

## HOW TO SAVE SPOOLED FILES AS PDF FILES FOR E-MAIL ATTACHMENTS, ETC.

Not all reports in Munis allow an automatic display and save of a report to a pdf file. If this button on the toolbar is not available, you are not able to save the report being viewed to a pdf file.



The instructions below demonstrate a very simple way to accomplish that. If you are saving your files to spool, then it's possible to create a ".pdf" file from the spooled file.

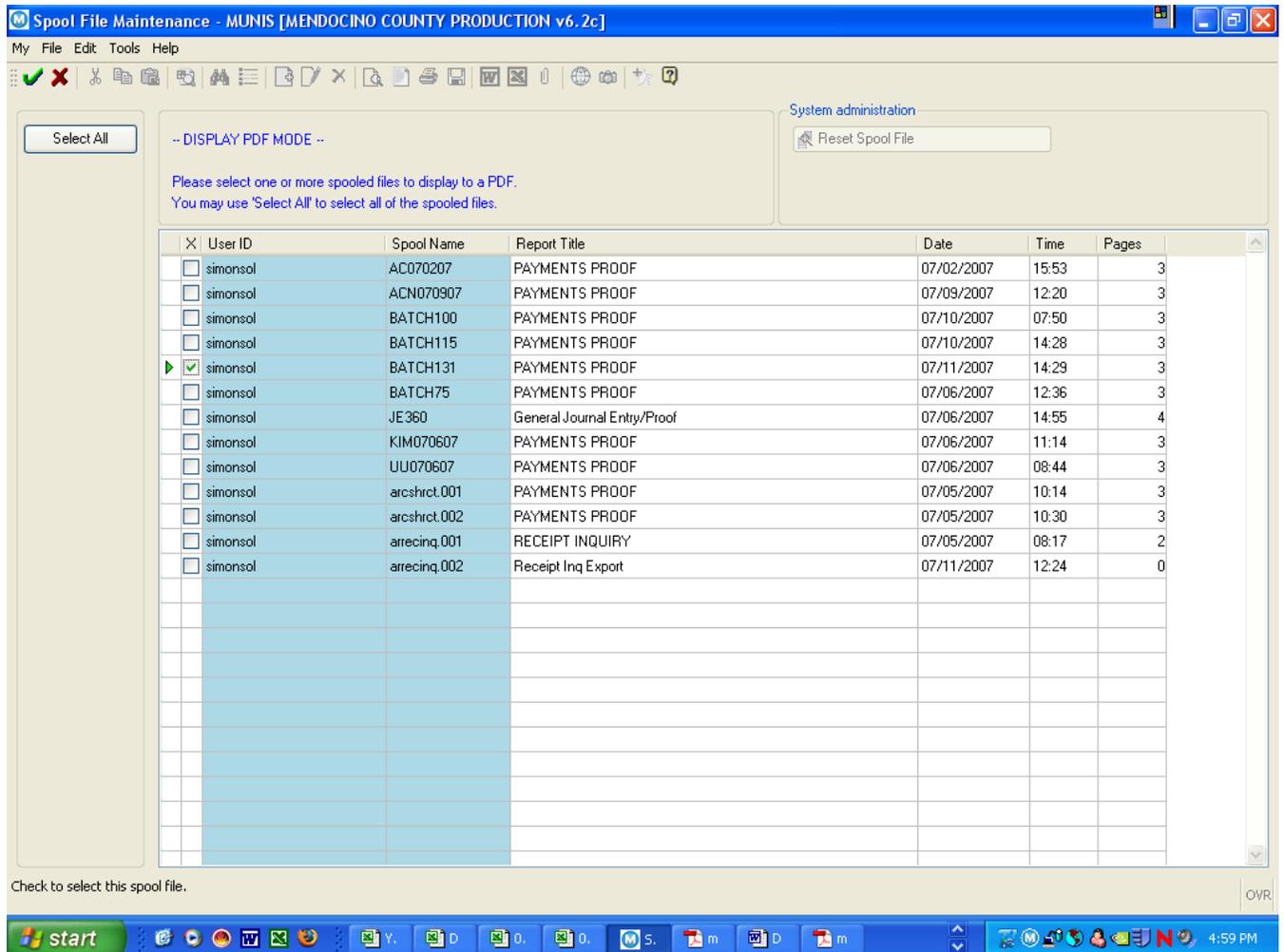
Your spooled files are found in:

Dept  
R. Spool F/M

A screenshot of the 'Spool File Maintenance' application window. The window title is 'Spool File Maintenance - MUNIS [MENDOCINO COUNTY PRODUCTION v6.2c]'. The interface includes a menu bar, a toolbar, and a main content area. On the left, there is a vertical menu with buttons: 'Mass Delete Files', 'Display Files', 'Display PDF Files', 'Print Files', and 'Output List'. The main area shows a table of spooled files. A red arrow points from the 'Display PDF Files' button to the table. The table has columns for 'User ID', 'Spool Name', 'Report Title', 'Date', 'Time', and 'Pages'.

