

## Adagio

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 Adagio. Once the appropriate settings are made in PrintBoss and Adagio, sending a document to PrintBoss requires no extra steps for the user.

### Section 2: Setup in Adagio

When running the SETUP.EXE of the PrintBoss software, execute the default choices. On the final page, be sure to select the "Install Steps Special for this Accounting Host". This procedure will automate the process of copying alternate spec files for checks and Invoices into the appropriate Adagio data directories with the correct company extension. **Note:** copying them does nothing to Adagio. They just become available for selection. This installation will also automatically install a PrintBoss printer driver. This will be the printer driver to select within Adagio for checks and / or invoices.

### THE DIFFERENT ADAGIO SPECIFICATIONS

There are 2 check specs supplied for Adagio. They differ most importantly in the way they handle bank information that gets printed on the check.

#### AP\$-CK1 and QC\$-CK1

- Specs use the PrintBoss form "Adg\_Ck1".
- Require that the bank information be written directly into the Adagio spec file.
  - Each checking account in Adagio will have its own unique spec file with bank information written into it.
  - The PrintBoss "Banks List" will not be used.
- Edit the spec inside of Adagio
  - Be sure the bank name and address is entered correctly on the check
  - Enter the correct values for the BankRoutingNo and BankAccount variables.
  - DO NOT modify the MicrString variable.

PrintBoss reads the MICRString variable and prints it. This will ensure that its placement is correct EVERY time, and cannot be inadvertently moved while editing the spec.

#### AP\$-CK2

- Spec uses the PrintBoss form "Adg\_Ck2".
- The same spec can be used in all the companies in Adagio without modifying them.
- It WILL need to use the PrintBoss Bank list to hold the specific information about the bank fields printed on a check. (Go to "Section 2: PrintBoss Settings: Edit...Bank List" for additional information.)

Note that this spec passes the Company ID field combined with the Adagio MICR Encoding field to select the bank account. The code that is printed from Adagio (i.e., 52-1234567123456789 1234567; 52-1234567 is the Company ID code, the 123456789 1234567 is the MICR Encoding) can be used in the PrintBoss Bank Code field for automatic selection. (Go to "Section 2: PrintBoss Settings: Edit...Bank List".) That means that these codes must be unique. For example, the Adagio MICR field can be used to number the bank accounts for a particular company starting at 1. Or, if only one bank account exists per company, the MICR field can be disregarded.

In the case of invoices, special properties can be selected using the form editor in PrintBoss. These include: how many copies, when they will print, what printers they will print to, copies that should have their dollar amounts blocked out (packing slips), or faxing and emailing information.

### IMPORT THE MODIFIED ADAGIO SPECIFICATIONS

The special specification files distributed with PrintBoss must be in each of the company's spec directories. This is usually done by the PrintBoss installation. If there was a problem, either the step was skipped or if adding new companies import them by hand.

One way to determine their location is to select the Check or Invoice designer from within Adagio. From within the designer, select File/Open/<adagio spec file>. At the top of the spec window, it will show the path to the spec file. The spec files for each company have unique extensions. From the PrintBoss "Specs" subdirectory, copy the Adagio spec files into each appropriate directory and change the spec file extensions to match the company within Adagio. (For instance, if the company is Smith Inc. and file extensions are SMI, change the AP\$-CK1.SPC to AP\$-CK1.SMI.)

### ADAGIO BANK SETTINGS

In Adagio, the banks can be setup for account and specification information. From the main Adagio screen, go to Edit...Banks. In the Bank tab, there is a BankRoutingNo field and a BankAccount number field. Enter in the appropriate numbers for the selected bank. (If using the spec called AP\$-CK2, it is suggested to edit the BankRoutingNo and BankAccount fields in the Adagio Edit Banks screen. Even though these fields are not used in the spec, it is important to have consistent data throughout Adagio and PrintBoss.)

After the Bank tab is filled out, click on the Specification tab. Here, under System Checks, choose a specification for that bank. Anytime this bank is used, the defined specification will automatically be used when printing checks (unless changed in the Print Checks window screen).

Repeat steps for each Bank.

### SELECT THE ADAGIO SPECIFICATION

The correct spec file should be set as the default in Adagio so the user doesn't need to select each time. These spec files should have been copied into the company's data directory when PrintBoss was installed. PrintBoss specs will have a leading dash in their name to help identify them.

Module	Specs	PrintBoss Form	Notes
Adagio Checks	QC-Ck1.xxx	Adg_Ck1.pbf	Bank Info written in each spec
Adagio Payables	AP-Ck1.xxx	Adg_Ck1.pbf	Bank Info written in each spec
	AP-Ck2.xxx	Adg_Ck2.pbf	Uses the PrintBoss Bank List
Adagio Invoices	QI-Inv3.xxx	Qlw_inv3.pbf	Does both Invoice and Credit Note

For Adagio Checks and Adagio Payables, the spec used for each bank account is stored in the Adagio bank properties. For Adagio Invoices, the spec file last selected is automatically remembered by Adagio.

