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.
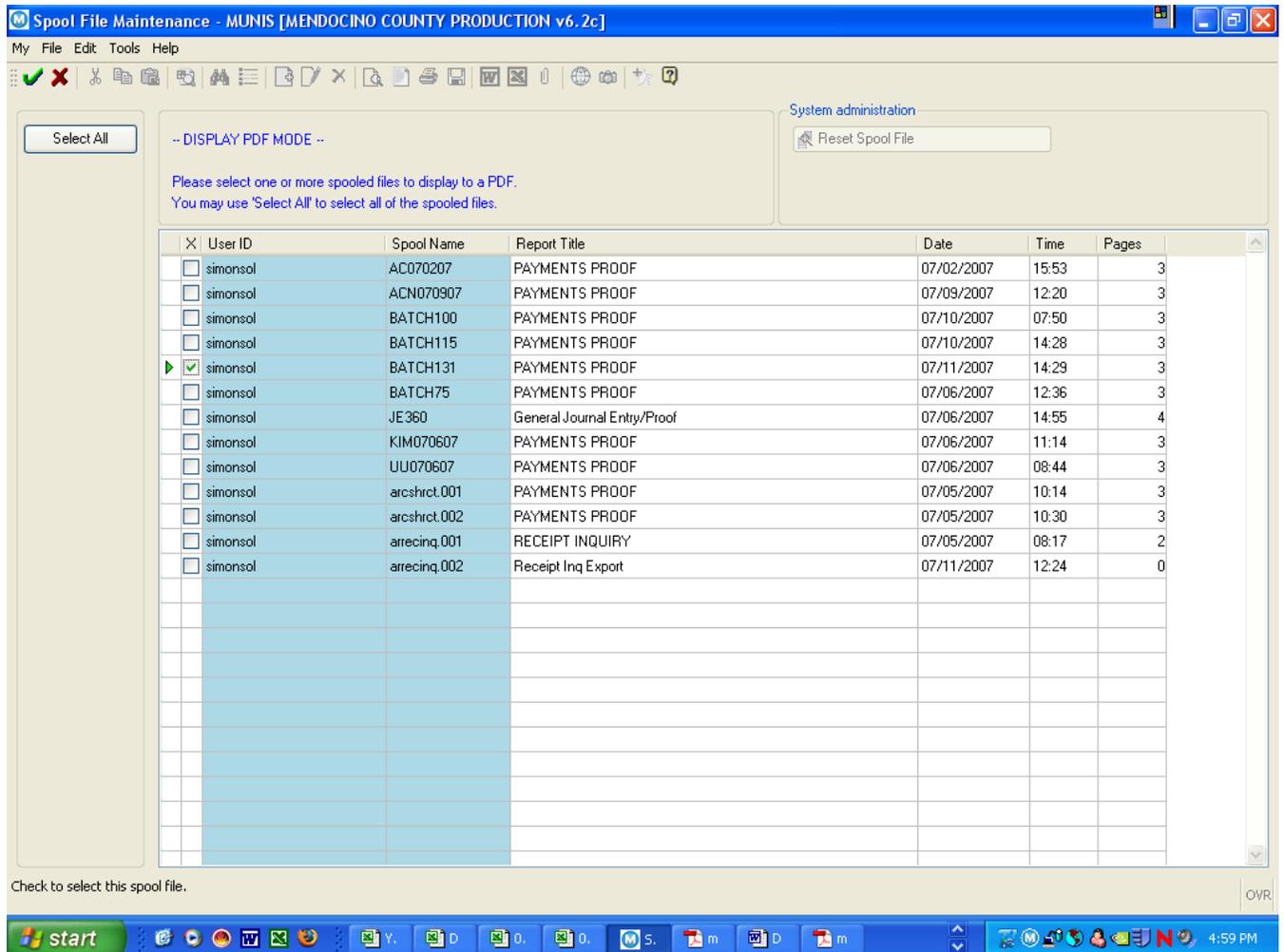
Your spooled files are found in:
> Dept
>> R. Spool F/M

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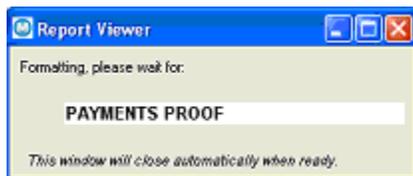
Adobe will open and your report will be displayed as below.

