accept logos formatted as .PNG, .JPG, or .BMP files.

### **HOW CAN I ADD A LOGO TO A FORM?**

Use a #PIC command in the Form. If the same logo will appear on all documents regardless of the Company, reference the filename in the command. Otherwise, copy the logo to PRNTBOSS\LOGOS directory, reference the variable {BLogoFile} in the command on the Form, and enter the filename of the logo in the respective field of each bank record that will use the logo.

### **WHAT IF THERE IS A LOGO FOR ONLY SOME COMPANIES?**

Logos are usually printed on the left side of a check and Company Information is printed to the right of the logo. Conditions can be placed on the logo and company information commands to specify when to exclude or print the logo and shift the company information. Most standard PrintBoss forms can handle these situations automatically.

Select EDIT/ BANK LIST in PrintBoss. Choose the appropriate bank record and click the *Edit Bank* button. Enter the logo file name in the *Logo Properties* field on the *Signatures & Logos* tab. The form will automatically add this logo when printing checks from this account. The company information can be set to shift down or to the right by selecting the associated *Align Address* button below the Logo field. If there is no logo filename in the bank record, the company information will remain left justified and no logo will print.

#### **NOTE:**

For additional information, please visit our Support Documents page at [www.WellspringSoftware.com](http://www.WellspringSoftware.com).

## TROUBLE SHOOTING

Be sure to review the special instructions (*Installation Notes*) for the accounting software. Go to the PRNTBOSS\DOC\ directory to retrieve the appropriate file and print it out.

**NOTE:**

For additional information, please visit our Support Documents page [www.WellspringSoftware.com](http://www.WellspringSoftware.com).

### SAGE 300 ERP

**ERROR MESSAGE: THE BATCH OF DOCUMENTS SENT TO PRINTBOSS DOESN'T HAVE A FLAG APPEARING ANYWHERE IN THE DOCUMENT.**

There are two possible causes for this message. First, the Crystal Report sent to the PrintBoss printer driver does not contain a trigger line. PrintBoss cannot recognize the file without the trigger. Open the desired Crystal Report and enter the trigger line. See the PrintBoss Specs for the appropriate accounting module for a sample. Second, the report sent to PrintBoss may contain a valid trigger line, but the trigger has become fragmented. Check the *Allow Fragmented PB#INFO line* box on the *Settings* tab of the Options/Configuration dialog. This option must be checked for PrintBoss to recognize certain reports sent from Sage 300 ERP.

**WHEN PRINTING A DOCUMENT TO PRINTBOSS, THERE IS A PARAGRAPH OF INFORMATION ON THE PAGE.**

The PrintBoss printer driver needs to be selected within Sage 300 ERP just before printing. Usually this is selected by clicking on the FILE menu in Sage 300 ERP and selecting PRINT SETUP. Choose the PrintBoss printer driver.

The PrintBoss 50 driver needs to be set in the crystal report to print directly to PrintBoss. Otherwise, print from Preview in Sage 300 ERP.

**WHEN PRINTING CHECKS, THE CHECK NUMBER IS SKIPPING.**

There is a setting to change within Sage 300 ERP when this error occurs. Navigate to the Banks module and find the check stock used with PrintBoss. Set the number of advice lines to 999.

**SAGE 300 ERP WON'T HOLD THE PRINTBOSS PRINTER IN MEMORY.**

When printing to Preview, Sage 300 ERP will automatically use the default printer unless another one is reselected each time. We recommend setting the print destination to the PrintBoss 50 printer.

When printing to a printer, go into the Printer setup within the current Sage 300 ERP window just before printing the document and choose the PrintBoss driver. Once selected here, Sage 300 ERP should remember PrintBoss the next time this type of document is printed within this company.

**WHEN PRINTING CHECKS, THEY GO THROUGH PRINTBOSS BUT AREN'T FORMATTED PROPERLY.**

Go to the FILE / PRINT DESTINATION screen within Sage 300 ERP. The *Report Orientation* and *Report Paper Size* must both be checked. The *Use A4 instead of Letter* must NOT be checked. If there is a choice between letter

and legal as the default paper size, choose letter. Current versions of PrintBoss generate a warning when there is a mismatch between the PrintBoss form and the paper orientation and size from Sage 300 ERP.

