



Training Notes

Bank Account

1 September 2015

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. 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, 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 reaches 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.

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. Open the **PrintBoss Bank Edit** dialog.
 - 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.
- 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.
- iii. **Bank Information** – Typically the Name and Address 1 fields are used. The Address 1 field usually contains the city and state of the bank. The other fields in this section are often blank.
- 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.
 2. 2nd Name – This field is available for a second name or d/b/a. This field is often blank.
 3. Address 1 – Enter the street address for the company.
 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 (–).
- vi. **Next Check Number** – This field is ignored unless you are using accounting software, such as QuickBooks, that does not pass 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.
- 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.
- 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**

The screenshot shows the 'PrintBoss Bank Edit' window with the 'MICR' tab selected. The window is divided into several sections:

- Standard Format Fields:**
 - Routing Number: 00000000
 - Account Number: .123-456
 - Use a decimal to denote spaces
 - Check Number Format: {BChkNo} (Note: 'BBBBB' or '{BChkNo}' must be used for QuickBooks or Quicken checking accts.)
 - Check No. from PrintBoss Bank Record
 - Include US Funds flag (45) on MICR line.
- Check Format Type:**
 - Standard 8.5" Business Check
 - Small 6" Wallet Size Check Type 1
 - Small 6" Wallet Size Check Type 2
 - Deposit Slip
 - Custom (enter MICR line directly)
- Custom Format:**
 - Field: /{BChkNo} [00000000] 123-456/
 - keyboard key translation: On-U's=' Transit=' Dash=' Amount='\$ Mod9='
- Sample MICR line:**
 - ⑈ 10349⑈ ⑆0000000000⑆ 123⑈456⑈
- Buttons:** Copy, Set Tags, Paste, Clear Tags, OK, Cancel

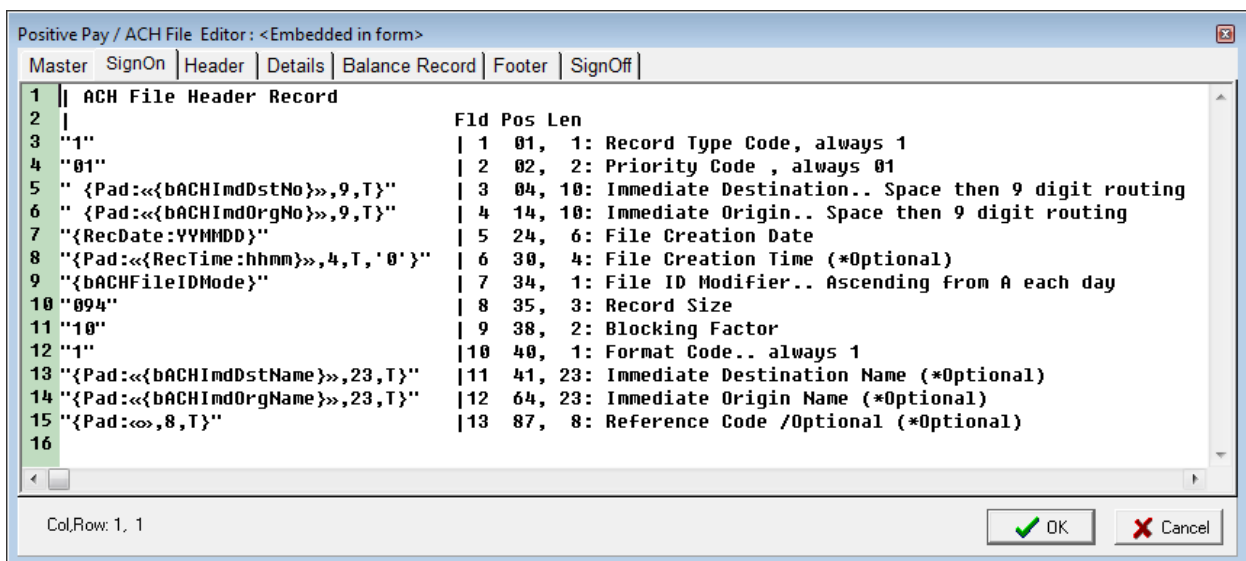
- i. **Routing Number** – Enter this value exactly as it is provided by your bank, including dashes.
 - ii. **Account Number** – Enter this value exactly as it is provided by your bank, including dashes. Use periods to represent spaces. Spaces, and not the periods, will display in the MICR Line.
 - iii. **Check Number** – Select the value indicated by the *Installation Notes* printed for your accounting software. Most accounting packages use CChkNo. QuickBooks and Quicken use BBBBBB 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.
 - vi. **Check Format Type** – Choose **Standard 8.5" Business Checks** for most applications.
- c. **Miscellaneous tab (Optional)**

