

# Understanding Enhancements to AMS Printing

***PDF and Beyond***



UNIVERSITY OF  
TORONTO

Financial Services

ENTERPRISE APPLICATIONS & SOLUTIONS INTEGRATION

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# Agenda



- What's New?
- How has AMS printing improved?
- What applications can I use this new approach to printing?
- What are excluded?
- How to print reports to PDF, network and personal printers.
- How to email reports directly from AMS.
- DEMO
- Documentation & Support



## What's new?

- EASI is replacing the existing print relay server, called **EMMA**, which is used to process print jobs from SAP and ROSI.
- Originally created in 1995, **transitioning from the EMMA server to a front-end printing solution** will help:
  - **Simplify the process** of printing from AMS and ROSI
  - reduce costs
  - improve security and
  - reduce IT administrators' workload in setting up end user printing





## How has AMS printing improved?

- The process to print AMS reports has been simplified to operate similar to Microsoft applications (i.e. CTRL+P >> select printer).
- No need to set-up output devices in SAP.
- Easier to print AMS reports to personal printers.
- Simpler and more intuitive to print AMS reports to PDF.
- Can now email reports directly from AMS instead of having to download >> attach >> email.

- The simplified approach can be used in **ALL AMS/SAP modules**, which include:

- FIS
- Logistics
- HRIS
- RIS
- Facilities & Services

- ROSI



**What applications** can I use this new approach to printing?

# Exclusions

- Purchase Orders, ERDD – Web application and other transactions that trigger PDF printing are **NOT** impacted.





# Change #1: New Process to Print AMS Reports

Click the **Print** icon (🖨️), OR **CTRL+P** in the report and enter **LOCL** in the Output Device field.

This code can also be set as your personal default.

**Note:** Mac users, please use **LOCM**.

The screenshot shows the SAP Funds Center Report interface. A 'Print Screen List' dialog box is open, showing the following details:

- Output Device: **LOCL** (highlighted with a red box and a red arrow)
- Number of Copies: 1
- Page Area:  Everything,  Page
- Properties: Print Time: Immediately, Report: 59, Rows: 132, Columns: 132, Format: X\_65\_132

In the background, the Funds Center Report table is visible with columns: Actuals, Commitments+ Actuals, Revenue Variance/ Funds Available. The table shows data for various items, including EQUIP-S and FURNIT-S.



[Click here](#) for instructions on how to change your printer defaults and resources for Mac users.

