

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.

MSD Information Services for WARREN CONSOLIDATED - WCSAP11

Macomb Intermediate School District
Information service

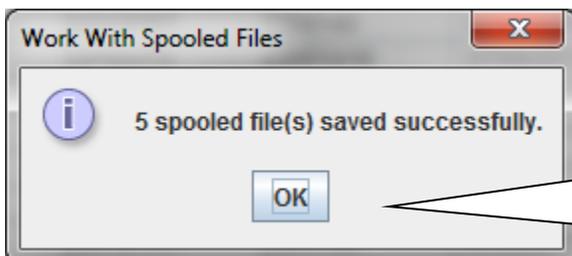
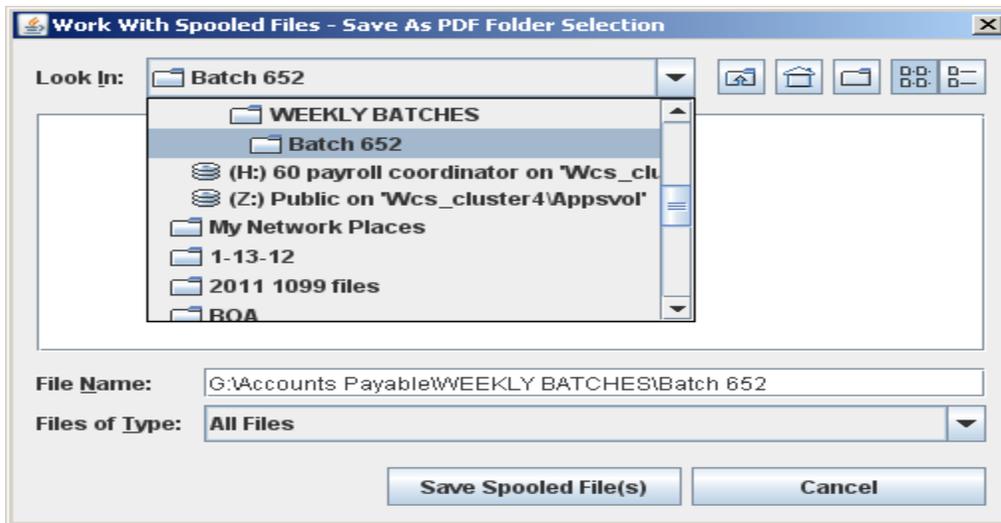
Work With Spooled Files