- i. **Miscellaneous Information** – Optional. These fields are available to accommodate special circumstances, such as adding a second logo to a check. The Values field can contain the path for a logo, special value, or text. The Description field can be edited to describe the item in the Values field.
 - ii. **Miscellaneous Flags**
 1. **2nd 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 format.
- d. **Signatures & Logos tab (Optional)**

- i. **File Name** – Enter the name, including the extension, or browse to select a Logo or Signature for the appropriate field. The graphic files associated with these file names

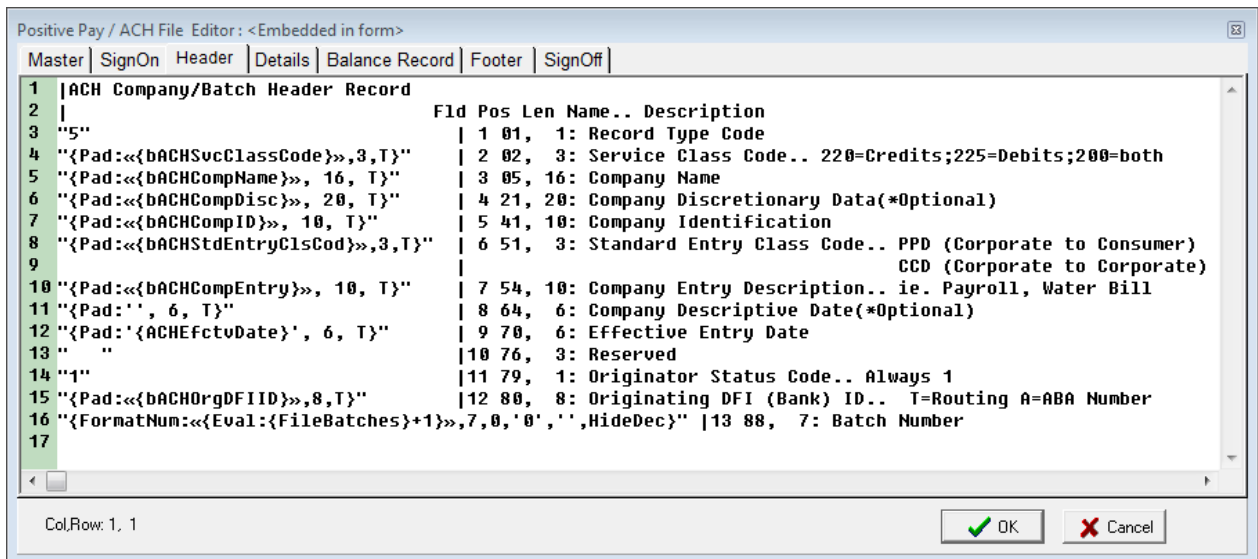
should be stored in the Logos folder of the PrntBoss directory folder. These graphics are bank specific and will only print when this bank record is used. The field length is 40 characters.

- ii. **Position** – Adjust the **X** (horizontal) and **Y** (vertical) position of 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 fields 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.
- vi. **Align Address** – PrintBoss version 5.736 and above include 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 or above.
- e. **Security** tab (Optional) – See *Bank Security* later in this chapter.
- f. **ACH Definition** tab (Optional) – See *Ach Setup*, Chapter 21, for more information.
 - i. **File Header Record Fields** - These are the field referenced in the SignOn tab of the ACH File Editor.
 1. **Immediate Destination** – Enter the Routing number of the bank that will process the ACH file. The field name is {bACHImdDstNo}.
 2. **Immediate Origin** – Enter the routing number for this bank record. Normally, this is the same value as the Immediate Destination unless the bank provides other instructions. The field name is {bACHImdOrgNo}.
 3. **Immediate Destination Name** – Enter the name of the bank for the Immediate Destination. The field name is {bACHImdDstName} and may contain up to 23 characters.
 4. **Immediate Origin Name** – Enter the company name. The field name is {bACHImdOrgName} and may contain up to 23 characters.
 5. **File ID Modifier** – This field starts with A and should be incremented for each file printed in a single day. The field name is {bACHFileIDMode} and is only 1 character.
 6. **Pre-Note Override if checked** – This field should only be checked the first time an ACH is created for this bank record for the bank to test 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:

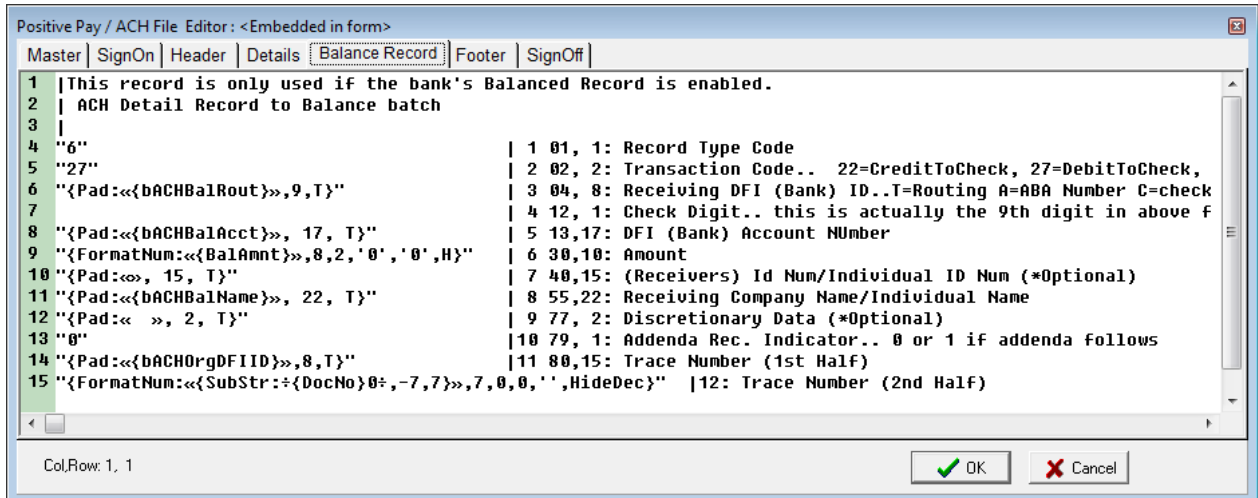


- ii. **Company/Batch Record Fields** – These are the fields referenced in the Header tab of the ACH File Editor.

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
 - b. 220 – Credits Only
 - c. 225 – Debits Only
 - d. 280 – Automated
2. **Company Name** – Enter the Company Name as it appears on this bank account. The field name is {bACHCompName} and contains 16 characters.
3. **Company Discretionary Data** – Enter one or more codes to identify this batch. This is for company use only and is optional. 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 contains 10 characters.
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
 - b. PPD – Prearranged payment and deposit (consumer)
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 contains 10 characters.
7. **Originating DFI Identification** – Enter the routing number with leading zeros. 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:



- iii. **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 contains 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 contains 17 characters.
 3. **Account Name** – Enter the company name as it appears on this bank account. The field name is {bACHBalName} and contains 22 characters.
 4. The following is an image of the Balance Record tab for the ACH File Spec where these fields are used:

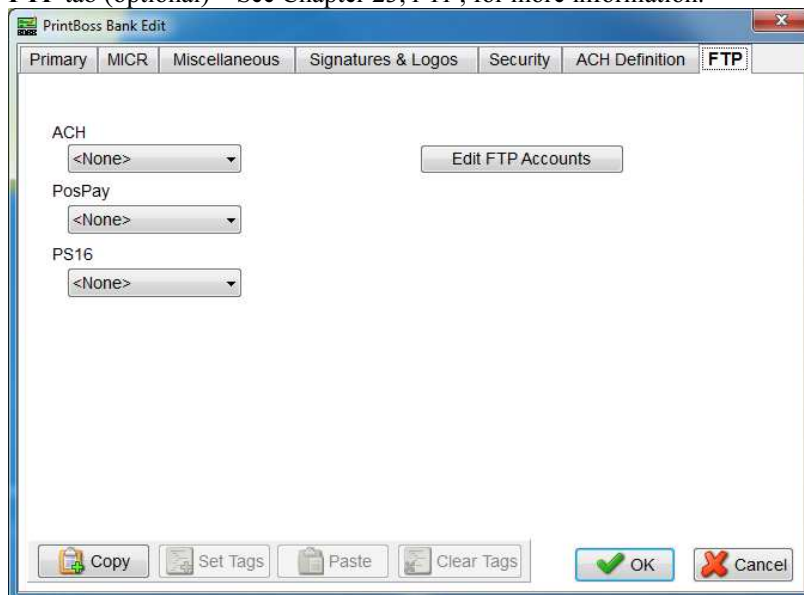


iv. **Payee List** – PrintBoss provides the option of using a Payee List to provide the required ACH information used on the Details tab of the ACH File Editor. Alternatively, these fields may be assigned from data that is printed from the accounting system.

