

## PBS Tips and Tricks #18 – PDF's instead of printing

Isn't creating a PDF like printing? Yes, it is *similar* to printing but since the PDF is a file that is generated onscreen and easy to print to paper as well, PDF files can also be emailed, copied, and stored in an organized fashion on a business server and backed-up for safety.

Tips and Tricks #18 introduces some of the aspects of PDF printing in PBS which you may or may not know about. Many people using PBS are familiar with RealWorld where the printer, frequently a dot matrix printer, was king. Basically, if you wanted a permanent record of a computer run, be it a report or a posting journal, you printed a hard copy to the printer.

For many people, this habit persists today. If you entered a batch of AP vouchers, when you finish the entry of the batch, you would typically run an edit list by printing it to a printer and, if everything looked OK, you would then post and print (on paper) the posting journal. The edit list would be thrown away and the posting journal, depending on your business policies and paper flow, would be filed with the original documents as the permanent validation of the entry.

In addition to wasting paper, there is a finite chance that the printing will fail e.g. the printer will jam, and if this is a posting, you have basically lost your posting record. Losing the piece of paper with the posting at a later point has the same effect. Plus, you can't make multiple copies of the report or the journal for the boss, client or auditor without a copier.

RealWorld Classic provided a Print-to-Disk function which did satisfy some of these features – it provided a potentially permanent record of the report or posting and was a file. However, print-to-disk documents are text files with no formatting thus, without printing or viewing them in RealWorld or PBS, they were not very useful.

Over the last several releases, Passport has increasingly added PDF features and integrated them into PBS, but also integrated into PBS the use of whatever PDF rendering tool you choose to use. Whether you are familiar with Adobe or Foxit Reader or the current web browsers that support displaying PDF's – it doesn't matter, PBS will use your designated default and thus what you are familiar with. As a bonus, this feature creates an independent task/screen displaying the PDF so once the PDF has been displayed you can go back to work in PBS with the PDF still open – using the open PDF as reference material for your work.

With the introduction of the Graphical User Interface (GUI) of the Print-from-Disk screen, rendering a Print-to-Disk saved print file, is literally one click away. Simply selecting a report you want and clicking the PDF button at the top produces a PDF version of the desired report:

Print reports from disk (Print a report) Company 00 PBS 12.05 Clean

File View Tools Help

How many copies: 1    Select printer: **PDF**    HTML    Archive    Delete    Cancel    Exit

Reports for: All packages

Select by descending created date

Pkg	Report #	Report name	Created	User	Pages	Last printed	File name
AP	100098	A/P Distributions to GL Report	04/17/2019 18:49	PDD	13		00AP0100098
AP	100097	A/P Aged Open Items by Vendor	04/17/2019 18:46	PDD	4		00AP0100097
AP	100096	Payables Register	04/17/2019 17:51	PDD	2		00AP0100096
AP	100095	Vendor's by Vendor Number	04/17/2019 17:49	PDD	12		00AP0100095
IC	100094	Inventory Trans. Register	10/18/2018 11:38	PDD	2		00IC0100094
RW	100093	PDF Refresh List	08/15/2018 15:14	PDD	1		00RW0100093
RW	100092	PDF Refresh List	08/15/2018 15:14	PDD	18		00RW0100092
AR	100091	Misc. Charges / Sales Journal	06/19/2018 15:55	PDD	2		00AR0100091
AR	100090	Cash Receipts Journal	06/19/2018 14:02	PDD	2		00AR0100090
AR	100089	Cash Receipts Journal	06/19/2018 13:56	PDD	2		00AR0100089
AR	100088	Misc. Charges / Sales Journal	06/19/2018 12:00	PDD	2		00AR0100088
IC	100087	Inventory Trans. Register	06/18/2018 18:02	PDD	2		00IC0100087
PO	100086	Purchase Order Register	03/20/2018 12:39	PDD	3		00PO0100086
PO	100085	Purchase Order Register	03/20/2018 12:37	PDD	1		00PO0100085
PR	100084	Payroll Check Register	02/28/2018 21:30	PDD	1		00PR0100084
PR	100083	Positive Pay Register	02/28/2018 21:30	PDD	1		00PR0100083
PR	100082	Payroll Register	02/28/2018 21:27	PDD	2		00PR0100082
PR	100081	Time Worked Register	02/28/2018 21:27	PDD	1		00PR0100081
AR	100080	Misc. Charges / Sales Journal	02/16/2018 17:25	PDD	2		00AR0100080
PR	100078	Deductions Register	01/25/2018 18:31	PDD	2		00PR0100078
PR	100077	Payroll Register	01/25/2018 18:31	PDD	2		00PR0100077
PR	100076	Time Worked Register	01/25/2018 18:31	PDD	1		00PR0100076
AP	100070	A/P Check Register	04/26/2017 10:00	PS	1	04/26/2017 10:00	00AP0100070
PR	100066	941 Preparation Report	03/21/2017 15:25	PS	2		00PR0100066
PR	100065	941 Preparation Report	03/21/2017 14:56	PS	1		00PR0100065