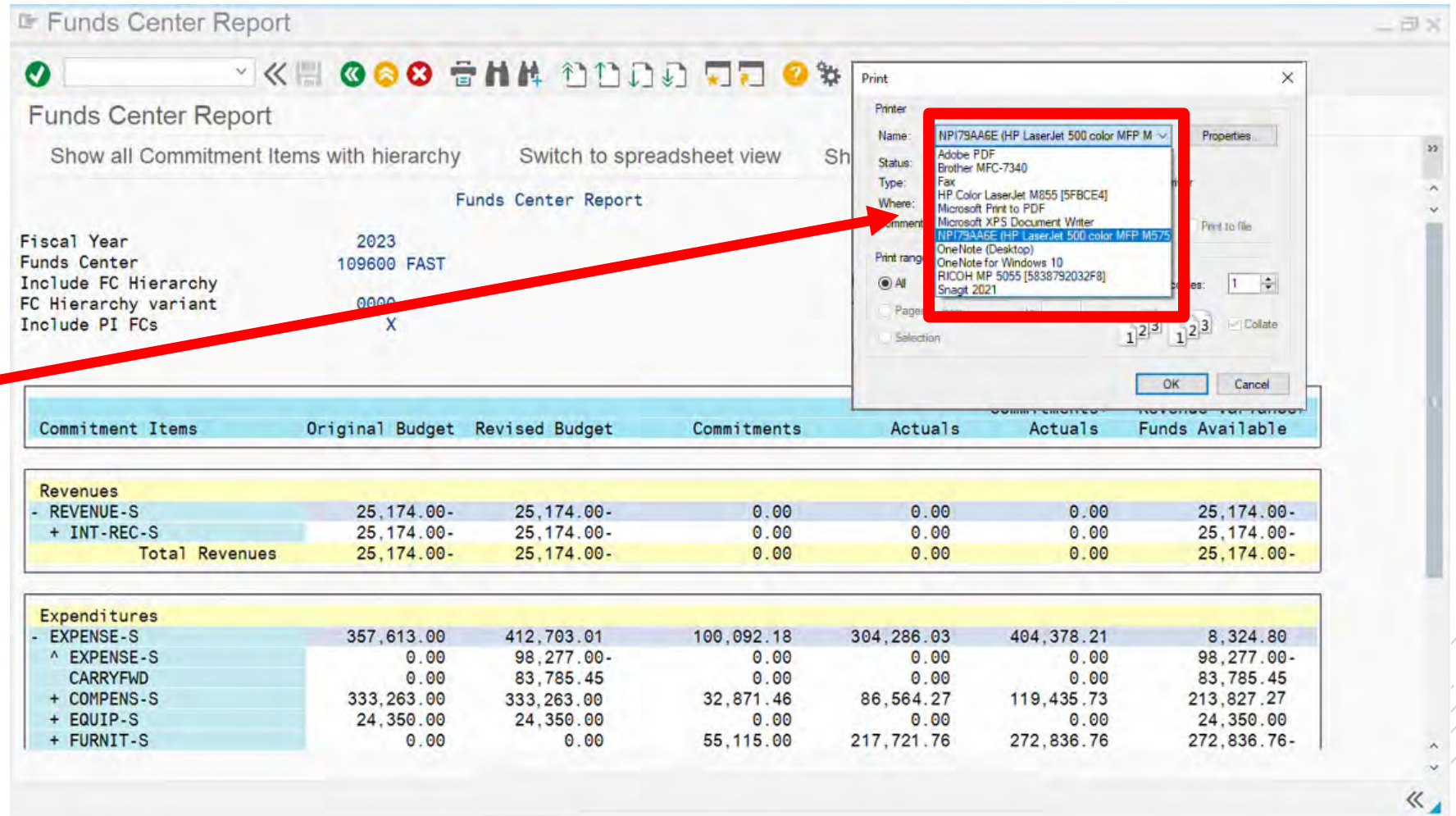


# Change #1: New Process to Print AMS Reports (cont'd)

A pop-up window will now appear (similar to Microsoft applications) that provide the following print options:

- **Adobe PDF**
- **network printers**
- **personal printer**

**Contact your faculty/divisional IT** if your network printer does not appear in the list.

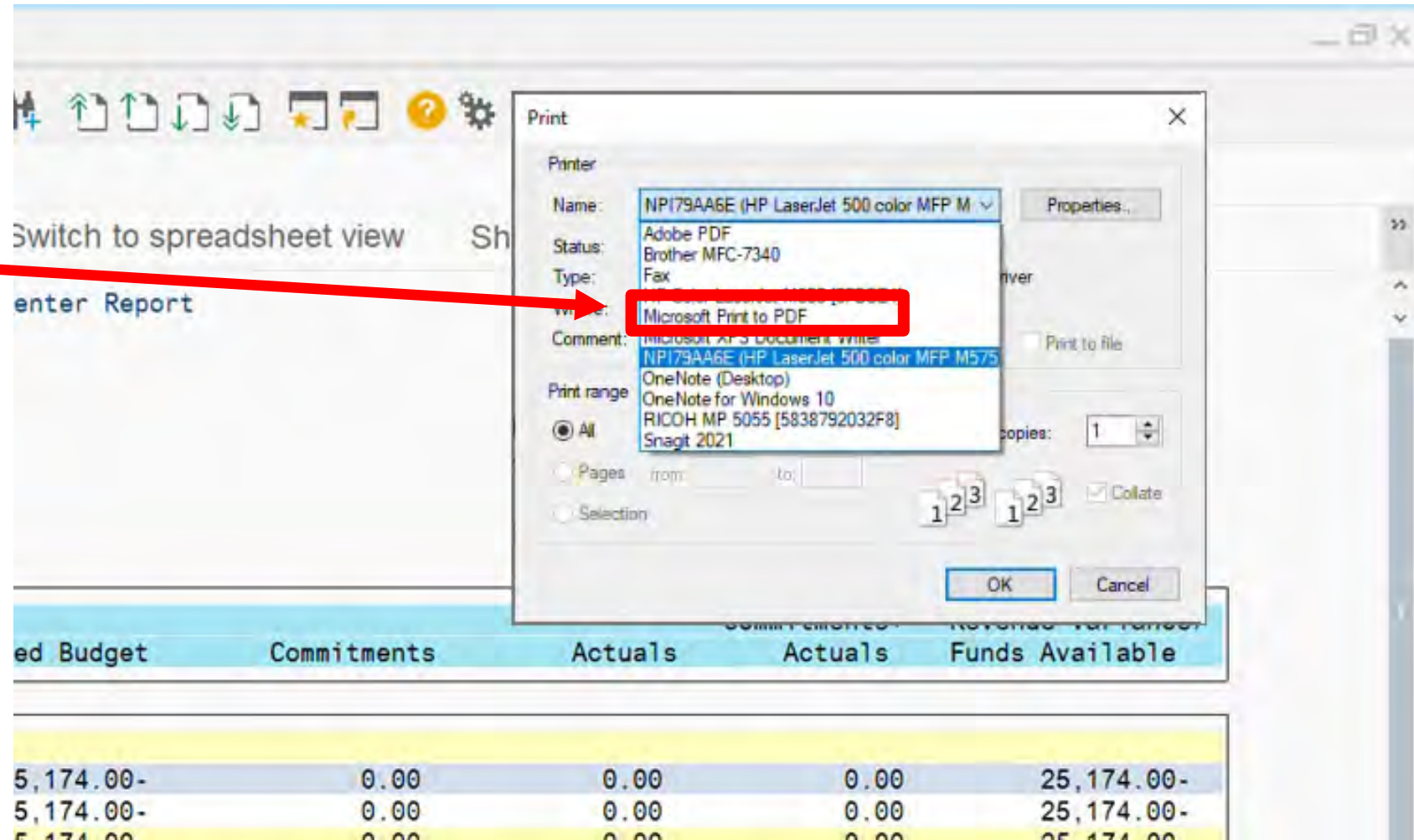


The screenshot shows the 'Funds Center Report' application window. A 'Print' dialog box is open, displaying a list of printer options. A red arrow points from the text on the left to the print dialog. The print dialog lists various printer options, including Adobe PDF, network printers, and personal printers.

Commitment Items	Original Budget	Revised Budget	Commitments	Actuals	Actuals	Funds Available
<b>Revenues</b>						
- REVENUE-S	25,174.00-	25,174.00-	0.00	0.00	0.00	25,174.00-
+ INT-REC-S	25,174.00-	25,174.00-	0.00	0.00	0.00	25,174.00-
<b>Total Revenues</b>	<b>25,174.00-</b>	<b>25,174.00-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,174.00-</b>
<b>Expenditures</b>						
- EXPENSE-S	357,613.00	412,703.01	100,092.18	304,286.03	404,378.21	8,324.80
^ EXPENSE-S	0.00	98,277.00-	0.00	0.00	0.00	98,277.00-
CARRYFWD	0.00	83,785.45	0.00	0.00	0.00	83,785.45
+ COMPENS-S	333,263.00	333,263.00	32,871.46	86,564.27	119,435.73	213,827.27
+ EQUIP-S	24,350.00	24,350.00	0.00	0.00	0.00	24,350.00
+ FURNIT-S	0.00	0.00	55,115.00	217,721.76	272,836.76	272,836.76-

## Change #2: New Process to Print AMS Reports to PDF

Users can now also select **Microsoft Print to PDF** from the dropdown options to easily create a PDF copy of a report.



