



Tips & Tricks #29 – PBS™ and CashPoint™ Printing – A Review

Over the past 2.5 years of Tips & Tricks issued, we have provided 6 installments on the subject of printing, half of which address the production and usage of PDF files:

[Tips & Tricks #3 and #4](#)- Displaying and Printing PDFs - Important changes to the PDF and Browser Displays

[Tips & Tricks #18](#) – PDFs instead of printing

[Tips & Tricks #19](#) – More on PDFs

As part of updating you on the latest set of changes to the PBS and CashPoint printing systems, the following is a brief review of two printing/PDF fundamentals; a useful introduction to the newer features that will appear in our next Tips and Tricks installment.

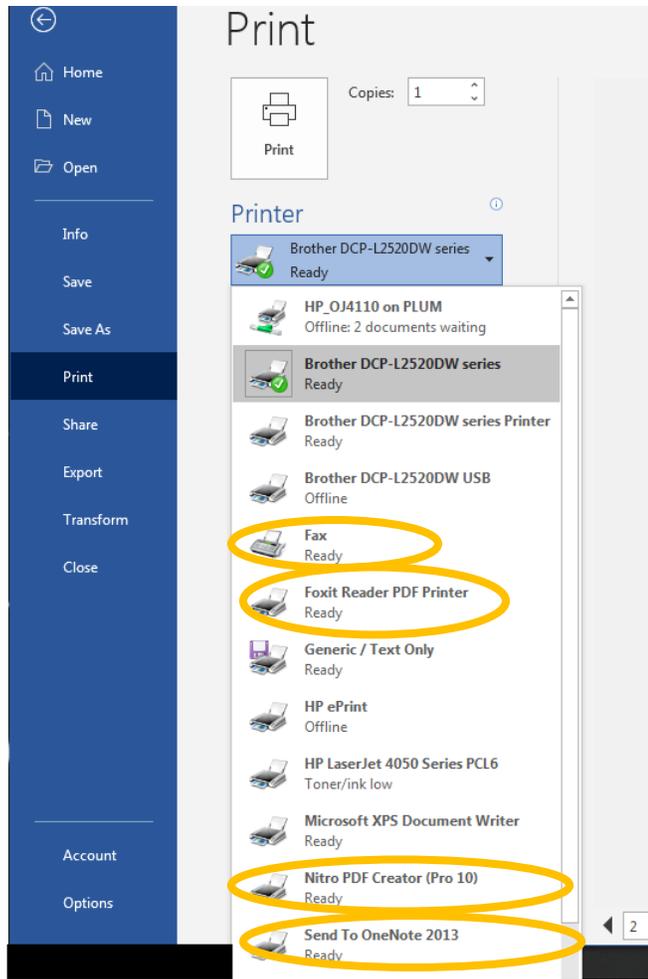
Fundamentally the stock PBS and CashPoint systems produce PDFs in two different ways.

Reports:

If reports are to be saved as PDFs, selecting Windows printing and using a PDF pseudo printer will do the job. A pseudo printer in Windows is an entry in the Windows list of printers that is available to you/your workstation but that does not print to a (paper) printer, rather it produces a PDF (or other kind of output) instead. In the case of a PDF, this will be preceded by the display of a Windows navigation window that allows you to place the output PDF file anywhere on the system you choose (e.g., C: drive, F: drive etc.).

Examples of PDF pseudo printers include the results of installing Adobe Pro (not Adobe Reader); installing Foxit versions up to version 9 (after which the feature was removed - but V9 is still available); installing CutePDF, a widely used and trusted basic PDF processing program, or using the built-in 'Microsoft Print to PDF' function that is automatically installed on Windows 10 machines. There are many other equivalent "print to PDF" type programs. Besides PDF printers, these pseudo printers can also connect your print-type output to faxes or to other document repositories such as OneNote.

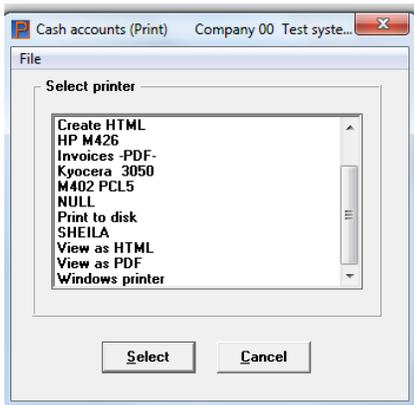
These pseudo-printers display in your Windows printer list, per the graphic below:



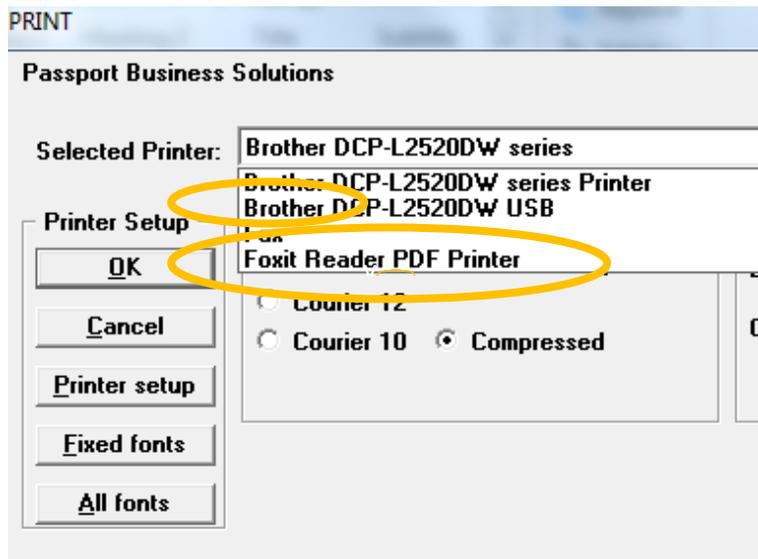
All the highlighted printers are pseudo-printers, and none of them produce paper (directly).

In addition to the two PDF printers included, there is a Fax “printer” and a version of a pseudo printer that moves the data to be printed into a Microsoft OneNote document. (The MS XPS Document Writer also produces a PDF-like document that can be converted to PDF.)

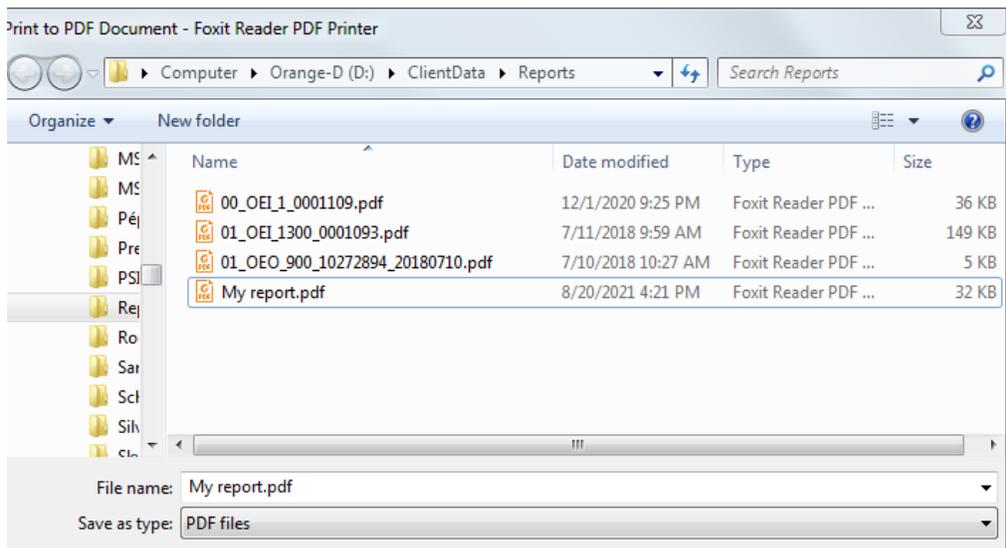
From a practical and operational perspective when you use Windows printing:



and select a PDF printer entry:



you are prompted where to write the file:



The location and folder structure of the target folder are determined by your design and filing system, e.g., by month and year, or by client, or by application and month – whatever you choose.

