

CUSTOMIZING PRINTING

OHIOTAS PRINTING

PRINTERS REQUIRED

OhioTAS prints both reports and transaction documents. Reports may be generated at any time; however, OhioTAS automatically prints transaction documents, such as POs, BCs, and warrants, after you enter them. Therefore, you *must* set up your printer before running OhioTAS. If a printer is not set up when you launch OhioTAS, an error message will be displayed.

DEFAULT PRINTERS

OhioTAS maintains settings for six different report formats, all of which must have a default printer assigned. If any do not, an error message will be displayed when OhioTAS is launched.

ALTERNATE PRINTER

A second printer can be selected in addition to your default printer. If a second, or alternate, printer is selected, an **Alt Print** button is displayed on the **Print Preview** window. OhioTAS prints to the selected alternate printer when you press **Alt Print**.

PRINT PREVIEW

Reports. OhioTAS provides a variety of status and informational reports for the **Accounting** and **Payroll Modules**. All of the reports generated by OhioTAS can be displayed onscreen in a **Print Preview** window before printing.

Transaction Documents. Transaction documents are those documents generated using the **Transactions** menus, such as POs, BCs, or receipts. Like reports, transaction documents can be displayed onscreen in a **Print Preview** window before printing.

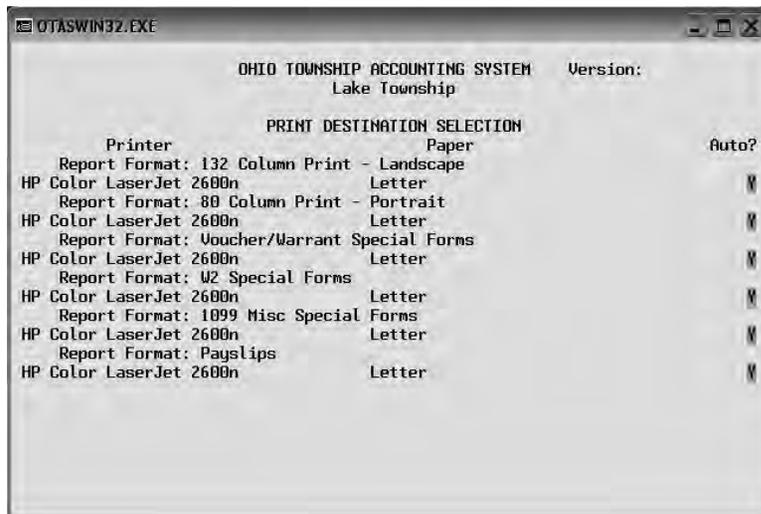
CUSTOMIZING PRINTING

Setting Up Default Printers

NAVIGATION

- > [Accounting Utility Functions](#)
- > [Customize System](#)
- > [Define Printers and Paper Selection](#)
- > [Modify Printer and Paper Selection](#)

SCREEN



NOTES

Required. In addition to reports that you specifically select to print out, OhioTAS *automatically* prints purchase orders, warrants, blanket certificates, etc. after you enter them. Therefore, you *must* set up your printers before running OhioTAS. If the printers are not set up, OhioTAS displays error messages.

Activate Settings. You must activate your new printer and paper selections using the [Activate New Printer Settings](#) option.

NOTES [CONT'D]

Default Printers. OhioTAS maintains settings for six report formats:

132 Column Print – Landscape	Letter
80 Column Print – Portrait	Letter
Voucher/Warrant Special Forms	See step #1.b
W2 Special Forms	Letter
1099 Misc Special Forms	Letter
Payslips	Letter

Autofeed Flag. This flag indicates whether the printer automatically selects the paper or whether the paper needs to be manually fed. You will be prompted to load paper if this flag is set to **N [No]**.

STEPS

1. For each report format:
 - a. Select a printer.
 - b. Select a paper size.
 - **Letter** [8½ × 11]—All report formats except VWs
 - **Letter** [8½ × 11]—Laser checks
 - **Legal** [8½ × 14]—VWs printed using dot matrix printer
 - c. Set the **Auto** [autofeed] option.
 - **Y**—For laser and inkjet printers
 - **N**—For impact or dot matrix printers
2. Select [Activate New Printer Settings](#).

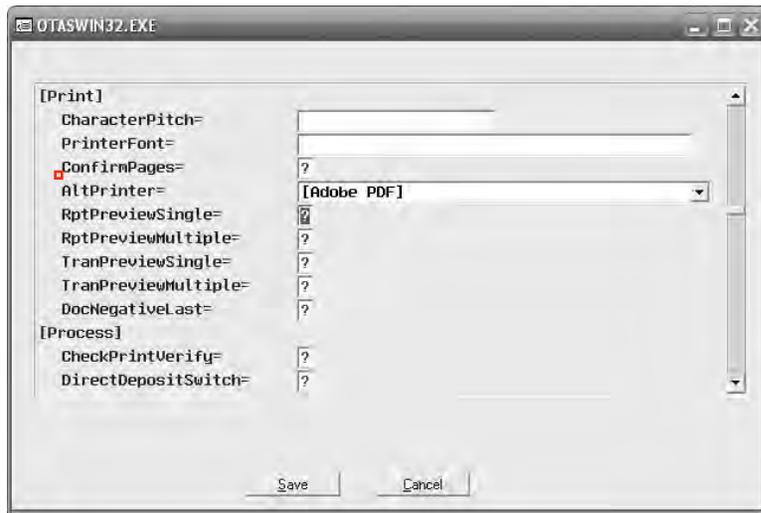
CUSTOMIZING PRINTING

Setting Up an Alternate Printer

NAVIGATION

- > [Accounting Utility Functions](#)
- > [Customize System](#)
- > [Display/Modify Workstation Settings](#)

SCREEN



NOTES

PDF Files. When a PDF-creating application is installed on your computer, it loads a PDF printer driver. The PDF printer driver will be listed by OhioTAS as one of the entries in the **AltPrinter** field. If you select the PDF printer driver as the alternate printer, you can save reports and documents as PDF files.

Adobe Reader. Adobe's free PDF-*viewing* software application, does not allow you to *create* PDF files. Instead, you must install either Adobe Acrobat or another software application that creates PDF files. Adobe Acrobat must be purchased, but some of the other software applications are free. One option is CutePDF [<http://www.cutepdf.com/>].

STEPS

1. Select a printer from the **AltPrinter** drop-down list:
 - **[Blank]**—*[Default]* Do not display **Alt Print** button
 - **[Printer]**—Print to selected printer when **Alt Print** is clicked
 - **Adobe PDF**—Print to PDF when **Alt Print** is clicked
 - ***User Selection***—Display printer selection box when **Alt Print** is clicked
2. Click the **Save** button.
3. Restart OhioTAS to activate the new workstation setting.