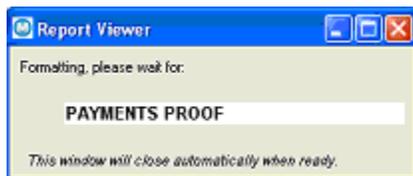
User ID	Spool Name	Report Title	Date	Time	Pages
simonsol	AC070207	PAYMENTS PROOF	07/02/2007	15:53	3
simonsol	ACN070907	PAYMENTS PROOF	07/09/2007	12:20	3
simonsol	BATCH100	PAYMENTS PROOF	07/10/2007	07:50	3
simonsol	BATCH115	PAYMENTS PROOF	07/10/2007	14:28	3
simonsol	BATCH131	PAYMENTS PROOF	07/11/2007	14:29	3
simonsol	BATCH75	PAYMENTS PROOF	07/06/2007	12:36	3
simonsol	JE 360	General Journal Entry/Proof	07/06/2007	14:55	4
simonsol	KIM070607	PAYMENTS PROOF	07/06/2007	11:14	3
simonsol	UU070607	PAYMENTS PROOF	07/06/2007	08:44	3
simonsol	arcshrcr.001	PAYMENTS PROOF	07/05/2007	10:14	3
simonsol	arcshrcr.002	PAYMENTS PROOF	07/05/2007	10:30	3
simonsol	arrecinq.001	RECEIPT INQUIRY	07/05/2007	08:17	2
simonsol	arrecinq.002	Receipt Inq Export	07/11/2007	12:24	0

Click the "Display PDF Files" button. You will then see the screen below.



Select the file you wish to convert and click the Accept  button.

You will briefly see the following small window. There's no need to edit anything in this window.



Adobe will open and your report will be displayed as below.