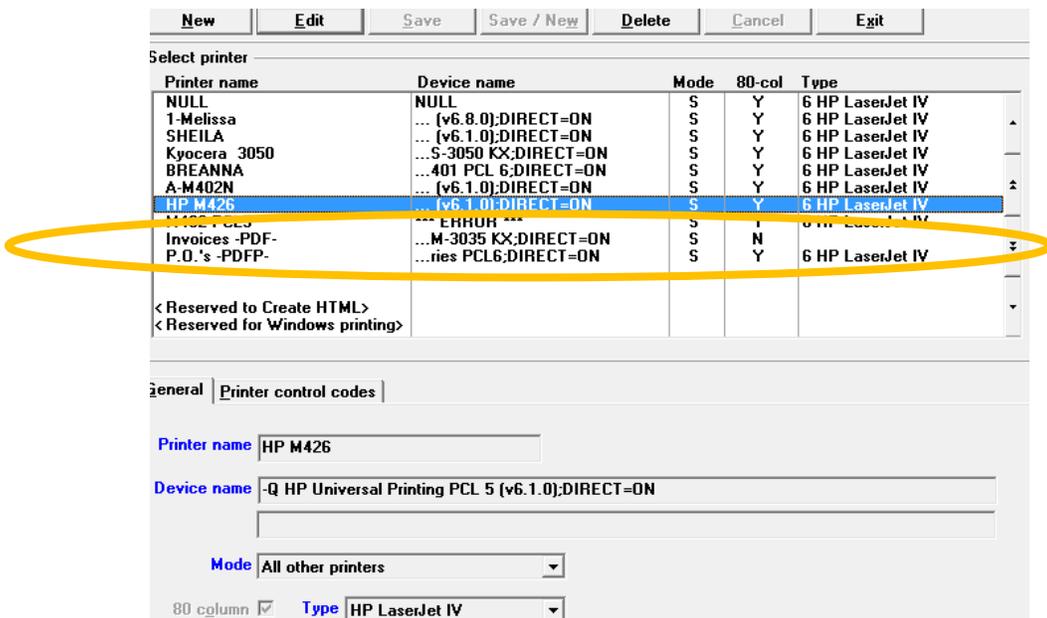
These report PDF files are available for emailing to colleagues and clients, as well as for printing and copying as needed.

Forms:

Documents like invoices and purchase orders are usually rendered onto paper, and that paper may contain corporate logos and other graphical elements such as boxes surrounding key fields. PBS can “print” forms type

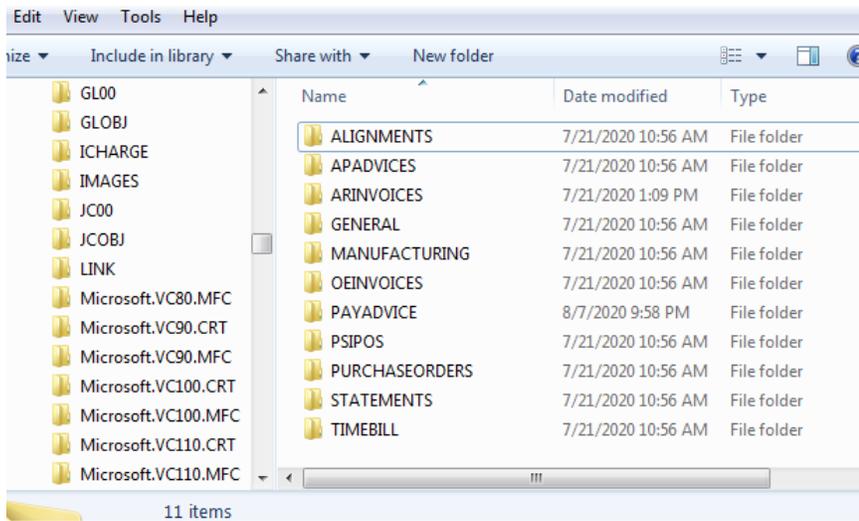
documents as PDFs, thereby creating a permanent image of the actual document. This is accomplished by defining a PBS PDF printer, as distinguished from a Windows pseudo printer. Any printer in the PBS printer list that has either a “-PDF- “as the name or part of the name, or has “-PDFP- “, is considered a PBS PDF printer, producing a PDF of the form document.

The ‘-PDF- and ‘-PDFP- printers are setup in the PBS and CashPoint printer control section of the Company file. The ‘-PDF-’ option simply creates the PDF file, the ‘-PDFP-’ not only creates the PDF file but having done so, then calls the *local PDF default printing program* to print the file. This is an important point - PBS is not printing the file but handing the printing function off to the default PDF program that you or your sysadmin installed to display and print PDFs – a program you will be familiar with. So, if Adobe is installed then PBS will use that, if Foxit, then that. From a business process perspective, the -PDFP- option efficiently allows you to create the document as a PDF to save it and to then automatically print it if you need an immediate copy. While the PDF printing program used is the system default, the actual (paper) printer used by the -PDFP- printer is setup in PBS and CashPoint Company file – printers page. The following shows two PDF printer setups (note the Device name field for the -PDFP- printer where the rendering to paper will take place):

