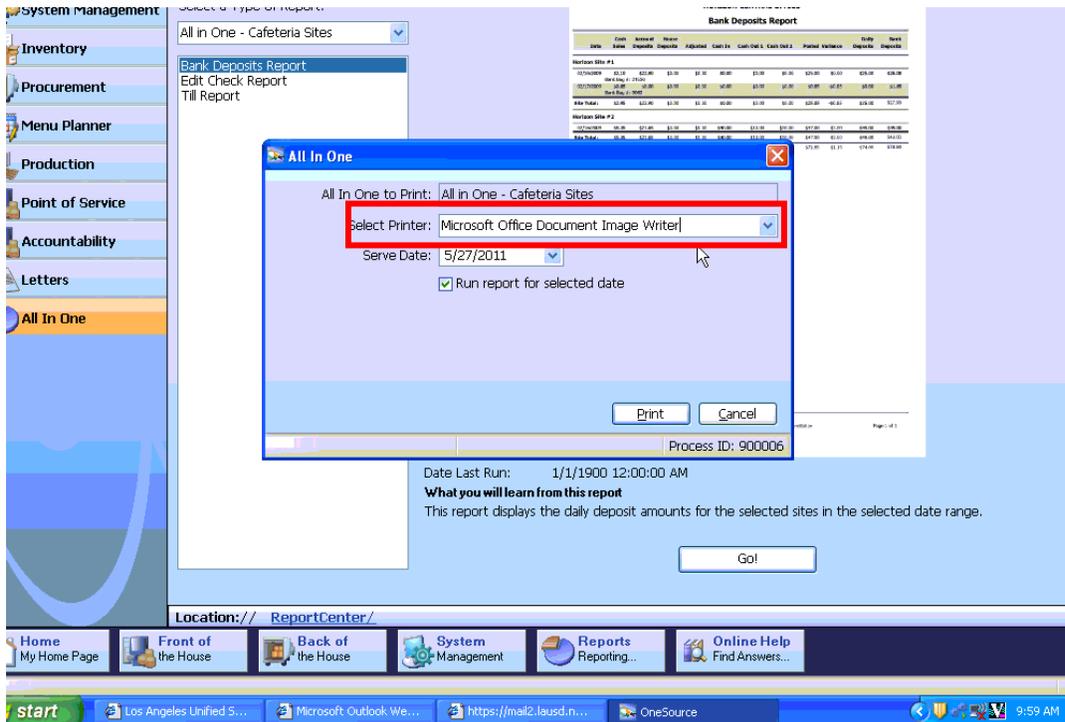
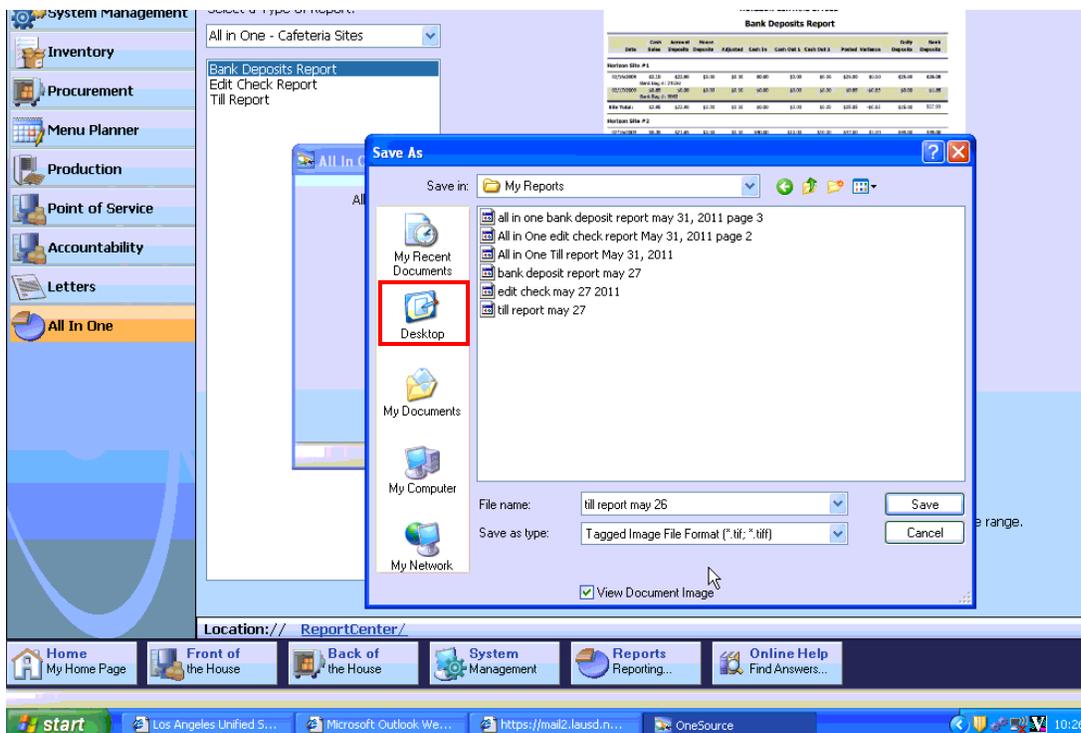


How to Save the All-in-One Report



1. Navigate to the All-in-One Report (reports>All-in-One, click go)
2. When the All-in-One print screen comes up click on the drop down at Select Printer, choose the **Microsoft Office Document Image Writer**.
3. Make sure the date you need to print is in the serve date, click print



4. The Save As screen will come up, choose Desktop, then double click on your "My Reports" folder. Change the file name to the report name and date (for example: till report June 1, 2011) click Save. You will have to do this 3 times, once for each report in the All in One group (till report, edit check report and bank deposit report).