### PRINTER SETUP

The PrintBoss printer needs to be selected as the default printer for printing checks and / or invoices. This is done from the top menu in Adagio by selecting FILE / OPTIONS, and identifying a specific printer for checks or invoices. The printer should be the PrintBoss printer driver.

## Section 3: PrintBoss Settings

The following items are suggested for the Adagio 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**

PrintBoss comes with 10 bank accounts. If more is needed, a Bank Key disk will need to be purchased. Call Wellspring Software, Inc., for more information. These settings are only necessary if using the AP-Ck2 specification within Adagio Payables.

Primary Tab:

- *Bank Code* Enter the Company ID:MICR field if you want PrintBoss to choose the Bank Record automatically. Otherwise, enter a name that is meaningful for users.
- *Bank Prompt* Enter any word or phrase for user recognition.
- *Bank Name and Address* Fill in the bank information as it should appear on the checks.
- *Company Name and Address* Fill in the company information as it should appear on the checks.
- *Next Check Number* DO NOT fill in. The check number comes from Adagio.
- *Confirm Check Number* "Auto ..."

MICR Tab:

- *Routing Number* Enter the bank account routing number.
- *Account Number* Enter the bank account number. Use a period to designate a space.
- *Check Number* {CchkNo} or CCCCCC

Miscellaneous Tab:

- *2<sup>nd</sup> Signature Line* 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 these instructions, go to our website [www.wellspringsoftware.com](http://www.wellspringsoftware.com) and visit our Support Documents page.

**CHECKLIST SETTINGS****OPTIONS / PRINTBOSS DRIVER SETTINGS**

- *Transfer File* C:\Transfer\{WinUserName}
- *Append to Transfer File* Do Not Check
- *Load PB32.exe* Checked
- *Configurations Settings Save Location* Local\_User Registry (Standard)
- *Capture Mode* Flag Trigger Required

Click on OK when finished.

**OPTIONS / CONFIGURATIONS**

Please visit our website [www.wellspringsoftware.com](http://www.wellspringsoftware.com) for specific install steps if you are on a Citrix or Terminal Server environment.

Settings Tab

- *MICR offset adjustment* Use if needing to adjust the MICR line placement. This field is work station and user specific. Default values are 0.
- *Set Globally* Checked
- *Work Files Private Folder Names* {WinUserName}
- *Always Trigger/Capture Settings*
  - Form {ReqList}
  - Bank (Grayed out)
  - PB#INFO flag overrides above Checked
  - Allow fragmented PB#INFO line Checked

Click on OK when finished.

**OTHER COMMON SETTINGS*****EDIT / FORMS / (highlight form) / EDITOR***

See the list of forms under SELECT THE ADAGIO SPECIFICATIONS above.

Settings Tab

- *Copies* 0 = just the original (increase to print copies).
- *Auto-Archiving* Typically set to "Overwrite work files at start of batch". If printing copies, please refer to the manual for more details

Multi-Parts & Printers Tab

These settings are work station and user specific when <Locally> is selected under "Printer & Tray Selections Saved In..." at the bottom of this tab.

- *Print Time* Original set to "Immediate". If copies are set to batch, research archiving method settings to avoid lost documents. (See user manual)
- *Source Tray* Pulls the paper from the selected tray. This is based on the current printer in the PrintBoss program. The tray names may change if the printer selection changes.
- *Destination Printer* May be used to send designated copy to a printer other than the PrintBoss default printer. This field is also used for other PrintBoss functions, such as Emailing, Faxing, and creating PDF files.

**Section 4: Signatures****2ND SIGNATURE LINE**

In AP\$-Ck1 or QC\$-Ck1 specs, edit the spec and change the value of the "2nd SigLine" at the top of the spec to No or Yes. If a dollar amount is entered instead, the line will print if the check amount is equal to or greater than the amount indicated.

In AP\$-Ck2, edit the PrintBoss bank record and check the 1st "flag" checkbox on the Misc Tab.

**SIGNATURE FILES**

In AP\$-Ck1 or QC\$-Ck1, edit the spec, and change the value of the "SigFileName" at the top of the spec to be the name of the signature file. Normally this file should be put into PrintBoss' Logos directory. There is also a variable called "SigFileLimit". If 0, the signature file will always print. If it is non-zero, the signature will not print if the check amount is above this value.

In AP\$-Ck2, edit the PrintBoss bank and put signature file name into the banks "Signature Properties" field of the Signature\_Logos Tab.

In either case, the signature file should be placed in the PrintBoss "Logos" directory, or else be sure to use the full path when identifying the file name.

**Section 5: Canadian Formatting (CPA06 requirements)**

In AP\$-Ck1 or QC\$-Ck1 specs, edit the spec and change the value of the "Canadian Style" at the top of the spec to No or Yes. If yes, the PrintBoss Form will automatically format the date & amount correctly.

In AP\$-Ck2, edit the PrintBoss bank and check the option for the Canadian formatting on the "Miscellaneous" tab.

**Section 6: Using PrintBoss with Adagio**

Print to the PrintBoss printer driver when printing checks from Adagio. The PrintBoss program will load and print the document. No additional key strokes are necessary.