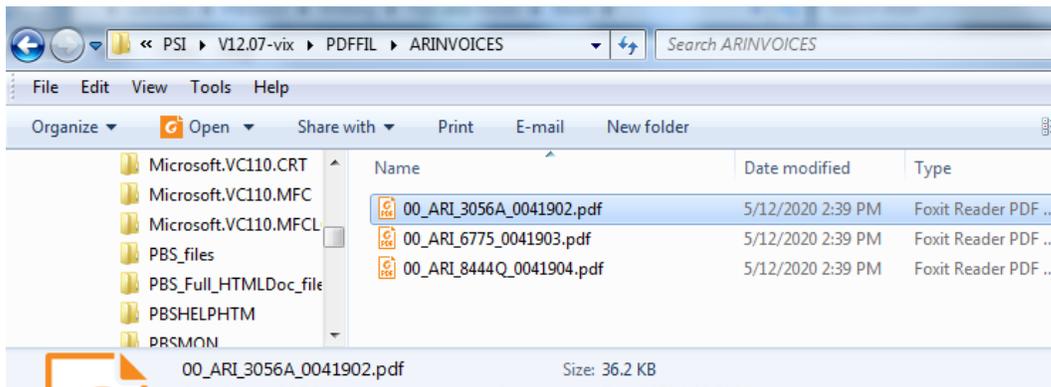


The following are the important points about -PDF- and -PDFP- printing:

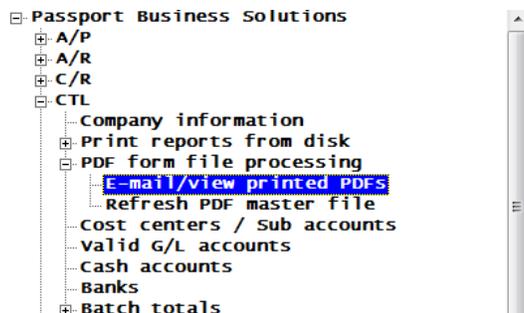
- Each document becomes a separate PDF. If you print 10 invoices the PBS system will create 10 PDFs.
- The ‘-PDF-’ version of the printer setup creates a PDF of the document and the ‘-PDFP-’ version creates the document and then prints it on the assigned printer. (The setup for these is described in Chapter 7 of the PBS Administrators manual – “More on PBS Printing” and in Chapter 11 of the PBS System User’s Guide – “PDF Form File Processing”).
- If the template being used for the forms document has been designed to include a graphical background (potentially including logos and boxes), the graphical image will be used in each PDF created and so will also be printed when the form is printed using the -PDFP- setup.
- These forms documents are all automatically stored in a special area of PBS /CashPoint under a folder called PDFFIL. This folder has multiple subfolders for each of the various documents e.g., AR Invoices, Purchase Orders, Payroll Remittance Advice. Here is a sample image of the PDFFIL folder:



- Each file representing a single document is named to encode the important information indicating the contents of that PDF file. For example, an entry in ARINVOICES might be “00_ARI_3056A_0041902.pdf”. This name indicates that the document was created in Company 00 from AR invoicing (“ARI”) with customer ID “3056A” and document number (in this case invoice#) ‘41902’. The name effectively acts like a tag and this can be used for searching.



- In a manner somewhat parallel to the use of “Print reports from disk”, the “PDF form file processing” menu is the control function that allows you to display, print and email PDF documents individually or as a batch:



- These documents can be emailed directly out of the program to vendors, clients, employees. (Emailing documents will require additional technical setup described in App H of the PBS Administrators Guide.)

Summary:

PBS and CashPoint have two standard methods of producing PDF documents from the printing/reporting process.

The first – referred to as *Report* printing – directs what would otherwise be a printed report to a PDF file (or another file or target). By selecting the Window printer option/window, you have a choice of what Windows printer to use, including any PDF pseudo printers and, for PDFs, you choose where to place the PDF files that result. One report creates one PDF file. The naming of the file is up to you. With this, the PBS system is leveraging a feature available or installable on all recent Windows operating systems.

The second – referred to as *Forms* printing – uses a special form of the PBS printer's name; one which contains either '-PDF-' or '-PDFP-'. Each document – invoice, purchase order etc. – produces one separate document which is stored in a predefined area call PDFFIL. Different document types are stored in different folders in PDFFIL. Each document has a name that encodes the Company ID, the type of document, the customer/vendor/employee ID, and the document number. These can be used to quickly find a particular document.

You can browse to these folders to access the PDFs directly or you can use the PBS form file processing menu to access them. Displaying (then printing) and Emailing options are available in the PBS form file processing function, with filtering/selection options also available.

Stay tuned for our next installment!