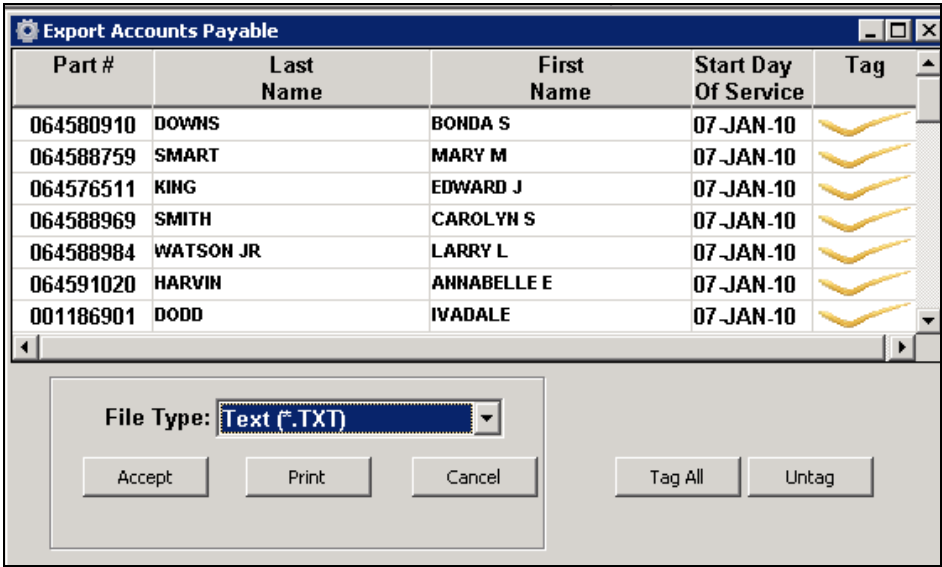


## Download and Email Accounts Payable Spreadsheet

	This quick reference guide outlines how to download a spreadsheet of accounts payable and email the file. Accounts payable can also be downloaded as a txt (text) or csv (comma separated values) file type. Finalizing payment (the green money bag in the Attend Module) <u>must</u> be completed before a file can be downloaded.
1.	After logging into Juror, click the Utility Module icon. The Utilities window will open.
2.	Click the <b>Utilities</b> menu item.
3.	Click <b>Download Accounts Payable</b> . The Export Accounts Payable screen will open. <div></div>
4.	Click the arrow to the right of the <b>File Type</b> field to view a list of available file types and select <b>Excel (*.XLS)</b> .
5.	Review the list of names and tag / untag if needed. (Only persons with a gold check mark in the <b>Tag</b> column will be included in the export.)
6.	Click <b>Print</b> if a hard copy of the Accounts Payable Download File is needed (sample attached).
7.	Click <b>Accept</b> . The File Export Complete dialog box will appear. <p><u>Note:</u> Once Accept is clicked, a copy cannot be created with the Print button. Clicking Accept clears the accounts payable download file.</p>
8.	Click <b>OK</b> . The Utilities window will appear.
9.	Click the <b>Utilities</b> menu item again.
10.	Click <b>Email</b> . The E-Mail Files screen will open.

11. Scroll through the **File Name** list and double click the needed file. The first two numbers are the year, the next two numbers are the month, the third two numbers are the date, and the last two numbers are the tally of files created that month (01, 02, 03, etc).  
The first spreadsheet created in January, and created on January 7, 2010, would have the file name of 10010701.xls.
12. After selecting the file, click **Send**. The file will be emailed to the address listed.
13. Click **OK** in the Message Sent dialog box which appears. The Utilities window will open.