mu19347001.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 3 69.1% Find

07/11/2007 14:29:35

PAYMENTS PROOF PAGE 1 arcshtct

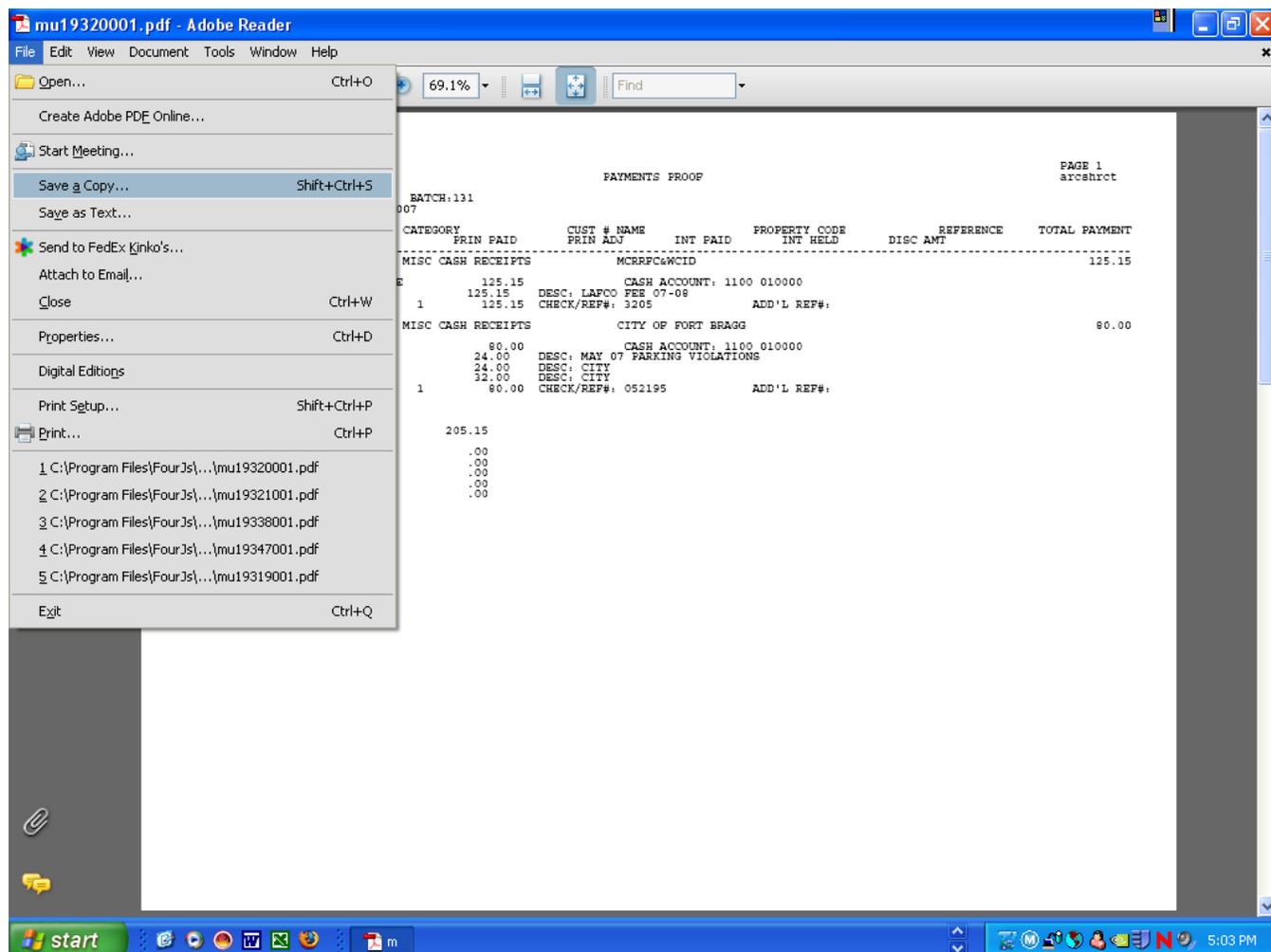
CLERK: simonsol BATCH:131  
 BATCH ENTRY DATE: 07/11/2007

RECEIPT YEAR	BILL TYPE	CATEGORY	PRIN PAID	CUST # NAME	INT PAID	PROPERTY CODE	REFERENCE	TOTAL PAYMENT
LINE CHARGE	DESCRIPTION			PRIN ADJ		INT HELD	DISC AMT	
428 2008	MS-	MISC CASH RECEIPTS						125.15
PROPERTY LOC: MCRRFCAWCID								
1 LP	LAPCO FEE		125.15			CASH ACCOUNT: 1100 010000		
2110	926390		125.15			DESC: LAPCO FEE 07-08		
1 CHECK		1	125.15			CHECK/REF#: 3205		ADD'L REP#:
429 2008	MS-	MISC CASH RECEIPTS						80.00
PROPERTY LOC: CITY OF FORT BRAGG								
1 AC-CITY	CITY		80.00			CASH ACCOUNT: 1100 010000		
2110	760247		24.00			DESC: MAY 07 PARKING VIOLATIONS		
2110	760248		24.00			DESC: CITY		
CD	922103		32.00			DESC: CITY		
1 CHECK		1	80.00			CHECK/REF#: 052195		ADD'L REP#:
TOTAL RECEIPTS			2					
TOTAL PAYMENTS				205.15				
TOTAL PRINCIPAL PAID				.00				
TOTAL PRINCIPAL ADJUSTED				.00				
TOTAL INTEREST PAID				.00				
TOTAL INTEREST HELD				.00				
TOTAL DISCOUNT AMOUNT				.00				

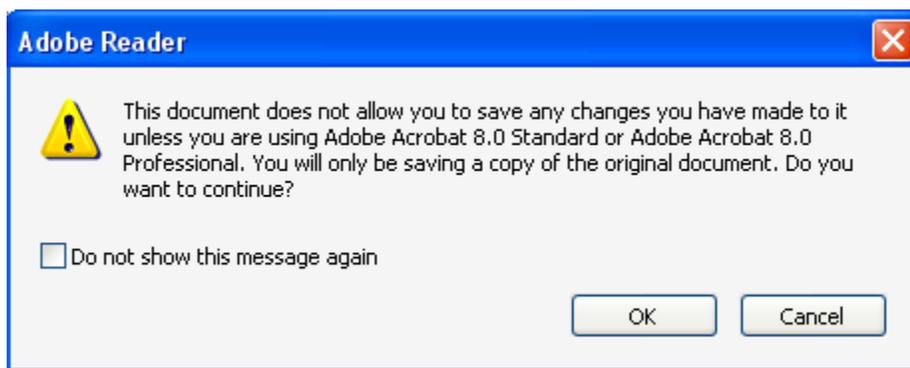
start

4:58 PM

Click File, "Save A Copy"

