QuickBooks and Quicken

These are notes for typical setup. For specific setup, please refer to the user manual.

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Section 1: General Information

PrintBoss is an application that adds flexibility and features to the task of printing multi-part accounting documents on Laser printers. In spite of their superior print quality and speed, laser printers have introduced some new challenges with printing accounting documents. PrintBoss solves these problems by offering the following features:

- PrintBoss can print multiple copies of any document.
- PrintBoss can enable unique printing for each copy, such as a legend.
- Each copy can be printed in a different order, or to a different printer, or from different trays within the same printer.
- PrintBoss can allow signatures to be printed on checks with security.
- PrintBoss can print text or graphics based on conditions of the document (e.g. document amount)
- Document design can be enhanced

The PrintBoss application uses a special Windows Printer driver in order to interface with QuickBooks / Quicken. Once the appropriate settings are made in PrintBoss and QuickBooks / Quicken, sending a document to PrintBoss requires only a few extra steps for the user.

Section 2: Setup in QuickBooks

CHECK SETUP

Select FILE / PRINTER SETUP*

- Within the Printer Setup window, select Check / Paycheck in the Form Field at the top.
- The Printer Setup window will appear with three tabs: Settings, Fonts, and Partial Page.
- In the Settings tab
  - Printer Name   "PrintBoss 50"
  - Printer Name for QB Online users   "PrintBoss 50"
  - Check Style   Voucher
  - "Print Company Name and Address"   Checked
- In the Fonts tab
  - Click on the "Font" button. Select Arial 10 Point, Regular.
  - Click on the "Address Font" button. Select Arial 12 Point, Regular.

  NOTE: The font "Helvetica" will also only work on QuickBooks 2003 and 2004.

Select EDIT / PREFERENCES*

- Choose the Checking selection on the left hand side of the Preferences window.
- Under the Company Preferences tab, check the box next to "Print Account Names on Vouchers".

Section 3: Setup in Quicken (2002 & newer)

Check Setup

Select FILE / PRINTER SETUP / FOR PRINTING CHECKS
- Within the Printer Setup window, choose the PrintBoss NT40 or PrintBoss PB50 printer driver
- Check "Page-Orientated"
- Check Style: "Voucher Checks"
- Partial Page Printing Style: "Portrait"

- Click on the "Font" button
  - Font: "Arial"
  - Font Style: "Regular"
  - Font Size: "10"

Section 4: PrintBoss Select Settings

The following items are suggested for the QuickBooks / Quicken interface. This may serve as an installation checklist if problems occur. This section is broken into 3 subsections: Required Settings (these MUST be done after the initial installation), Checklist Settings, and Other Common Settings.

REQUIRED SETTINGS

FILE / PRINTER SETUP

Select the driver matching the Laser Jet printer. The PCL5e is recommended when available. Do not use a Post Script (PS) driver. DO NOT select the "PrintBoss" printer here. This setting is workstation specific.

EDIT / BANK LIST

Beginning with PrintBoss version 5.71.1, PrintBoss includes bank Wizards to make the setup easier. Simply click on Wizards and choose 'Bank Creation'. Each screen has instructions and suggestions specific to QuickBooks. You will be prompted to add a Logo or Signatures after the bank specific portion is completed.

PrintBoss comes with 10 bank accounts in the Standard edition. If more is needed, a Bank Key disk will need to be purchased. Call Wellspring Software, Inc., for more information.

PrintBoss Select includes the Unlimited Bank Module. If printing vendor checks and payroll checks from the same bank account, follow these steps:

1. Open the PrintBoss Master Application.
2. Click on the Options menu and choose Configuration.
3. Select the Internal tab.
4. Click the "Allow bank accounts to be AP and Payroll" at the bottom of the Bank Application Properties section.
5. Click OK.

The remaining step is on the Primary tab of the bank record (*See Below*).

Primary Tab:

Bank Code (vendor and payroll checks)	Enter the QuickBooks Bank Account Name for this account followed by a colon and the company name as it appears in QuickBooks. Ex: Bank:Company A
Bank Code (payroll only checks)*	Enter the word Payroll followed by a colon and the company name as it appears in QuickBooks. Ex: Payroll:Company A
Bank Prompt (vendor checks)	Enter AP or some word to remind you which account this is
Bank Prompt (payroll only checks)*	Enter PR or some word to remind you these are payroll checks
Bank Name and Address	Fill in the bank information for this bank record
Company Name and Address	Fill in the company information for this bank record
Fractional Code	Fill in the fractional code for this bank. This number often follows the pattern 12-345/678
Next Check Number	Fill in the next check number for this bank account or leave blank and PrintBoss will enter a value after the first check run
Confirm Check Number at start of batch	"Auto .."
Always Confirm Auto Selection	Select this option when:
	o Payroll is run for this checking account (company is not using a separate bank account for payroll)
	o More than one company runs checks from this account
Enable "Payroll" alias name	Select this option when Payroll and AP are run from the same bank account

* Only create a Bank Account for Payroll in PrintBoss when payroll has a different bank account number than AP.

