

## 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.

Macomb Intermediate School District  
information service  
Work With Spooled Files

Title	Job Name	File Name	User Data	Create Date	Time	
CASH DISBURSEMENTS JOURNAL	INVPOST	QSYSPT	CD0140	02/15/2012	12:58:17	
COMPUTER POSTING ERROR REPORT	INVPOST	QSYSPT	CD0141B	02/15/2012	12:58:17	
CASH DISBURSEMENTS DUE TO/DUE FROM	INVPOST	QPRINTS	CD0141B	02/15/2012	12:58:17	1 *READY 2501
MANUAL POSTING ERROR REPORT	INVPOST	QSYSPT	CD0141B	02/15/2012	12:58:17	1 *READY 2501
INVOICE EDIT LISTING	WCSAP11	QSYSPT	CD0130	02/15/2012	12:58:17	2 *READY 2501
DETAIL CHECK REGISTER BY FUND	CD0502	QSYSPT	CD0502	02/14/2012	16:10:35	29 *READY 2501
BALANCING CHECK REGISTER	CD0345	QSYSPT	CD0345	02/14/2012	16:01:44	6 *READY 2501
BALANCING CHECK REGISTER	CD0345	QSYSPT	CD0345	02/14/2012	16:01:30	2 *READY 2501
INVOICE EDIT LISTING	WCSAP11	QSYSPT	CD0130	02/13/2012	15:35:58	2 *READY 2501
Accounts Payable Checks	QPRTJOB	FMGLASER	CD0240L	02/13/2012	08:58:32	1 *READY WCSAP101V
Accounts Payable Checks	QPRTJOB	FMGLASER	CD0240L	02/13/2012	08:59:31	1 *READY WCSAP101V
Accounts Payable Checks	PRINTCHK8	QSYSPT	CD0240L	02/13/2012	08:57:46	98 *HELD WCSAP101
MANUAL POSTING ERROR REPORT	INVPOST	QSYSPT	CD0141B	02/13/2012	08:40:27	1 *READY 2501
CASH DISBURSEMENTS JOURNAL	INVPOST	QSYSPT	CD0140	02/13/2012	08:40:26	6 *READY 2501
CASH DISBURSEMENTS DUE TO/DUE FROM	INVPOST	QPRINTS	CD0141B	02/13/2012	08:40:26	1 *READY 2501
COMPUTER POSTING ERROR REPORT	INVPOST	QSYSPT	CD0141B	02/13/2012	08:40:26	1 *READY 2501
INVOICE EDIT LISTING	WCSAP11	QSYSPT	CD0130	02/13/2012	08:46:15	4 *READY 2501
INVOICE EDIT LISTING	WCSAP11	QSYSPT	CD0130	02/13/2012	08:41:27	4 *READY 2501
Accounts Payable Checks	QPRTJOB	FMGLASER	CD0240L	02/10/2012	08:48:33	1 *READY WCSAP505V
Accounts Payable Checks	QPRTJOB	FMGLASER	CD0240L	02/10/2012	08:40:31	1 *READY WCSAP505V
Accounts Payable Checks	PRINTCHK8	QSYSPT	CD0240L	02/10/2012	08:47:57	1 *READY WCSAP505V
Accounts Payable Checks	PRINTCHK8	QSYSPT	CD0240L	02/10/2012	08:47:57	1 *READY WCSAP505V
INVOICE SELECTION REPORT	SELINV	QSYSPT	CD0201M	02/10/2012	08:47:57	1 *READY WCSAP505V
INVOICE EDIT LISTING	WCSAP11	QSYSPT	CD0130	02/09/2012	12:04:14	3 *READY 2501
INVOICE EDIT LISTING	WCSAP11	QSYSPT	CD0130	02/09/2012	12:04:14	3 *READY 2501
JOURNAL EDIT FOR	FI0250	QPRINT	FI0250	02/08/2012	12:04:08	2 *READY 2501
JOURNAL EDIT FOR	FI0250	QPRINT	FI0250	02/08/2012	12:04:08	2 *READY 2501
JOURNAL EDIT DUE TO/DUE FROM	FI0250	QPRINTS	FI0250	02/08/2012	12:04:08	2 *READY 2501
JOURNAL EDIT FOR	FI0250	QPRINT	FI0250	02/08/2012	12:04:08	2 *READY 2501
JOURNAL EDIT DUE TO/DUE FROM	FI0250	QPRINTS	FI0250	02/08/2012	12:04:08	2 *READY 2501
JOURNAL EDIT FOR	FI0250	QPRINT	FI0250	02/08/2012	12:04:08	2 *READY 2501
JOURNAL EDIT DUE TO/DUE FROM	FI0250	QPRINTS	FI0250	02/08/2012	12:04:14	1 *READY 2501
JOURNAL EDIT FOR	FI0250	QPRINT	FI0250	02/08/2012	12:04:14	3 *READY 2501
JOURNAL EDIT DUE TO/DUE FROM	FI0250	QPRINTS	FI0250	02/08/2012	12:04:08	1 *READY 2501
JOURNAL EDIT DUE TO/DUE FROM	FI0250	QPRINTS	FI0250	02/08/2012	12:04:08	2 *READY 2501
JOURNAL EDIT FOR	FI0250	QPRINT	FI0250	02/08/2012	12:04:08	2 *READY 2501
INVOICE EDIT LISTING	WCSAP11	QSYSPT	CD0130	02/08/2012	11:52:12	3 *READY 2501
CHECK REPLACEMENT UPDATE - BY USER	RPLUPDATE	QSYSPT	CD0385	02/07/2012	15:07:30	1 *READY 2501
Accounts Payable Checks - Replacement	QPRTJOB	FMGLASER	CD0383	02/07/2012	14:47:12	1 *READY WCSAP505V
Accounts Payable Checks - Replacement	QPRTJOB	FMGLASER	CD0383	02/07/2012	14:47:12	1 *READY WCSAP505V

