How to send PDF files for weekly batches.

Log in to GUI.
General Systems
Work with Spooled files.
Your current reports are at the top.

Highlight your files.

Save as PDF

Find the drive and file that you are saving your batches in.
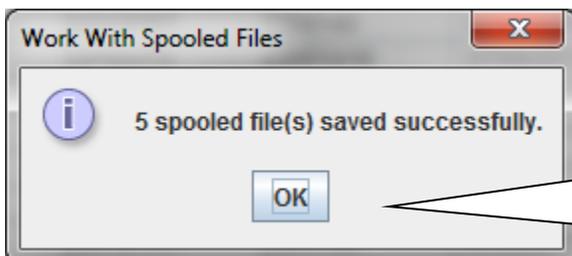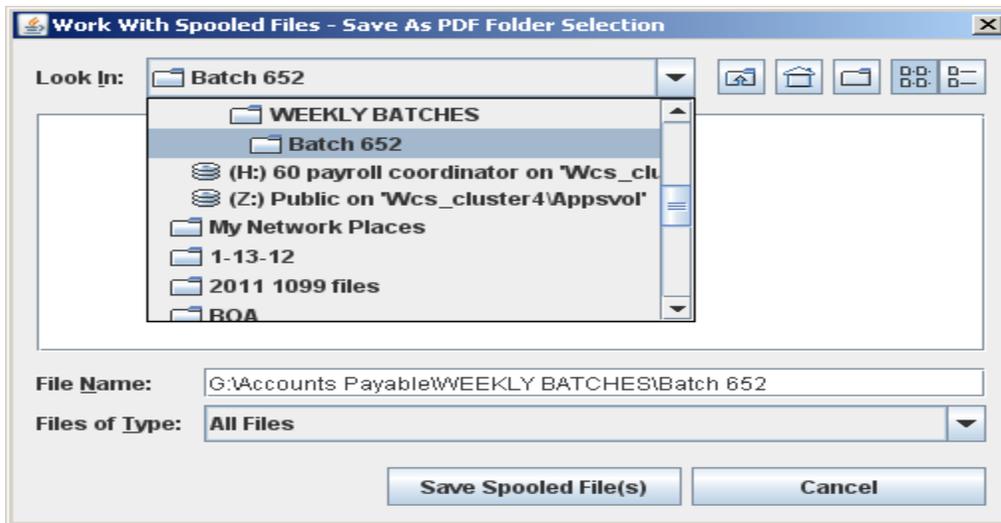
Next message verifies that the files have been saved.

Only 4 spool files will be generated if there is not a due to due from report.

G:\Business\Web Page\Accounts Payable\7-30-15 How to send PDF files for w...

Send the email to the accounts payable email address

Subject line as follows: Check Run date

Batch ID and total

Attachments/Notes (Type only if applicable).

<u>Check Run 1-27-12 Batch CB65260 @ 372.50 Attachments/Notes</u>

and attach your reports.
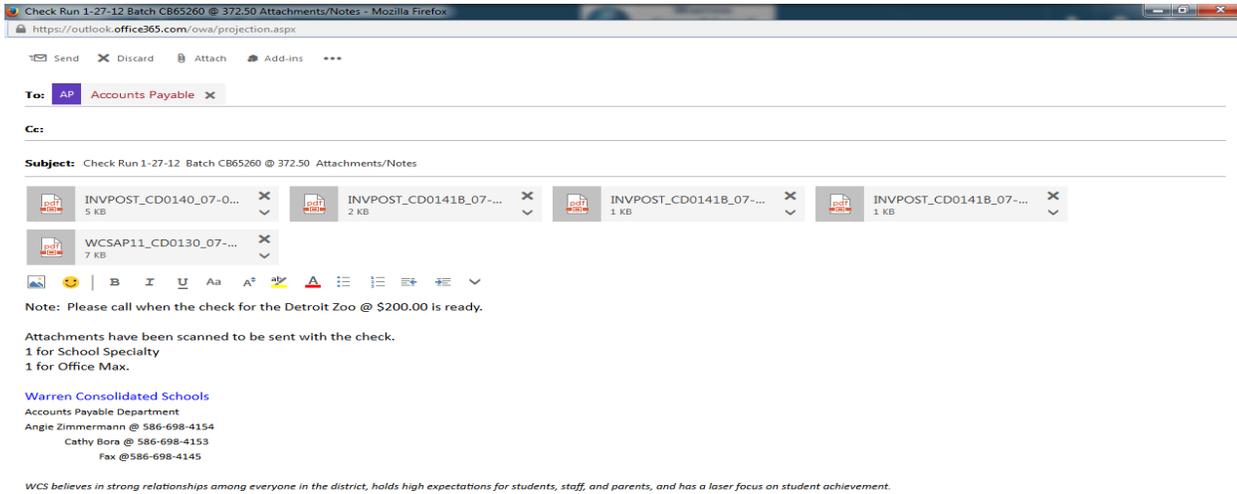
Attach the reports that were saved as pdf files from GUI by highlighting and selecting okay.

Highlight the files and select the OK button.