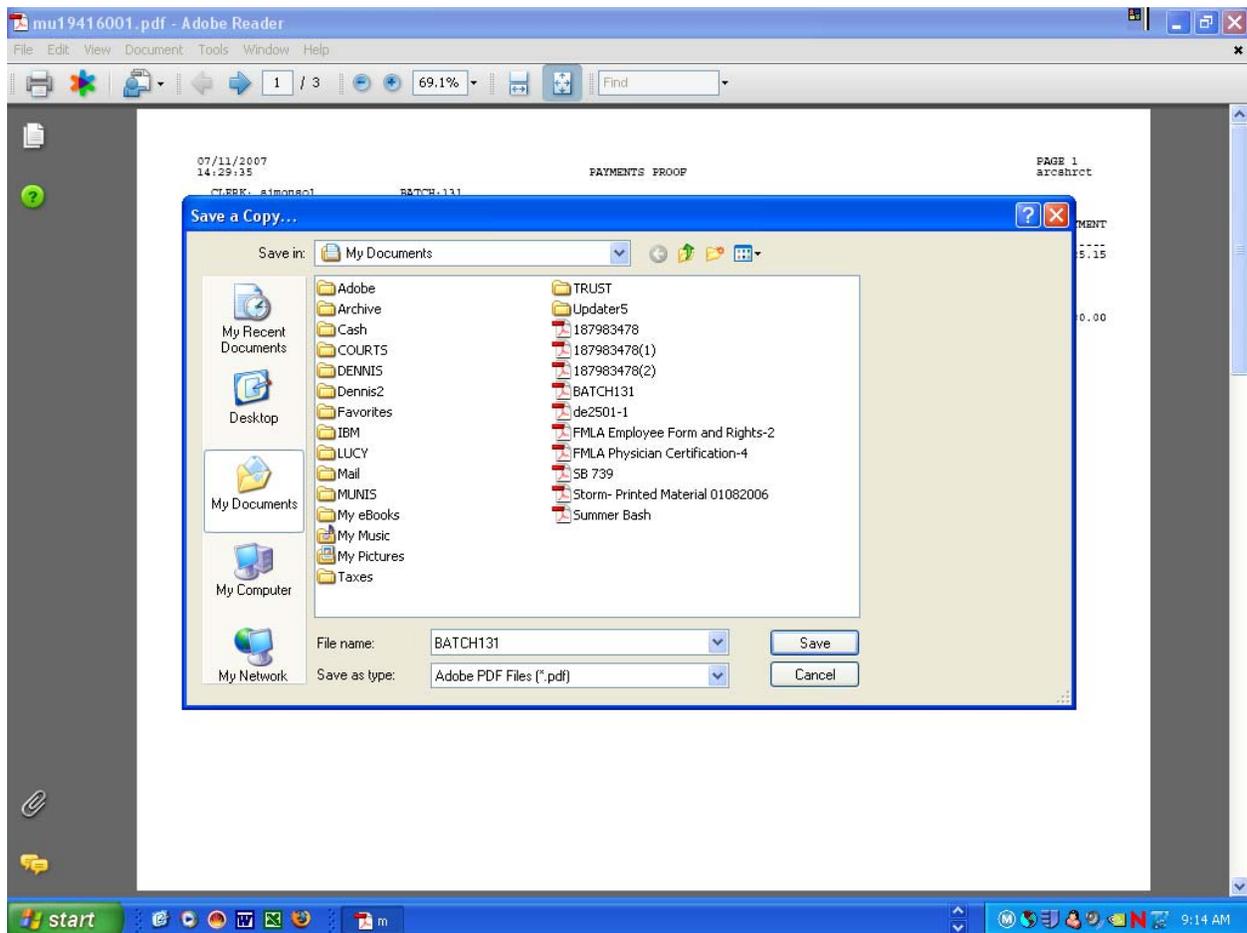


The following window will appear.



Click Ok. You may also check the "Don't show this message again" box if you wish first.

Choose the folder you wish to save your file in and enter the name you wish to save the file as and Save.



Done. The file may now be attached to an e-mail or other document.