If the Microsoft Print to PDF option has been removed and does not appear in the dropdown, [please see these instructions to add it back.](#)



## Change #3: Email Reports Directly from SAP

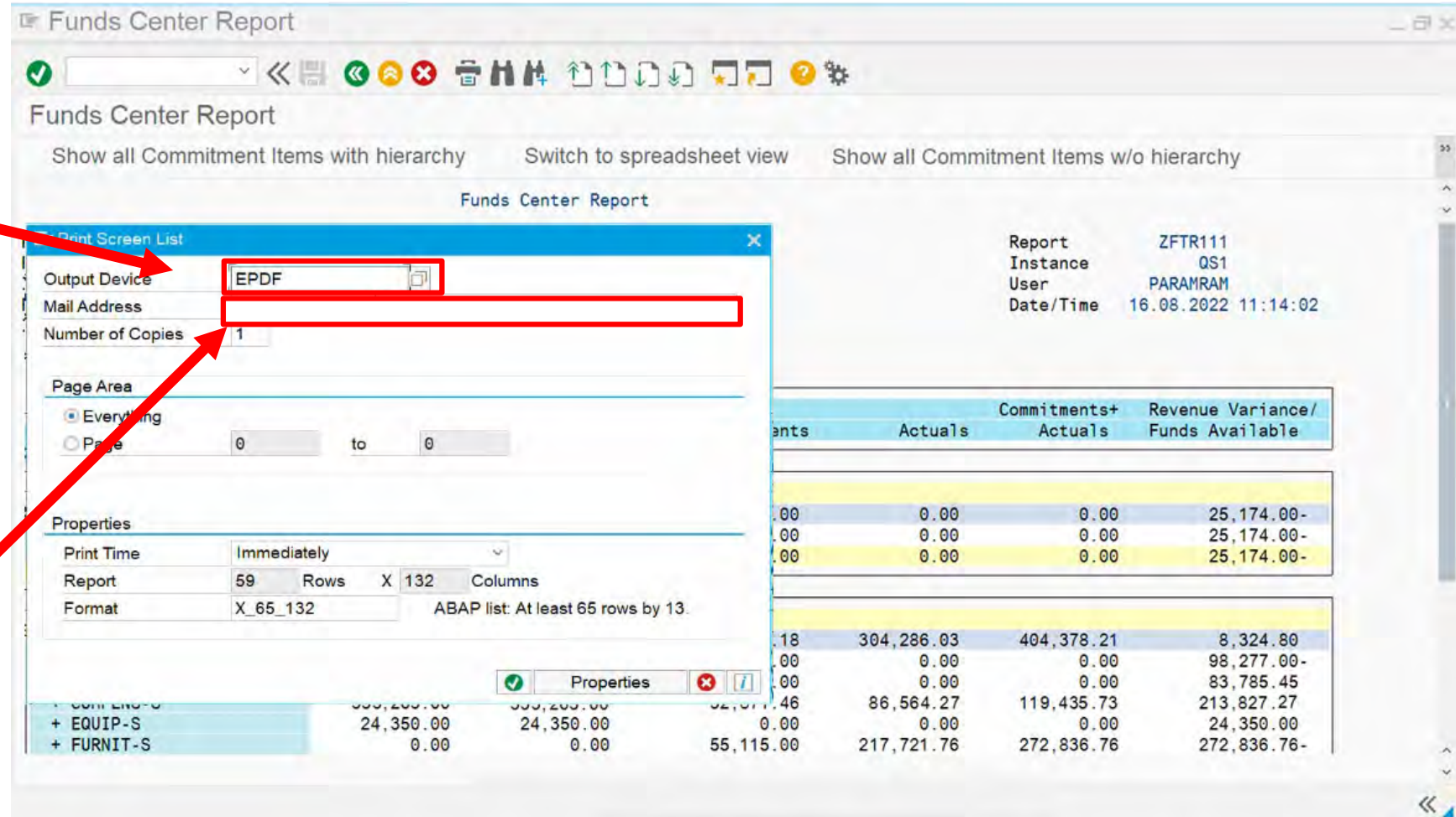
Reports can now also be emailed directly from SAP!

Click the **Print** icon (🖨️), OR **CTRL+P** in the report and enter **EPDF** in the Output Device field.

**NOTE:** The Output Device codes is case sensitive, so please ensure that the code is in **ALL CAPS**.

If you leave the **Mail Address** field blank, by default the PDF copy of the report is emailed to you.

Alternatively, you can enter someone's email address in the **Mail Address** field to send it directly to them.