**WHEN PRINTING A SINGLE CHECK, IT IS INCORRECTLY FORMATTED AND THERE ARE MULTIPLE PAGES PRINTING.**

Select FILE / PRINT DESTINATION within Sage 300 ERP. The options for *Report Paper Size* and *Report Orientation* must be selected. The option *Use A4 instead of Letter* should NOT be selected. If there is a choice for a default paper size of letter or legal, select letter. Current versions of PrintBoss generate a warning when there is a mismatch between the PrintBoss form and the paper orientation and size from Sage 300 ERP.

## MICROSOFT DYNAMICS GP

**THE CHECKS ARE PRINTING AS IF USING PREPRINTED STOCK.**

Make sure the security has been turned on for this user / company / workstation combination. See the specific installation notes for Dynamics for details.

Review the settings within Named Printers to verify only documents intended for PrintBoss are sent to the PrintBoss printer driver.

**WHEN PRINTING CHECKS, A POP-UP LIST IS CONSTANTLY APPEARING.**

Make sure the security has been turned on for this user / company / workstation combination. See the specific installation notes for Dynamics for details.

## QUICKBOOKS

**NO COMPANY INFORMATION IS APPEARING ON THE CHECKS.**

Make sure to check the option to print the Company Name and Address within the QuickBooks printer setup (File/ Printer Setup/ 'Check/Paycheck').

**THE CHECK PRINTS WITHOUT THE MICR LINE AND BANK INFORMATION.**

Verify the PrintBoss printer driver is selected for printing the checks.

**ERROR MESSAGE: YOU HAVE PRINTED A DOCUMENT TO PRINTBOSS THAT IS NOT RECOGNIZED BY PRINTBOSS. SPECIFICALLY, NO ENTRY IN THE "FORM / BANK REQUEST LIST" MATCHES THIS FORMAT.**

Make sure the *voucher style* of check is selected within QuickBooks. Also verify the check is worth at least \$0.01. Zero-dollar checks are not recognized by PrintBoss. When printing from QuickBooks Online make sure to download and save the check file first, then open that PDF from the location where it was saved, and print to PrintBoss (use "Actual Size" – not "Shrink To Fit").

## NT/W2000/WXP WORKSTATIONS

(THESE OPERATING SYSTEMS ARE NO LONGER SUPPORTED BY PRINTBOSS)

**WHEN INSTALLING PRINTBOSS ON AN NT/W2000/WXP WORKSTATION, I AM UNABLE TO INSTALL THE PRINTBOSS PRINTER DRIVER.**

Log in as ADMINISTRATOR before installing PrintBoss. Reboot the workstation after installing the printer driver.

**WHEN RUNNING PRINTBOSS ON AN NT/W2000/WXP WORKSTATION, PRINTBOSS DOES NOT LAUNCH AUTOMATICALLY.**

Log in as ADMINISTRATOR, rerun the workstation install, and restart the workstation. This should install the *PB32stub.exe* into the Windows\System32 directory. The PB32stub process should run in the background to allow PrintBoss to automatically load. PB32stub is listed in the Task Manager when it is running.

# W2003 SERVER

(THIS OPERATING SYSTEM IS NO LONGER SUPPORTED BY PRINTBOSS)

## WHEN INSTALLING PRINTBOSS ON A W2003 SERVER FOR USE WITH TERMINAL SERVICES, I AM UNABLE TO INSTALL THE PRINTBOSS PRINTER DRIVER.

The newest version of PrintBoss will automatically install the PrintBoss 50 printer driver. If the PrintBoss NT40 printer is necessary, a group policy will need to be changed.



See Chapter 5, *PrintBoss Printer Driver*.

# WINDOWS 7 AND ABOVE OPERATING SYSTEMS

## WINDOWS 7/WINDOWS 8/WINDOWS 8.1/WINDOWS 10 WORKSTATION - I CANNOT ACCESS THE PRINTBOSS DRIVER SETTINGS.

Close the PrintBoss Program. You must RIGHT CLICK on the PrintBoss Program and *Run as administrator*. The settings on the PrintBoss Driver Settings screen will be available.