Spooled File List

| Title | Job Name | File Name | User Data | Create Date | Time | Pages | Status | Form Type |
|---------------------------------------|-----------|-----------|-----------|-------------|----------|-------|--------|-----------|
| CASH DISBURSEMENTS JOURNAL | INVPOST | QSYSPRT | CD0140 | 07/07/2015 | 16:56:49 | | READY | 2501 |
| CASH DISBURSEMENTS DUE TO/DUE FROM | INVPOST | QPRINTS | CD0141B | 07/07/2015 | 16:56:49 | | READY | 2501 |
| COMPUTER POSTING ERROR REPORT | INVPOST | QSYSPRT | CD0141B | 07/07/2015 | 16:56:49 | 1 | READY | 2501 |
| MANUAL POSTING ERROR REPORT | INVPOST | QSYSPRT | CD0141B | 07/07/2015 | 16:56:49 | 1 | READY | 2501 |
| INVOICE EDIT LISTING | WCSAP11 | QSYSPRT | CD0130 | 07/07/2015 | 16:54:27 | 5 | READY | 2501 |
| JOURNAL EDIT DUE TO/DUE FROM | FI0250 | QPRINTS | FI0250 | 07/07/2015 | 11:12:41 | 1 | READY | 2501 |
| JOURNAL EDIT FOR | FI0250 | QPRINT | FI0250 | 07/07/2015 | 11:12:41 | 2 | READY | 2501 |
| CASH RECEIPTS HISTORY REPORT | AR0370 | QSYSPRT | AR0370 | 07/07/2015 | 09:38:38 | 17 | READY | 2501 |
| CASH RECEIPTS HISTORY REPORT | AR0370 | QSYSPRT | AR0370 | 07/07/2015 | 09:20:35 | 46 | READY | 2501 |
| ACCOUNTS PAYABLE UPDATE | CHKLUPD | QSYSPRT | CD0400B | 07/06/2015 | 16:25:52 | 1 | READY | 2501 |
| Accounts Payable Checks | QPRTJOB | FMGLASER | CD0240L | 07/06/2015 | 16:17:20 | 1 | READY | WCSAP120V |
| Accounts Payable Checks | PRINTCHK9 | QSYSPRT | CD0240L | 07/06/2015 | 16:12:42 | 76 | HELD | WCSAP120 |
| CURRENT CHECK REGISTER - BY BANK | CD0515 | QSYSPRT | CD0515 | 07/06/2015 | 16:11:42 | 10 | READY | 2501 |
| CURRENT CHECK REGISTER - BY BANK | CD0515 | QSYSPRT | CD0515 | 07/06/2015 | 16:11:38 | 3 | READY | 2501 |
| DETAIL CHECK REGISTER | APDETREG | QSYSPRT | CD0230 | 07/06/2015 | 16:11:34 | | | |
| CHECK RUN CREDIT BALANCES/ZERO CHECKS | ASSIGN# | QSYSPRT | CD0225 | 07/06/2015 | 16:11:11 | | | |
| SUMMARY CHECK REGISTER | ASSIGN# | QSYSPRT | CD0231 | 07/06/2015 | 16:11:11 | | | |
| INVOICE SELECTION REPORT | SELINV | QSYSPRT | CD0201M | 07/06/2015 | | | | |
| OPEN ITEMS DETAIL REPORT BY DUE DATE | CD0165 | QSYSPRT | CD0165 | 07/06/2015 | | | | |
| OPEN ITEMS LIST BY DUE DATE | WCSAP11 | QSYSPRT | CD0160 | 07/06/2015 | | | | |
| OPEN ITEM LIST BY VENDOR NAME | WCSAP11 | QSYSPRT | CD0170 | 07/06/2015 | | | | |
| CASH DISBURSEMENTS JOURNAL | INVPOST | QSYSPRT | CD0140 | 07/06/2015 | | | | |
| CASH DISBURSEMENTS DUE TO/DUE FROM | INVPOST | QPRINTS | CD0141B | 07/06/2015 | | | | |
| COMPUTER POSTING ERROR REPORT | INVPOST | QSYSPRT | CD0141B | 07/06/2015 | | | | |
| MANUAL POSTING ERROR REPORT | INVPOST | QSYSPRT | CD0141B | 07/06/2015 | | | | |
| P.O. LISTING BY REQUESTED BY - OPEN | PO0365 | QSYSPRT | PO0365 | 07/06/2015 | | | | |
| P.O. RECEIVED/PAYAP PAID COMPARISON | PO0480 | QSYSPRT | PO0480 | 07/06/2015 | | | | |
| INVOICE EDIT LISTING | WCSAP11 | QSYSPRT | CD0130 | 07/06/2015 | | | | |
| VOID CHECK UPDATE - DUE TO/DUE FROM | LPDVOID | QPRINTS | CD0452B | 07/06/2015 | | | | |
| VOID CHECK UPDATE - POSTING REPORT | LPDVOID | QSYSPRT | CD0452B | 07/06/2015 | | | | |
| VOID CHECK SUMMARY REGISTER | WCSAP11 | QSYSPRT | CD0453 | 07/06/2015 | | | | |
| VOID CHECK EDIT LISTING | WCSAP11 | QSYSPRT | CD0451 | 07/06/2015 | 13:27:50 | | | |
| BALANCING CHECK REGISTER | CD0345 | QSYSPRT | CD0345 | 07/06/2015 | 13:27:36 | 3 | READY | 2501 |
| DETAIL CHECK REGISTER BY FUND | CD0502 | QSYSPRT | CD0502 | 07/06/2015 | 13:27:22 | 87 | READY | 2501 |
| BALANCING CHECK REGISTER | CD0345 | QSYSPRT | CD0345 | 07/06/2015 | 13:27:01 | 2 | READY | 2501 |
| BALANCING CHECK REGISTER | CD0345 | QSYSPRT | CD0345 | 07/06/2015 | 13:24:06 | 3 | READY | 2501 |
| ACCOUNTS PAYABLE UPDATE | CHKLUPD | QSYSPRT | CD0515 | 07/06/2015 | 13:23:58 | 1 | READY | 2501 |
| CURRENT CHECK REGISTER - BY BANK | CD0515 | QSYSPRT | CD0515 | 07/06/2015 | 13:23:12 | 2 | READY | 2501 |
| CURRENT CHECK REGISTER - BY BANK | CD0515 | QSYSPRT | CD0515 | 07/06/2015 | 13:23:08 | 2 | READY | 2501 |
| DETAIL CHECK REGISTER | APDETREG | QSYSPRT | CD0230 | 07/06/2015 | 13:23:05 | 2 | READY | 2501 |
| SUMMARY CHECK REGISTER | ASSIGN# | QSYSPRT | CD0231 | 07/06/2015 | 13:23:04 | 2 | READY | 2501 |
| INVOICE SELECTION REPORT | SELINV | QSYSPRT | CD0201M | 07/06/2015 | 13:22:33 | 2 | READY | 2501 |
| CASH DISBURSEMENTS JOURNAL | INVPOST | QSYSPRT | CD0140 | 07/06/2015 | 13:22:17 | 3 | READY | 2501 |
| COMPUTER POSTING ERROR REPORT | INVPOST | QSYSPRT | CD0141B | 07/06/2015 | 13:22:17 | 1 | READY | 2501 |
| CASH DISBURSEMENTS DUE TO/DUE FROM | INVPOST | QPRINTS | CD0141B | 07/06/2015 | 13:22:17 | 1 | READY | 2501 |
| MANUAL POSTING ERROR REPORT | INVPOST | QSYSPRT | CD0141B | 07/06/2015 | 13:22:17 | 1 | READY | 2501 |
| INVOICE EDIT LISTING | WCSAP11 | QSYSPRT | CD0130 | 07/06/2015 | 13:21:08 | 3 | READY | 2501 |

