

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.

The screenshot shows the 'Work With Spooled Files' application window. The main area contains a table with columns: Title, Job Name, File Name, User Data, Create Date, Time, Page, Status, and Form Type. The table lists various reports such as 'CASH DISBURSEMENTS JOURNAL', 'COMPUTER POSTING ERROR REPORT', and 'INVOICE EDIT LISTING'. At the bottom of the window, there is a toolbar with buttons for 'Delete', 'Refresh', 'Save as PDF', 'Save as Text', 'Recreate Form Overlay', and 'Form overlay'. A callout bubble points to the 'Save as PDF' button.

Find the drive and file that you are saving your batches in.

The screenshot shows the 'Save As PDF Folder Selection' dialog box. The 'Look In' field shows 'Batch 652' under the 'WEEKLY BATCHES' folder. The 'File Name' field contains 'G:\Accounts Payable\WEEKLY BATCHES\Batch 652'. The 'Files of Type' field is set to 'All Files'. There are 'Save Spooled File(s)' and 'Cancel' buttons at the bottom.

The screenshot shows a message box titled 'Work With Spooled Files' with the text '5 spooled file(s) saved successfully.' and an 'OK' button.

Next message verifies that the files have been saved.

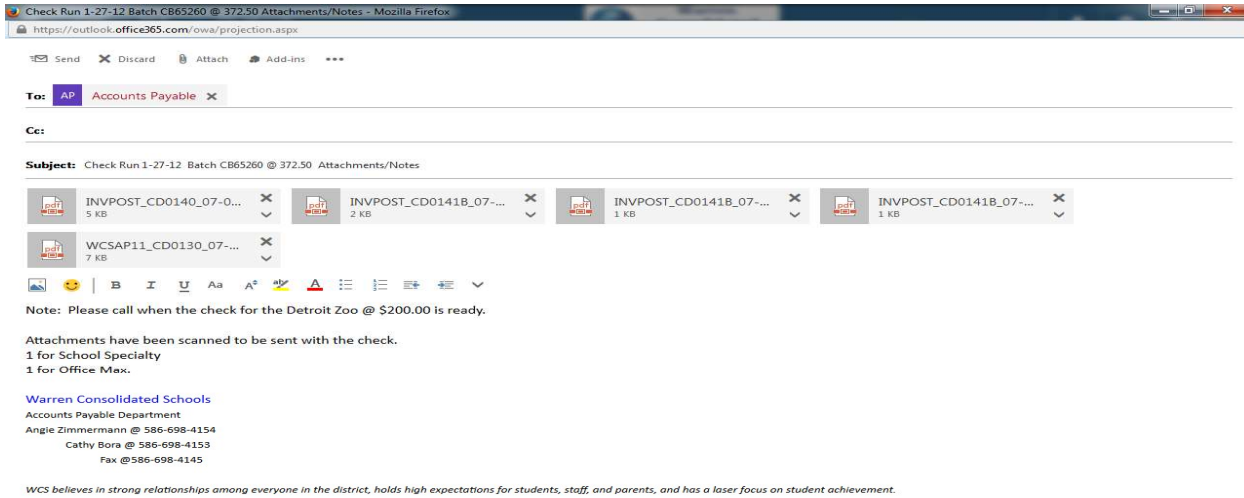
Only 4 spool files will be generated if there is not a due to due from report.

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).

Check Run 1-27-23 Batch CB65260 @ 372.50 Attachments/Notes

and attach your reports.



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