## GENERAL

### THE DOCUMENTS ARE PRINTING ON THE WRONG PRINTER.

Check the following areas:

- Make sure the accounting software is printing to the PrintBoss printer driver.
- Select FILE / PRINTER SETUP in the PrintBoss program. Choose the correct printer.
- Edit the PrintBoss Form File and check the Multi-Parts & Printers tab. The *Destination Printer/Device* should reflect the correct printer for each copy. The Default PrintBoss Printer is identified at the bottom of this tab. Select <Default PrintBoss Printer> to print to the default PrintBoss printer.

### THE DOCUMENTS ARE PRINTING FROM THE WRONG TRAY.

Leave the printers set to their auto select / default tray choice.

Edit the PrintBoss Form File, select the Multi-Parts & Printers tab, and select the *Source Tray* for each copy. The tray choices listed are for the printer selected in the *Destination Printer/Device* column in PrintBoss. Test the different choices to find the correct tray name.

### THE PRINTER REQUIRES A MANUAL PROMPT ON THE FORM FEED BUTTON BETWEEN EACH PAGE.

Make sure to choose the correct tray from within the PrintBoss Form (Multi-Parts & Printers) instead of the printer settings.

You have selected a *Manual* tray if you have chosen the tray within the PrintBoss Form. Choose a different setting for the tray you want.

### THE SIGNATURE WON'T PRINT.

- Verify the signature disk is in the correct drive (if required).
- Verify a copy of the \*.sig file from the disk is placed into the PRNTBOSS\LOGOS directory.
- Verify the PrintBoss Form references the signature file correctly.

### THE SIGNATURE PRINTS ON VOID PAGES OF MULTIPLE PAGE CHECKS.

Add the following condition to the signature command in the PrintBoss Form:

```
[AmntRange, 0.01]
```

An example command would look like this:

```
#[AmntRange, 0.01]PIC 5.2, 9.85, "Your_Sig.Sig"
```

### **THE LOGO IS THE WRONG SIZE.**

Navigate to EDIT / FORM FILES / <highlight the form>. Select the correct bank at the bottom to the Form list, and then click VIEW. You will see a rough view of your form (no data). Double click on the logo. Verify the Size Adjust displays {BLogoSize} in both the Horizontal and Vertical fields. Click the Edit Bank button as the bottom of the Pic Command Properties window to return to the selected bank record. Select the Signatures & Logos tab. Adjust the Percent for the logo. Click OK to view your changes. Repeat if needed.

Changes will take affect the next time you print from this account.

### **MY SIGNATURE PRINTS ONLY ON SOME OF THE DOCUMENTS IN THE BATCH.**

Check to see if there are any conditions on the command. If there are, this may be why it is not printing on some documents (i.e. signature with an amount range, etc.)



See Chapter 9, *Form Files*, for more information on Conditional Commands.

If there are no conditions on the graphic commands, you may need to update the driver for your printer. Be sure to download the latest PCL5e, PCL6, or universal driver for the printer and operating system if you are upgrading the printer driver.

### **THE MICR LINE IS CUT IN HALF**

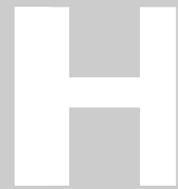
Download the latest driver for the LaserJet printer. Be sure that it is a PCL5e, PCL6 or universal driver. If that doesn't work, adjust the MICR line by changing the MICR Offset Adjustment settings in the OPTIONS / CONFIGURATION window.



See Chapter 8, *Bank Accounts*.

### **THE COMPANY NAME AND ADDRESS LINES DO NOT FIT WITHIN THE ENVELOPE WINDOW**

Edit the respective PrintBoss Form. Select EDIT / FORM FILES from the main PrintBoss screen. Highlight the appropriate Form and select correct bank from the drop-down menu at the bottom of the Edit Form window. Click the View button. Grab the Company Name and drag it to the desired location. A confirmation box will open, click *OK* to close. The Company address will typically adjust accordingly if you are using one of our standard forms. Close the View and click *Yes* to save the changes. This adjustment applies to all companies using this Form.



## GLOSSARY

### ABA

American Banking Association

### APOSTROPHE

'

### BACKSLASH (a.k.a. reverse solidus)

\

This slash is NOT under the question mark on a standard keyboard.

### BRACES

{ }

Hold the SHIFT key and type the brackets on a standard keyboard.

### BRACKETS (a.k.a. square brackets)

[ ]

### CAPTURED TEXT

This is text that is received from the accounting package.

### COLON

:

Hold the SHIFT key and type a semicolon.