Save as PDF

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



Next message verifies that the files have been saved.

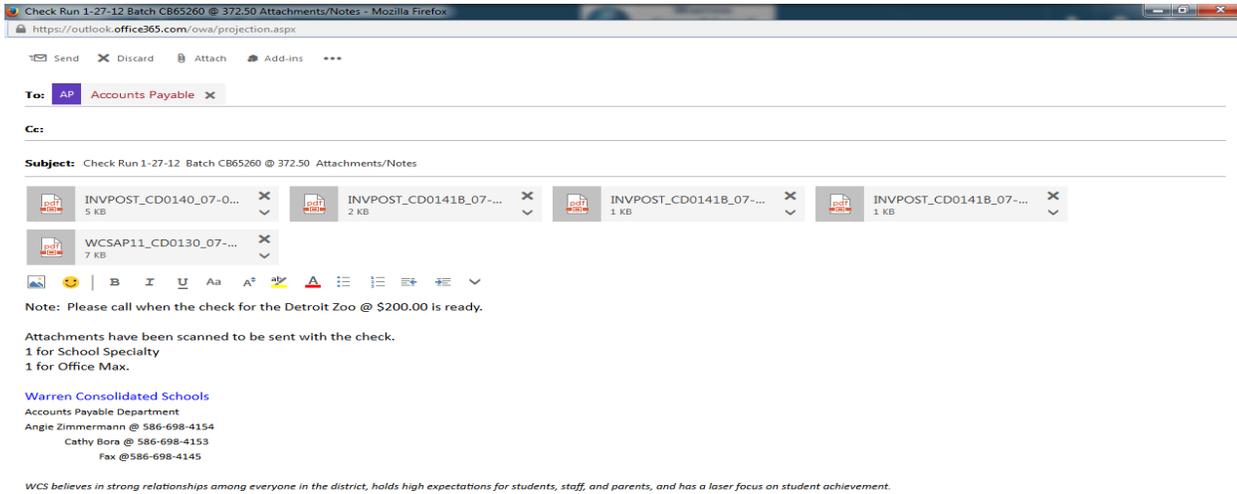
Only 4 spool files will be generated if there is not a due to due from report.

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 1-27-12 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.