First 10 lines of report:

Date 06/18/2018 Time 18:02:47      PBS 12.04 Clean      Report #0100087 Page 0001

I N V E N T O R Y   T R A N S A C T I O N   R E G I S T E R

Current period ending date: 9/30/12  
Inventory valuation method: Standard

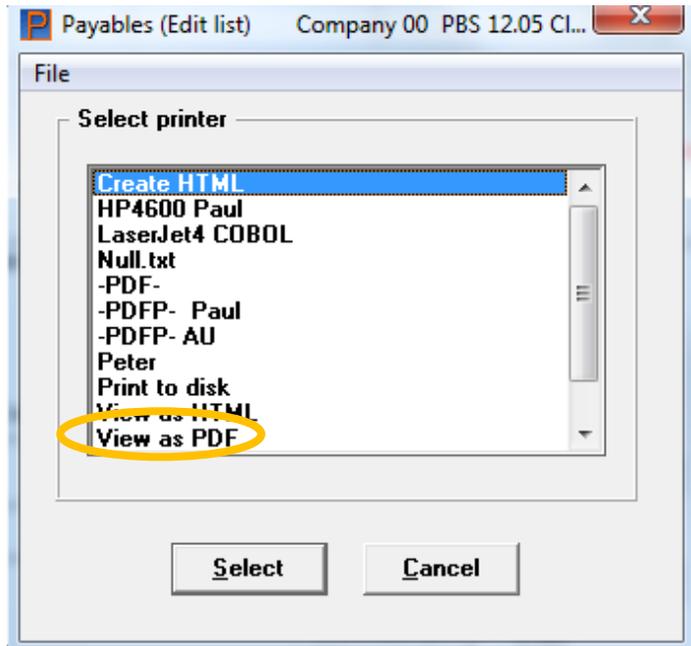
Item-#	Description	Date	Type	Doc-#	Trans-qty	Price-1	Price-2	Price-3
Level-#		Actual-cost		Whs Loc	Comment	Price-4	Price-5	

<F1> = next report, <SF1> = previous report, <F5> = one package, <SF8> = Jump to first, <SF9> = Jump to last

There are possibly a half dozen to a dozen screens throughout PBS where the advantage of using the Graphical version is absolutely unequivocal. This is one of them. Besides the preview option at the bottom so you can check which report you will be viewing, you have the sorting options highlighted in red at the top and the immediate printing options including PDF just discussed.

Besides saving time and paper, "printing" both an edit list and a posting report can be advantageous. The edit list is important because, for the few seconds it takes to check it out, it can save many minutes of diagnosing and correcting an error. And the saving of a permanent copy of the posting journal is pretty much mandatory. But using the PDF functionality can smooth the whole process making it more efficient:

After entering that batch of vouchers (or whatever data entry you are doing) you "print" an edit list. Instead of sending this to a printer, use the View as PDF option in the print options menu:

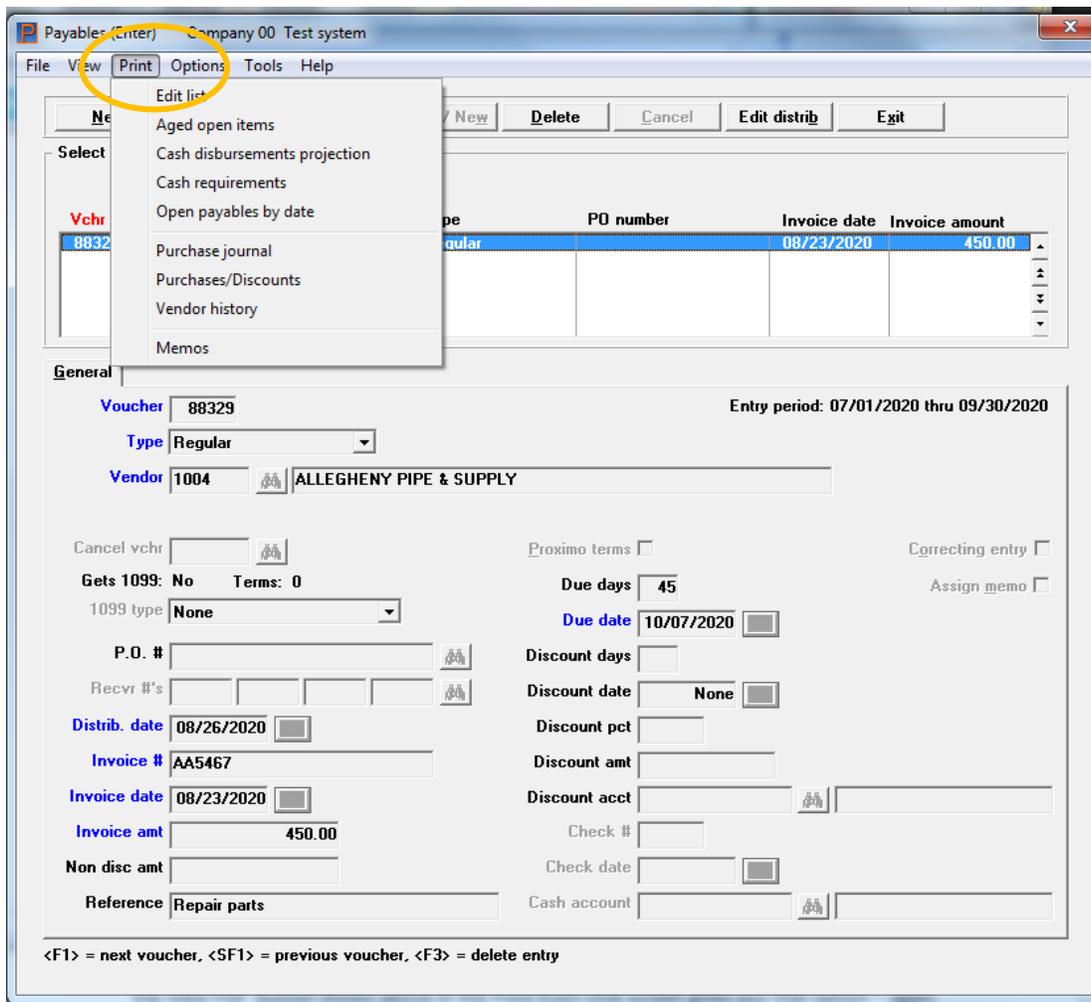


Clearly this is going to save paper and once you get used to looking at edit lists on the screen it will also become “natural”. But what if there is something there that you need to investigate and want to have a paper copy of the edit list? All PDF rendering programs – Adobe, Foxit etc. – have a print option and since PBS uses your default PDF rendering program, one more keystroke given to the rendering program gives you a printout. Most of the time looking at the edit list on the screen is fine but in case it is not – one quick step more provides you with the paper copy.

When you are ready to post, our advice is you should *always* post by Printing-to-Disk. This gives you a guaranteed permanent copy of the posting and the posted data. But the print to disk is text and therefore not convenient for printing or viewing without using the accounting system. You also may want to store your posting reports by application and/or by date somewhere other than in the area in PBS set aside for Print-to-Disk files. Looking at the above Print-from-Disk graphical screen, a press of the PDF button gives you a PDF which you can then save anywhere you want (using the Save-As function in the PDF rendering program). Many people simply want to view the posting journal to confirm the numbers, and the View PDF button shown above in the Print-from-Disk screen, gives you that option – saving paper but also knowing there is a permanent copy there if you want it.

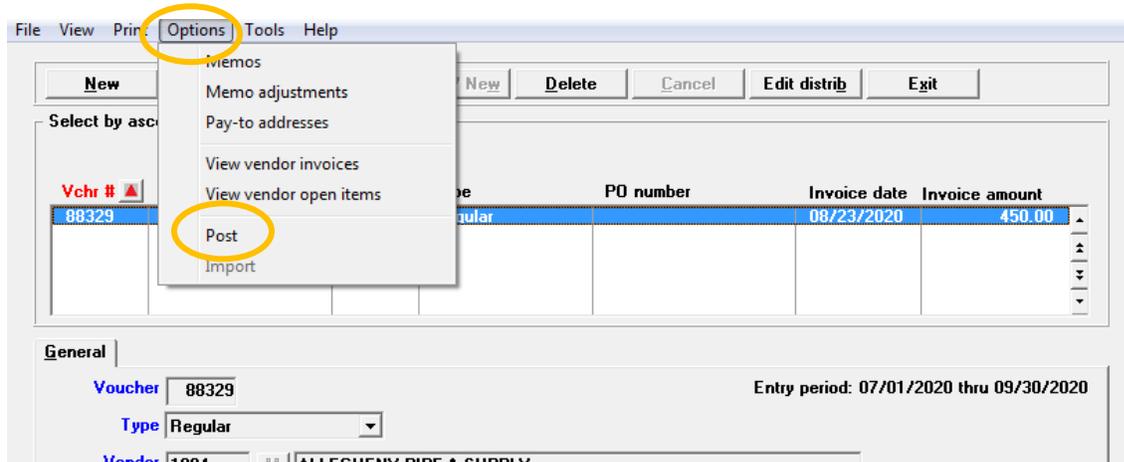
Some additional tips:

You can print an edit list from most graphical screens simply by selecting:



This means you can print/view the edit list without leaving the application.

In the same way, if the edit list here looks OK you can go and directly post the transaction(s):



All without leaving the data entry screen.