### COMMENT

Enter a pipe symbol (|) in front of the command line to make PrintBoss skip that line.

Hold the SHIFT key and type a backslash on a standard keyboard. See also Pipe Symbol.

### CPA

Canadian Payments Association; L'Association Canadienne des Paiements (L'ACP)

## CRYSTAL REPORT

A report used by several accounting packages (including Sage 300 ERP) to determine the data and layout sent to the printer.

These reports are files with the .RPT extension.

## DPI

DPI stands for Dots Per Inch.

## DIVISON

÷

This special character is often used when there is some chance other delimiters appear within a string used in a variable. Hold CTRL and type the apostrophe ( ' ) to generate this symbol within the PrintBoss Form Editor.

## DUPLEX PRINTER

This is a printer that has the ability to print on both sides of the page in one pass.

## FORM

The file used by PrintBoss to format data provided by the Host Accounting Software. This typically consists of elements traditionally preprinted.

Forms are files with the PBF extension.

## FORWARD SLASH (a.k.a. whack)

/

This is the key under the question mark on a standard keyboard.

## Hash Tag

#

The symbol at the beginning of all active PrintBoss commands in the Form Editor. See also Pipe.

## HOME

This is the path to the PRNTBOSS folder. For example, HOME would be C:\PrntBoss if the PrntBoss folder is installed on the C:\ drive.

## MICR / MICR LINE

Magnetic Ink Character Recognition – refers to the ABA characters at the bottom of a check.

## MICR TONER

The toner used to print the MICR line at the bottom of checks so it can be read by magnetic scanning equipment. Check with your bank to determine whether MICR toner is required.

## MODULUS 9

An asterisk placed at the end of a series of numbers (usually the check number) that will be replaced with the Modulus 9 check sum.

## NAMED PRINTERS

Named Printers is a Microsoft Great Plains module used with Dynamics software packages. It is used to determine the output printer for each printing function. Named Printers setup may be necessary for Dynamics (version 6.0 and higher) to print to PrintBoss.

## PARENTHESES

()

These characters are SHIFT 9 and 0 on a standard keyboard.

## PCL5e

Printer Control Language 5e – PrintBoss uses this printer language to communicate with printer hardware. Most Hewlett-Packard LaserJet printers use this language. PCL translates the data and sends it in binary form to the printer.

## PCL6

Printer Control Language 6 – Some of the new Hewlett-Packard LaserJet printers are distributed with this newer PCL printer driver version. Be sure to download the newest version from the HP web site ([www.hp.com](http://www.hp.com)) when using this driver. PCL translates the data and sends it in binary form to the printer.

## PIPE

|

Pipe is the symbol at the beginning of comments in the Form Editor.

Hold the SHIFT key and type a backslash on a standard keyboard to generate this symbol in the PrintBoss Form Editor. See also Comment.

## POUND

#

The symbol at the beginning of all active PrintBoss commands in the Form Editor. See also Hash Tag.

## PS – POSTSCRIPT

PostScript printer drivers send a page description to a printer that is translated by the printer. We do NOT recommend using PostScript drivers with PrintBoss. See PCL5e or PCL6 listed above.

## QUOTE

"

Hold the SHIFT key and type an apostrophe.

## REPORT

A file used by the Host Accounting Software to generate documents to be printed.

## SEMI COLON

;

## TEXT INPUT FILE

A text file generated by a Host Accounting Software that includes all of the document information. PrintBoss takes the data from this file and places it on the Form.

## TEXTCAPTURE SPECIFICATION FILE

This is a file within PrintBoss that defines the structure of the Text Input File. It also defines the location(s) and name(s) of the file(s) to be processed. The PrintBoss Form and Bank selection are also defined.

## TILDE

~

Hold the SHIFT key and type the graves symbol ('). This is above the Tab key on a standard keyboard.

## UNCOMMENT

Remove the pipe symbol (|) from the beginning of the command line to activate the command.

## VIEW or INSTALLATION NOTES

These are notes referencing a specific accounting package. These should be printed during the installation of PrintBoss. They can also be found as \*.rtf files in the PRNTBOSS/DOC directory.

## WORK FILE

Work Files are a database of documents printed through PrintBoss. The work file has the same name as the PrintBoss Form used at the time of printing. Options for retaining, deleting, or archiving completed work files can be found on the Setting tab of the Form Editor.