## Accounts Payable Download File

Financial Audit No(s) : \_\_\_\_\_

**Sample**

Date : 03/10/10

Time : 09:31:30 AM

Part No	Pool	Name	Address	County Code	Start Date	Days	Net Pay	Donation Code
064590820	997100201	BANKS, BOBBY G	46 PINEWOOD DRIVE BANANA	97	03/05/10	1	\$35.00	
064590748	997100301	BARLOW, CHERYL A	PO BOX 272 WALNUT	97	03/12/10	1	\$50.00	
064589215	997100301	BARR, TRUMAN M	HCR 31, BOX 79 APRICOT	97	03/12/10	1	\$15.00	
001181048	997100301	BECK, VERNON W	169 RIVER RD UGLI	97	03/12/10	1	\$15.00	
064589112	997100301	BEST, BETTY R	212 SHADY LANE TOMATO	97	03/12/10	1	\$15.00	
064591985	997100301	BODIFORD, DAWN M	295 DREW 22 LANE PEACH	97	03/12/10	1	\$50.00	
064588377	997100301	BRIGGS, MICHAEL L	423 E LAFAYETTE ST TOMATO	97	03/12/10	1	\$15.00	
064590271	997100201	BRITTON, PAULINE N	137 E WATER ST MANGO	97	03/05/10	1	\$35.00	
001186242	997100301	BROOKS, BERNICE K	14696 VINEY GROVE RD WATERMELON	97	03/12/10	1	\$15.00	
001187144	997100301	BROWN, LESLIE L	1001 GEAN PLUM	97	03/12/10	1	\$15.00	
064592117	997100301	BROWN, ROBERT G	713 W JEFFERSON AVENUE HAZELNUT	97	03/12/10	1	\$50.00	
064591181	997100201	BUNCH, CHARLES R	3823 E ST HWY 150 POMEGRANATE	97	03/05/10	1	\$35.00	
064581645	997100301	CASTLEMAN, RICHARD L	600 DONIPHAN APT. 9 KUMQUAT	97	03/12/10	1	\$15.00	
064588898	997100301	DRAPER, TERESA A	P O BOX 27 PLUM	97	03/12/10	1	\$15.00	
001180333	997100301	DYER, PATRICIA L	P O BOX 264 GRAPEFRUIT	97	03/12/10	1	\$15.00	
064590610	997100301	EDDINGS, CARLEY J	RT. 1, BOX 436 PEANUT	97	03/12/10	1	\$15.00	
064588375	997100301	FLOYD, RUSSELL T	HC 80 BOX 275 PEAR	97	03/12/10	1	\$15.00	
064591860	997100301	FOW, CRYSTAL A	3652 BOND SPECIAL RD MACADAMIA	97	03/12/10	1	\$15.00	
064588807	997100301	FUQUA, NORMA L	1625 E 42ND ST APPLE	97	03/12/10	1	\$15.00	
064588754	997100301	GIBSON, LOYD L	205 TINA COVE MANGO	97	03/12/10	1	\$25.56	
064590420	997100301	GINN, MONICA L	908 N EDGEWATER DR KUMQUAT	97	03/12/10	1	\$15.00	
064589799	997100301	HALL, JAMES L	569 SANDS RD POMEGRANATE	97	03/12/10	1	\$15.00	
064590655	997100301	HAND, STEVEN B	388 N HOLLYWOOD AVENUE DATE	97	03/12/10	1	\$15.00	
064590383	997100301	HENDERSON, DEBORAH L	3 GIFFORD LANE ORANGE	97	03/12/10	1	\$15.00	
064584484	997100201	HENSON, RONALD L	2204 BOB HALL RD TANGERINE	97	03/05/10	1	\$35.00	
064590405	997100301	HENTON, MICHAEL A	110 PARKWAY BLACKBERRY	97	03/12/10	1	\$50.00	
064589479	997100301	HEUERMAN, BOBBY G	403 SE 8TH ST BANANA	97	03/12/10	1	\$15.00	
064579968	997100301	HURST, CLARENCE R	505 N 18TH ST BLUEBERRY	97	03/12/10	1	\$50.00	
064591543	997100301	INMAN, EDYTHE E	1958 HWY 62E STRAWBERRY	97	03/12/10	1	\$15.00	
064588246	997100301	JACKSON, DAVID	42 EAST RIDGE RD PECAN	97	03/12/10	1	\$15.00	
064588630	997100301	JANSSEN, HAROLD J	7209 GREERS FERRY ROAD BLUEBERRY	97	03/12/10	1	\$15.00	
064588904	997100301	KING, KATHIE Y	286 WILSON LAKE RD ORANGE	97	03/12/10	1	\$15.00	
064590715	997100301	KITCHENS, DANIEL L	818 LAFAYETTE 5 LIME	97	03/12/10	1	\$50.00	
064591562	997100301	KORDSMEIER, DANA L	P O BOX 1087 PERSIMMON	97	03/12/10	1	\$15.00	
001186137	997100301	LEWIS, APRIL G	P O BOX 51 PEANUT	97	03/12/10	1	\$15.00	
064589417	997100301	LEWIS JR, REGINA A	333 CRYSTAL VW DATE	97	03/12/10	1	\$50.00	
064589904	997100301	MARSHALL, SHERRY L	66 HARVARD RD PLUM	97	03/12/10	1	\$15.00	
064577260	997100301	MAXWELL, AMANDA J	721 PHILLIPS 346 RD PERSIMMON	97	03/12/10	1	\$50.00	
064588630	997100301	MCGUIRE, CHRISTOPHER M	525 RAINER RD TOMATO	97	03/12/10	1	\$50.00	
064591582	997100301	MCWILLIAMS, JAMES D	1266 MAIN STREET TOMATO	97	03/12/10	1	\$50.00	
064589047	997100301	MILLER, TIMOTHY L	207 W HOLLY TOMATO	97	03/12/10	1	\$15.00	
064589228	997100301	MILLER, VANESSA R	P O BOX 51 CASHEW	97	03/12/10	1	\$15.00	
064591348	997100301	NEWMAN, GERTRUDE A	2118 SW BROAD DATE	97	03/12/10	1	\$15.00	
064590630	997100301	OZMENT, JAMES P	131 BRADLEY 42 E PECAN	97	03/12/10	1	\$15.00	

Total Participants: 44

**\$1,100.56**