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 records 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
 - c. Alert with option to Add/Ignore

v. **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 and well as optional fields to assign.

g. **FTP tab (optional)** – See Chapter 23, *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, 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. Click the **Clear Tags** button after you finish pasting fields. This will not clear the data in the fields.
2. Hold the **CTRL** button and **click** on a field to clear that specific field.
3. Click **OK** when you are finished.

ADDING BANKS

PrintBoss initially has 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. 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. 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 don't 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. They 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 always 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, 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...

- 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 user is using PrintBoss. 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. 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 men bar and choose a sort order.
 - a. **Natural Order** – The order the records were originally numbered (Unused Bank011, Unused Bank012, 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.

The sort order will return to Natural Order when you close the Bank List and reopen it.

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 and can be both vertical and horizontal. **This setting is global for all forms and is workstation and user 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

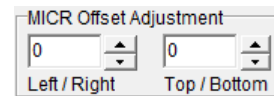
Click on the *MICR Adjust Wizard* button to open a step by step adjustment wizard. This method does not require a preprinted symbol on the back of the check and can be used with Canadian style checks. Follow the steps for the wizard to satisfactorily adjust the placement of the MICR. Click on *Finish*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

MANUAL MICR PLACEMENT ADJUSTMENT

An alternative method is to manually adjust the settings. 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. Even 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.

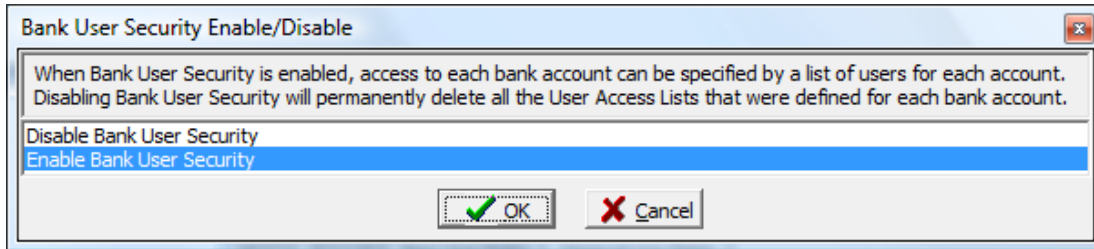
SETUP GENERAL SECURITY (OPTIONAL)

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

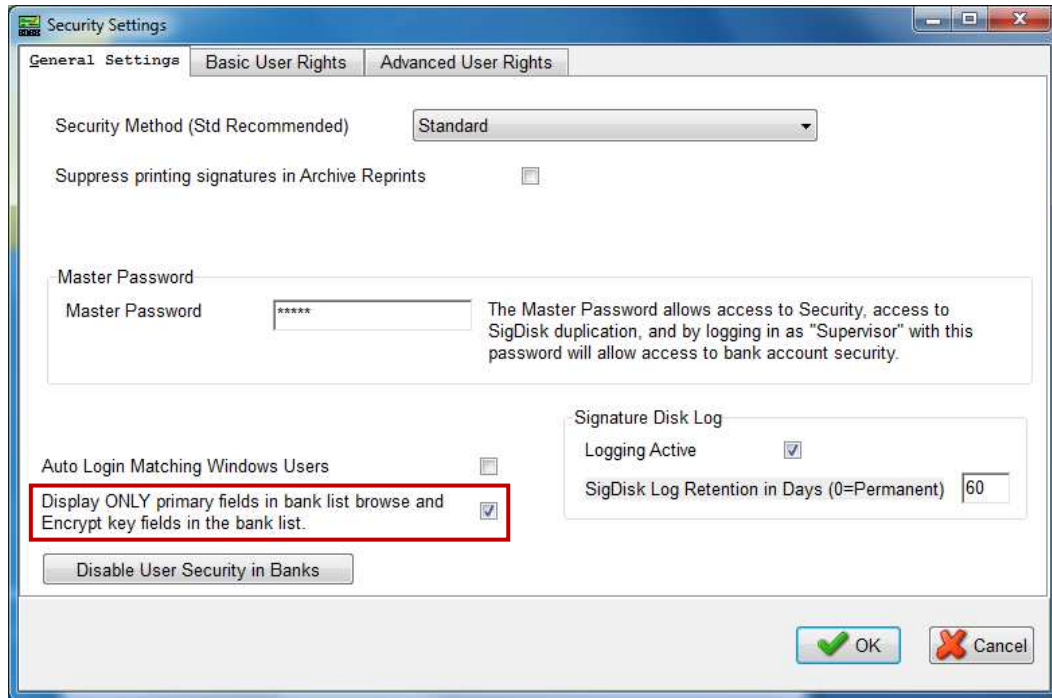
1. Enter your **Master Password**. The default Master Password is **ADMIN**. The password is case sensitive beginning with PrintBoss version 5.71.3. If this has been changed, contact your Administrator. See Chapter 11, *Security Features*, for more information.