MICR Tab:

Routing Number	Enter the bank account routing number

- Account Number   Enter the bank account number
- Check Number   {BchkNo} or BBBBBB or BBBBBBBB

Miscellaneous Tab:
- Misc Flag 1   Check this box if this account should always have a second LINE for signatures
- Canadian Style Date/Amount   Check this box if the CPA06 standards should apply to this account

Signature_Logos Tab:
This tab is used if there is a signature or logo based on a PrintBoss Bank record. For more specifics, refer to the user manual.

CHECKLIST SETTINGS

OPTIONS / PRINTBOSS DRIVER SETTINGS
- Transfer Folder / File   {ComAppData\...\Transfer}\{WinUserName}*
- Append to Transfer File   Unchecked
- Load PB32.exe   Checked
- Configurations Settings Save Location   Local Registry & User Registry (Standard)*
- Spool Dir (check Allow Editing)   {ComAppData\...\Spool}*

* These settings are available from the drop down menu.

Click OK when finished. You will be prompted to restart the Print Spooler on your computer is changes were made to the PB 50 Driver Special Settings.

OPTIONS / CONFIGURATION
If on a Citrix or Terminal Server environment, please visit our website www.printboss.com for specific install steps.

Settings Tab
- MICR offset adjustment   Use if needing to adjust the MICR line placement. This field is workstation/ user specific. Default values are 0.
- Set Globally   Checked
- Work Files Private Folder Name   {WinUserName}

Internal Tab
- Allow for Selection when multiple Bank Codes match   Select when there are more than 1 payroll accounts for the same company
- Allow bank accounts to by AP and Payroll   Select when AP and Payroll are paid out of the same bank account

Special Controls Tab
- Select check stock style   Select Bottom, Middle, or Top checks from the drop down menu. The graphic will provide an indication of the check layout. This style applies prior to printing checks to PrintBoss.

Click OK when finished.

OPTIONS / FORM/BANK REQUEST LIST
Though this feature is not available for editing in PrintBoss Select, it is set to automatically select the bank record when the information printed from QuickBooks matches the {ChkAcct}:{CompName} format. A complete list of Bank Records will appear when the PrintBoss Bank Code does not match the information printed from QuickBooks. In this case, choose the correct bank account from the list and allow PrintBoss to rename the Bank Code to match the information printed from QuickBooks. PrintBoss will generate an error message when the Company Name is not selected to print from QuickBooks to remind users to select this option to allow PrintBoss to automatically select the correct bank record.

NOTE FOR QUICKBOOKS ONLINE USERS: QuickBooks Online does not have an option to print the company name. Therefore, you may need to manually choose the bank for each print batch.

OTHER COMMON SETTINGS
EDIT / FORMS / (highlight form) / EDITOR
QB_Chk4 is used for both vendor and payroll voucher style checks for QuickBooks. It also works with QuickBooks Online and Quicken.
QB_CKVI1 is used for the Canadian version of QuickBooks to print vendor and payroll voucher style checks.
QB_sCk1 is used for 3-up checks

QB_wCk1 is used for wallet style 3-up checks
QB_Dpst2 is used to print deposit slips using the standard deposit slip printed from QuickBooks.
QB_OLPCK is used for the newer payroll voucher style checks for QuickBooks Online.

Settings Tab:

- Copies   0 (or increase if more copies are needed)
- Immediate Print Dialog Method   Default is set to Start printing w/out prompt. Click on the drop down menu to choose Prompt to start printing.

Multi-Part & Printers Tab:

These settings apply to the Form unless the Printer & Tray Selections Saved In.. option is set to Independent. Press the F1 key while viewing this tab to learn more about the save options.

- Print Time   Set to "Immediate" for the Original. The other options are Batch (print later) or Never.
- Destination Printer   This option is used to send a copy to a designated printer other than the PrintBoss default printer.
- Source Tray   Print on paper from the selected tray. This is based on the printer listed in the Destination Printer column. The tray names may change if the printer selection changes.
- Copy Name   This is a user editable field to identify copies other than the Original.

Click OK when finished.

Section 5: Using PrintBoss Select with QuickBooks / Quicken
CHECK PRINTING

When printing from QuickBooks or Quicken, PrintBoss will automatically know which form to use.

If using QuickBooks with the default settings, PrintBoss will automatically select the bank account. If the bank codes do not match exactly, a list of banks appears with the following message:

"The bank code passed by the Host accounting package, {ChkAcct}:{CompName}, does not match any of the bank codes in the PrintBoss Bank List. Please select one from the list below, or else select "Cancel" and no bank information will be included with the document.

If the bottom right check box is checked and you select a bank, the bank code for the selected bank will be updated with {ChkAcct}:{CompName}.

Highlight the appropriate bank and click OK. PrintBoss will update its Bank Code to match the information coming from QuickBooks.

After the bank selection is made, a dialog box will popup asking to confirm the next check number. If the number is not correct, correct it at this time to match the check number in QuickBooks / Quicken.

Select Intuit Product, Intuit Service, or Intuit Professional invoice from QuickBooks when printing invoices to PrintBoss.