File Edit View Document Tools Window Help

1 / 3   69.1%   Find

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07/11/2007                                          PAYMENTS PROOF                                      PAGE 1
14:29:35                                                                                                arcshrct

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

RECEIPT YEAR       BILL TYPE CATEGORY              CUST # NAME            PROPERTY CODE        REFERENCE    TOTAL PAYMENT
  LINE CHARGE DESCRIPTION          PRIN PAID       PRIN ADJ     INT PAID      INT HELD     DISC AMT
-----------------------------------------------------------------------------------------------------------------------
   428 2008          MS-  MISC CASH RECEIPTS              MCRRFC&WCID                                         125.15
PROPERTY LOC:
       1 LF    LAFCO FEE              125.15                   CASH ACCOUNT: 1100 010000
         QI       926390              125.15     DESC: LAFCO FEE 07-08
         1 CHECK          1           125.15     CHECK/REF#: 3205            ADD'L REF#:

   429 2008          MS-  MISC CASH RECEIPTS              CITY OF FORT BRAGG                                   80.00
PROPERTY LOC:
       1 AC-CTY CITY                   80.00                   CASH ACCOUNT: 1100 010000
         2110     760247               24.00     DESC: MAY 07 PARKING VIOLATIONS
         2110     760248               24.00     DESC: CITY
         CD       923103               32.00     DESC: CITY
         1 CHECK          1            80.00     CHECK/REF#: 052195          ADD'L REF#:


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
```
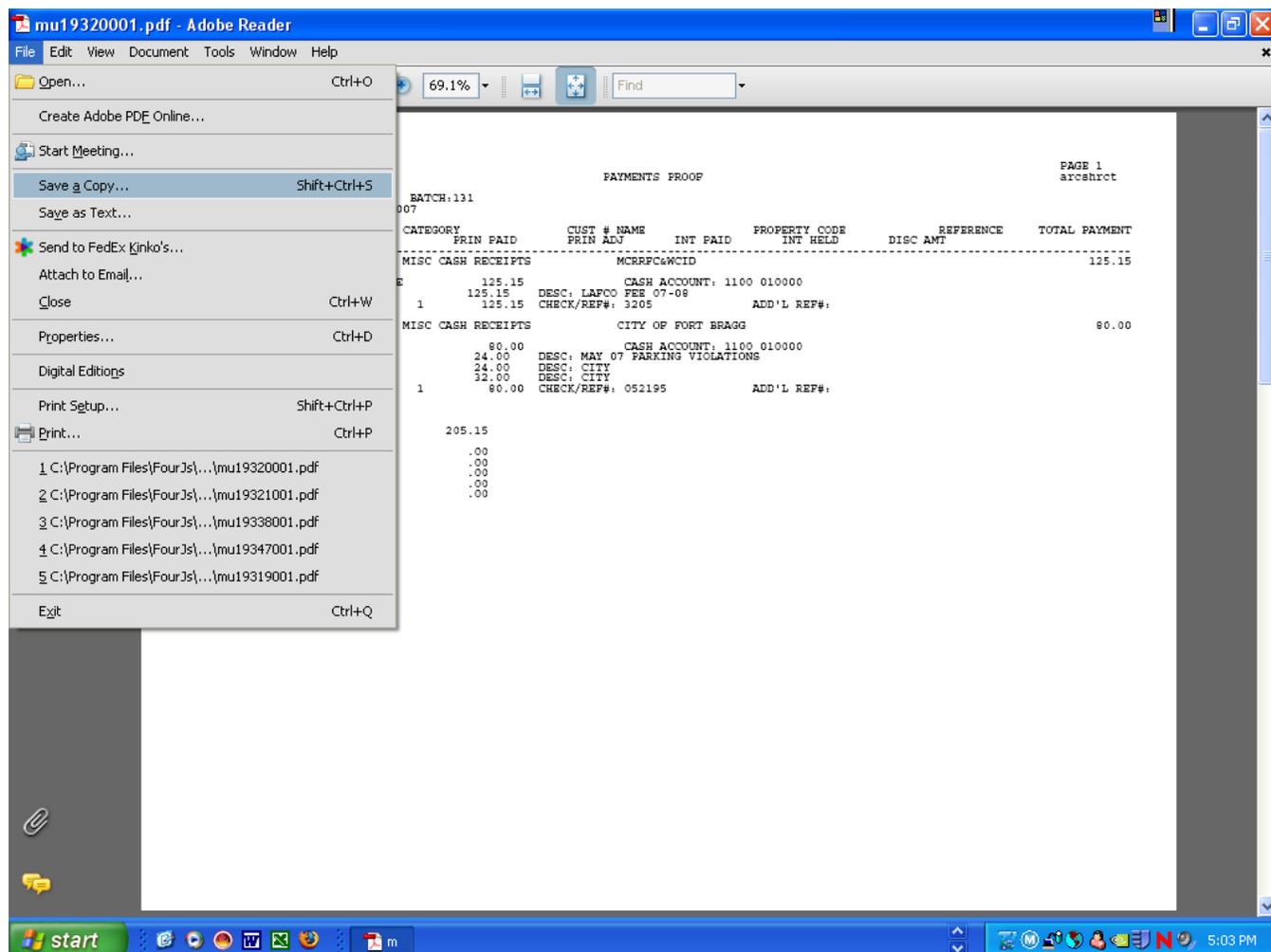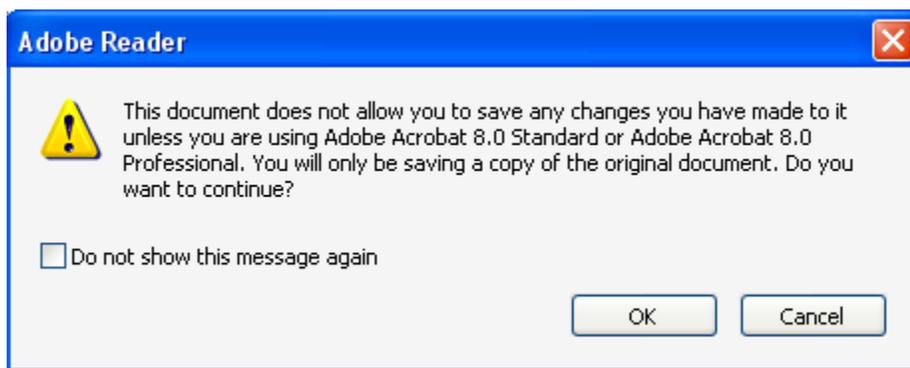
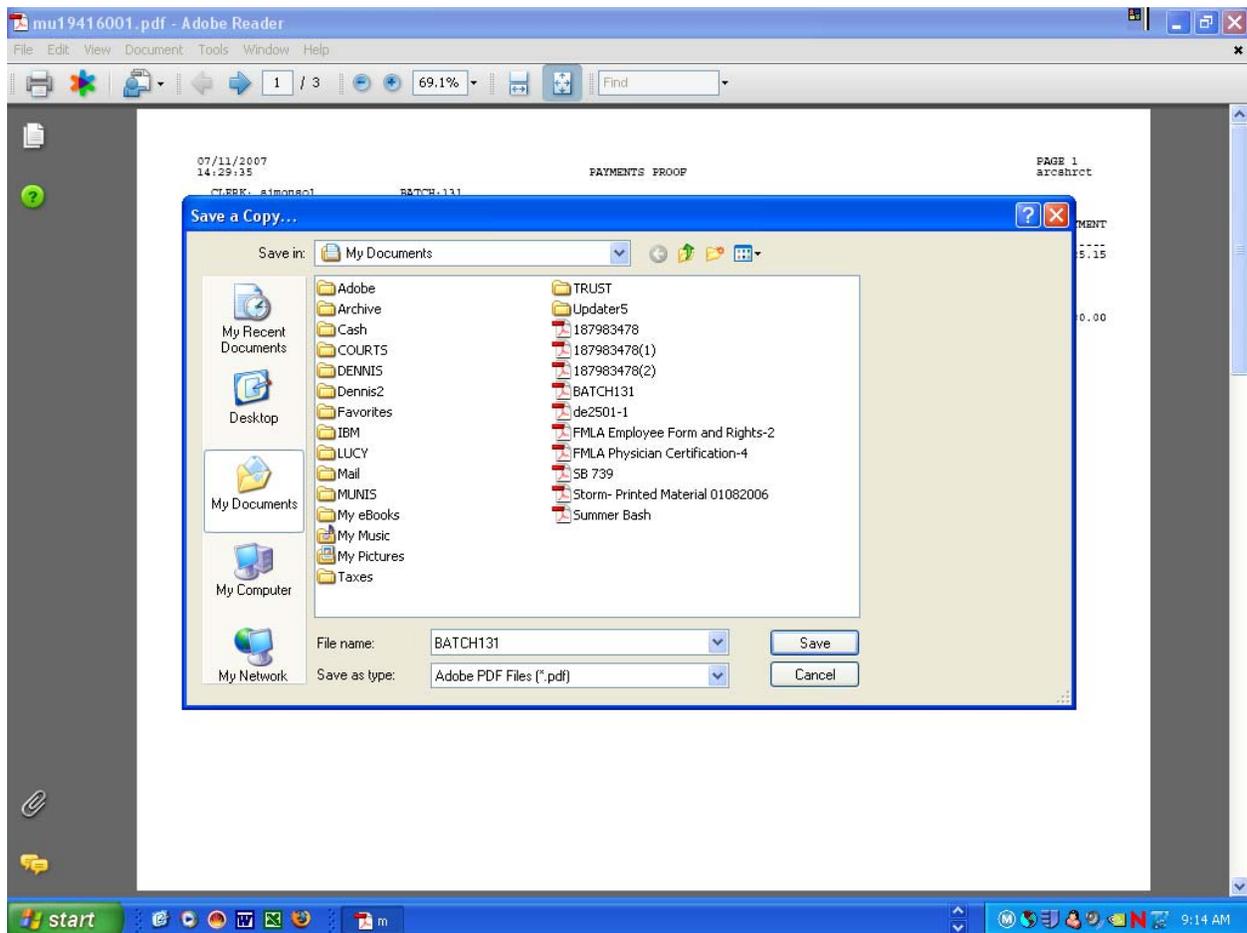Click File, "Save A Copy"

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.