The screenshot shows the SAP Funds Center Report interface. A 'Print Screen List' dialog box is open, with the 'Output Device' field set to 'EPDF' and the 'Mail Address' field empty. The 'Number of Copies' is set to 1. The 'Page Area' is set to 'Everything'. The 'Properties' section shows 'Print Time' as 'Immediately', 'Report' as '59', 'Rows' as 'X 132', and 'Columns' as 'Columns'. The background shows a table with columns: 'Actuals', 'Commitments+', 'Revenue Variance/Funds Available', and 'Actuals'. The table data is as follows:

Actuals	Commitments+	Revenue Variance/Funds Available	Actuals
0.00	0.00	25,174.00-	0.00
0.00	0.00	25,174.00-	0.00
0.00	0.00	25,174.00-	0.00
0.18	304,286.03	8,324.80	404,378.21
0.00	0.00	98,277.00-	0.00
0.00	0.00	83,785.45	0.00
0.00	86,564.27	213,827.27	119,435.73
0.00	0.00	24,350.00	0.00
0.00	0.00	272,836.76-	272,836.76-

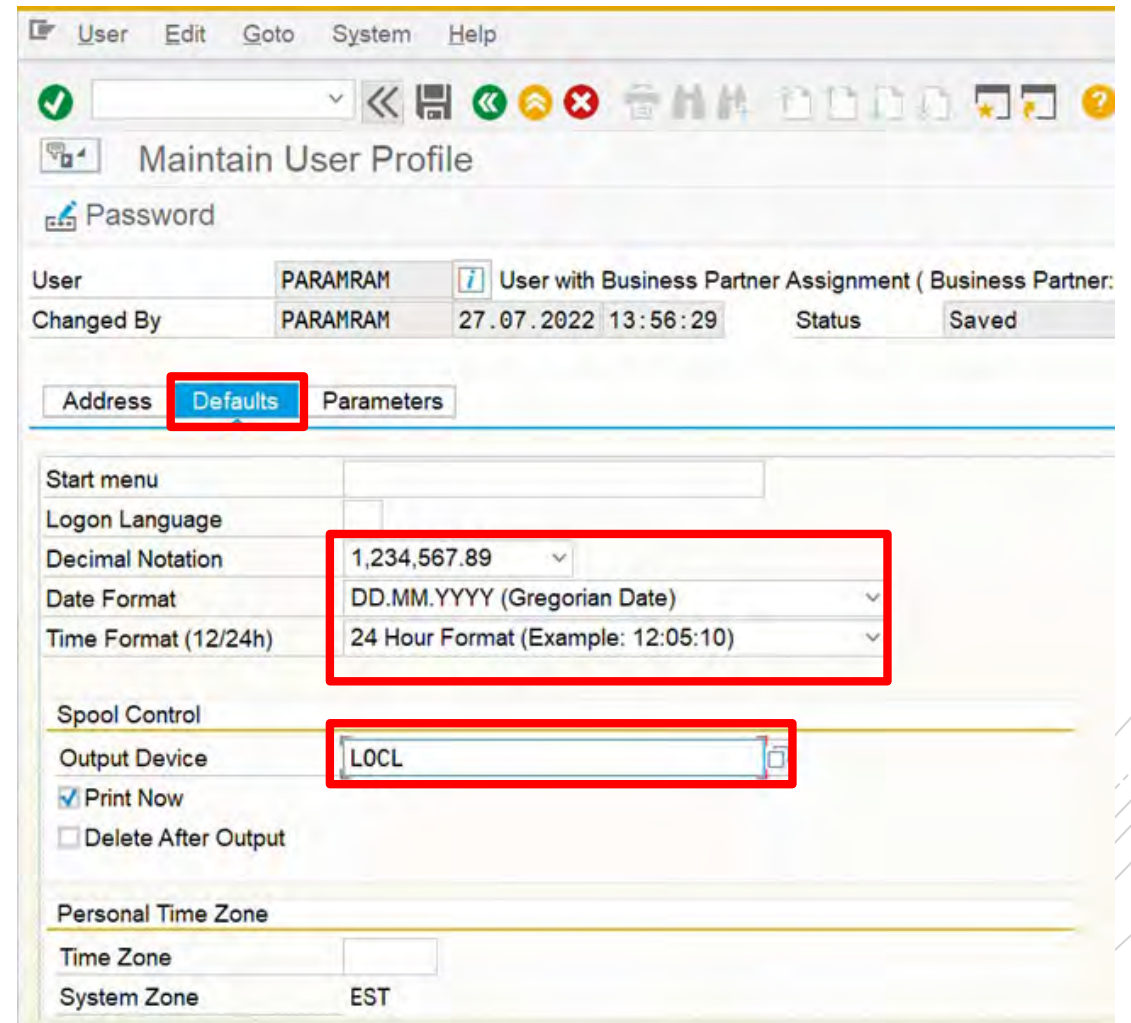
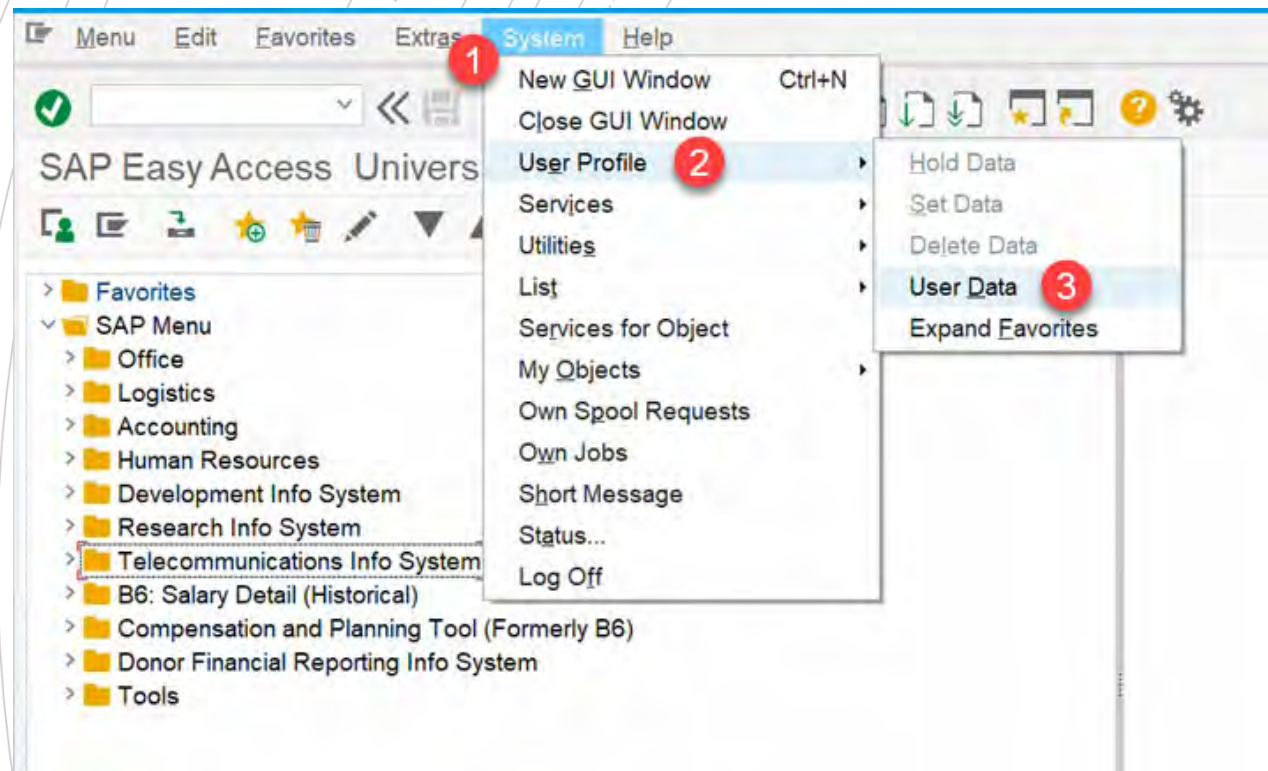



[Click here](#) to for a simulation on how to email SAP reports.



# Changing your Default Printer Code Settings

To save time and keystrokes when printing, users can update their default printer code (and other defaults).



 [Click here](#) to for a simulation on how to change AMS default printer settings.

DEMO



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# Post Go Live Support



Questions regarding troubleshooting technical issues with printing (e.g. network printer not showing):

[Submit ticket to ESC](#)

Question regarding printing FIS printing:

- [contact FAST Team representatives](#) OR
- [FAST.help@utoronto.ca](mailto:FAST.help@utoronto.ca)