Buttons: Delete, Refresh, Save as PDF, Save as Text, Recreate Form Overlay, Form Overlay

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

Work With Spooled Files - Save As PDF Folder Selection

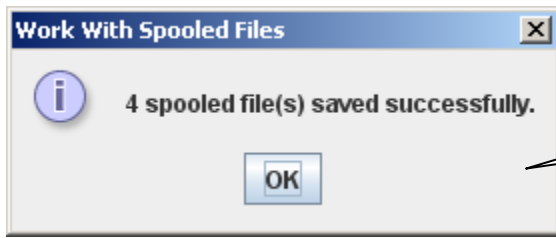
Look In: Batch 652

- WEEKLY BATCHES
- Batch 652
- (H:) 60 payroll coordinator on 'Wcs\_clu
- (Z:) Public on 'Wcs\_cluster4\Appsvol'
- My Network Places
- 1-13-12
- 2011 1099 files
- BOA

File Name: G:\Accounts Payable\WEEKLY BATCHES\Batch 652

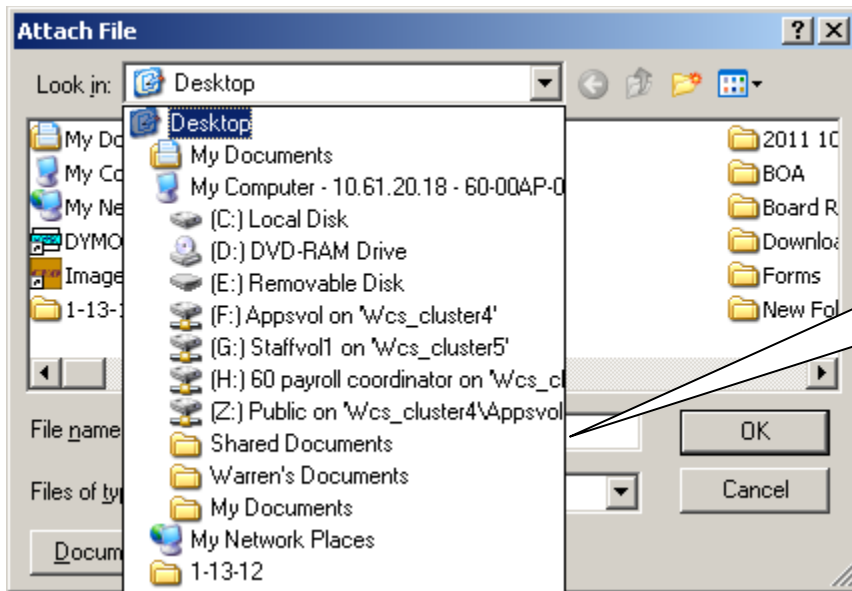
Files of Type: All Files

Buttons: Save Spooled File(s), Cancel

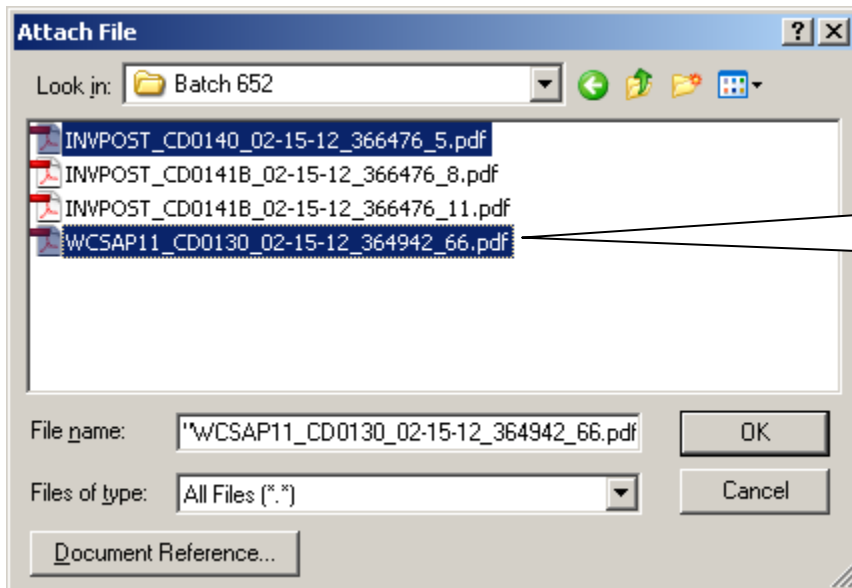


Next message verifies that the files have been saved.

Send the email in with the subject line as instructed and attach your reports.



Find where you placed your file.



Highlight the CD0140 and CD0130 and select the OK button.

Process for E-mailing the Check Run Batches.

The screenshot shows an email client window titled "Mail To: Bora, Cathy". The "Subject" field contains "Check run 1-27-12. Batch CB64974 @ 907.88 Attachments/Notes". The body text includes a note about a check for Big Apple Bagels and a list of attachments: "1 for School specialty" and "1 for Office Max.". Two PDF attachments are visible at the bottom: "INVPOST\_C..." and "WCSAP11...".

Address the Subject line as follows:

- Check Run date
- Batch ID and total
- Attachments/Notes (Type only if applicable).

• Explain the attachment and/or notes.

Using GUI save as PDF files.

- The Invoice Edit (CD0130)
- Cash Disbursements Journal (Inv post CD0140)

Attach to the email.

Batches are due on Wednesday by noon.