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 on the **Advanced User Rights** tab.
7. Click on the Plus sign (+) to setup users. Only the **User Name** is required for bank security.
8. Click **OK** to exit the User Edit window.
9. 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 Windows Users names on the Bank Edit *Security* tab as described below.

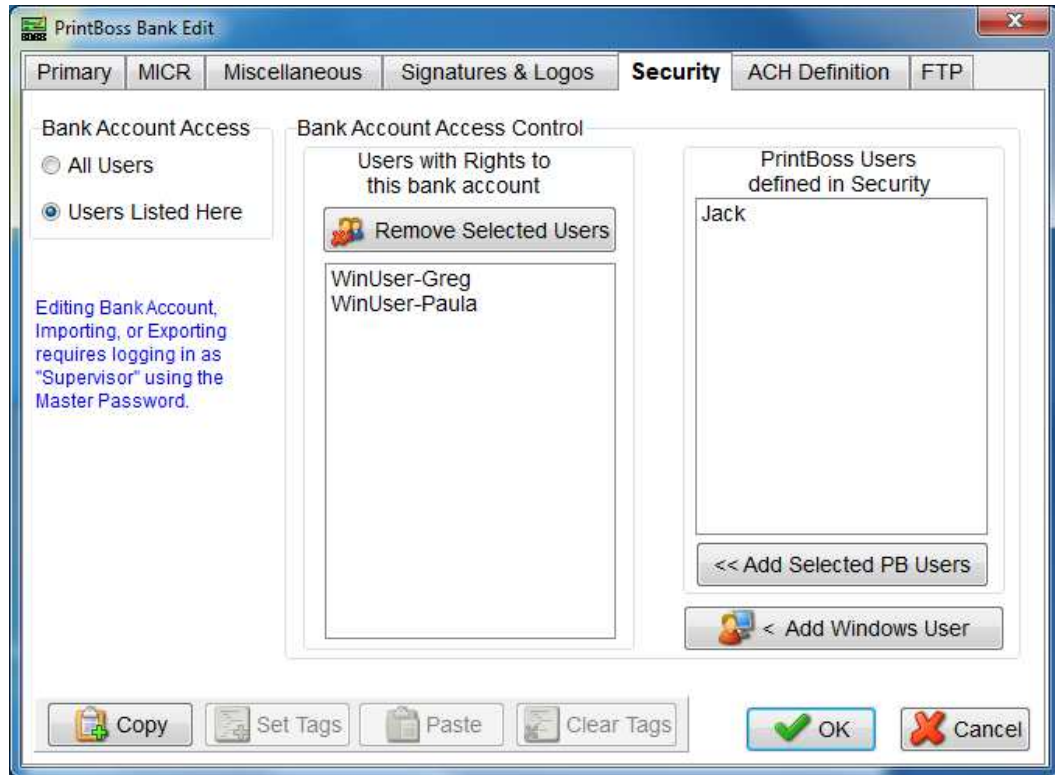
LOG-IN AS ADMINISTRATOR

1. 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. Notice the Bank Edit window has a new **Security** tab.
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 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 Windows User Addition window opens.
 - ii. Enter the WinUserName of the person who should have access to this Bank Record.
 - iii. Click **OK**.
6. Click **OK** when you are finished to close the PrintBoss Bank Edit window.

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